



Student Drop Box User Guide

Student User Guide for Submission of Assessments Online

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Student Drop Box Introduction

What is Student Drop Box?

Student Drop Box is an online portal for students to submit their assessments. This online portal streamlines and improves the efficiency of assessment submissions for both students and tutors.

How do students use Student Drop Box?

Students are provided with a unique login (i.e. username and password). With this login, students can submit and track the progress of assessment tasks and communicate with their assigned tutor.

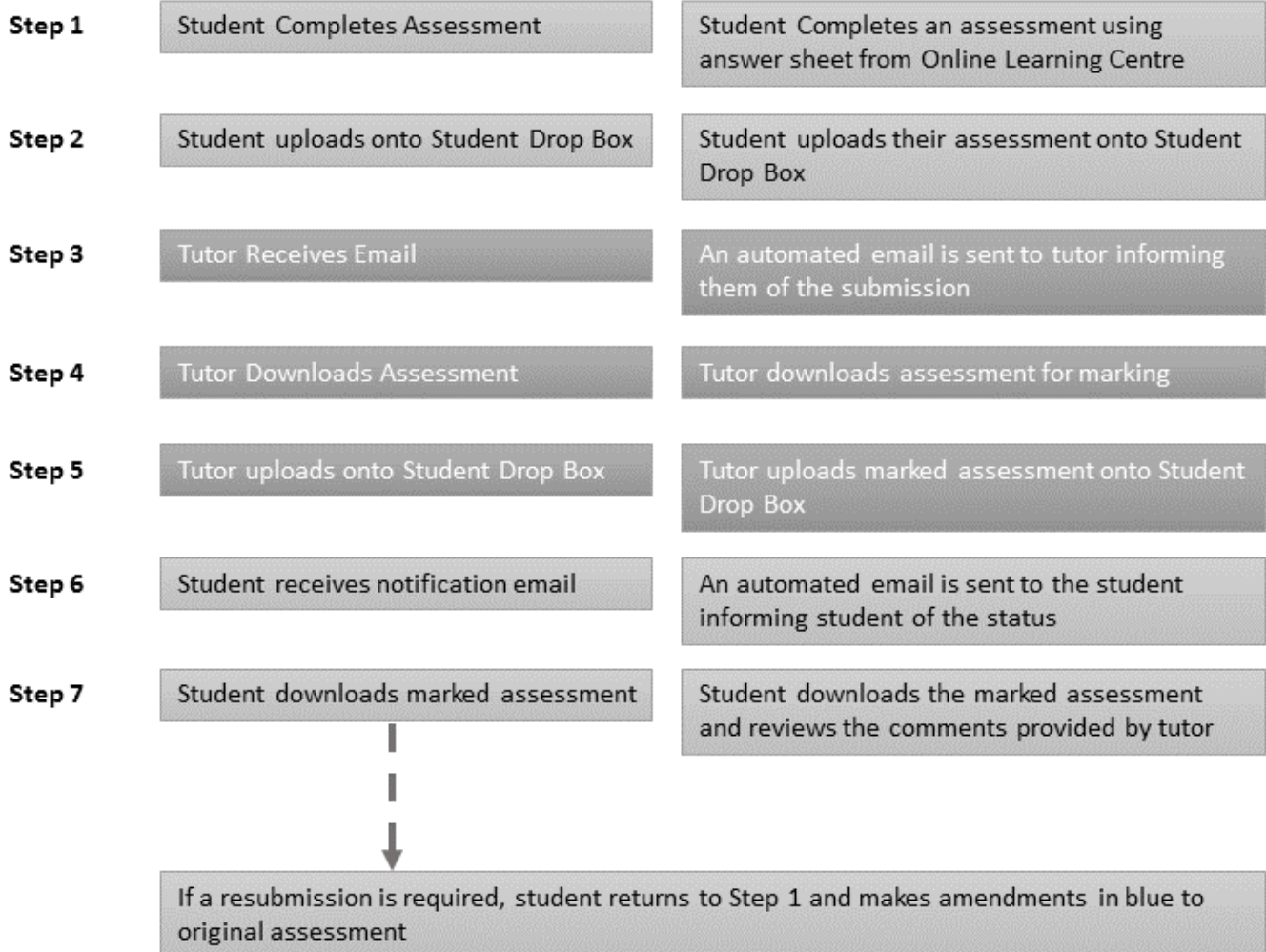
Do students submit assessments via email?

Students are required to submit all assessments through the Student Drop Box, no assessments should be sent to the college via email. However students can seek clarification and guidance through email if they encounter difficulties in understanding the requirements of the assessment tasks.

The website is: www.studentdropbox.com.au

How Student Drop Box Works

The following flow chart explains the steps involved for Student Drop Box.

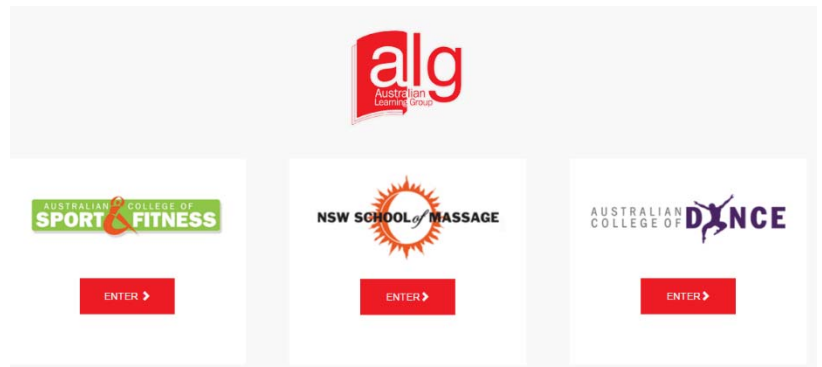


Accessing Student Drop Box

The Student Drop Box can be accessed from here:

www.studentdropbox.com.au

This will bring you to a home page that looks like this:



Your Profile Page

The profile page is the homepage of the Student Drop Box providing students with details on their profile, College/School announcements, programs enrolled into and required submission information.

Student Details

School/College Announcements

STUDENT PROFILE

NAME:

BIRTHDATE:

EMAIL:

MOBILE:

ANNOUNCEMENTS

Problems with Submissions
24 Nov 2015

[read more](#)

PROGRAMS ENROLLED TO

Search: Search all CLEAR FILTERING

SEARCH EXPORT PRINT

Program - Description	Tutor	Assessment Task(s) Completed	Expiry
Certificate IV in Fitness (SIS40210) - Certificate IV in Fitness (SIS40210)	Ross Treleaven	3/9 View	13/04/2016

50 Page 1 of 1 Displaying 1 to 1 of items

Course(s) enrolled into, name of the tutor and number of assessment tasks completed by the student

Click 'view' to see your assessments

Profile Page Explained

The submission section allows students to track the progress of each assessment task within the program. It provides details on the assessment tasks, date submitted, status of each assessment task, grade awarded by the tutor and date of the grading.

Name of Assessment Task

Date assessment was submitted by the student

Grade 'C' is competent
Grade 'NYC' needs to be resubmitted

SUBMISSIONS

Search: Search all SEARCH CLEAR FILTERING

EXPORT PRINT

Program	Assessment task	Tutor	Date submitted	Status	Grade	Date graded
Certificate IV in Fitness (SIS40210)	Case Study <small>View</small>	Ross Treleaven	10/02/2016	PENDING		N/A
Certificate IV in Fitness (SIS40210)	Module 2 <small>View</small>	Ross Treleaven	23/12/2015	OVERDUE		N/A
Certificate IV in Fitness (SIS40210)	Prac Placement <small>View</small>	Ross Treleaven	16/12/2015	MARKED	C	22/12/2015

The subject or qualification you are enrolled in

The tutor who will provide support and mark the submitted assessments

Status of the assessment:

1. Pending: you have submitted and waiting tutor to mark
2. Overdue: tutor has not marked yet (within 10 working days)
3. Marked: tutor marked and given result

How to Submit an Assessment

The following steps explain the process of submitting an assessment in Student Drop Box.

STEP 1 - To submit an assessment, students must click on the desired assessment in the Profile Page, as seen below:

SUBMISSIONS						
PROGRAM	ASSESSMENT TASK	TUTOR	DATE SUBMITTED	STATUS	GRADE	DATE GRADED
Certificate III	Module 1	Rob Lyon	2013-05-08	MARKED	C	2013-05-09
Certificate III	Module 2	Rob Lyon	2013-05-09	PENDING	-	-
Certificate III	Module 3	Rob Lyon	2013-05-09	PENDING	-	-
Certificate III	Module 4	Rob Lyon	-	SUBMIT TO TUTOR	-	-
Certificate III	Module 5	Rob Lyon	-	SUBMIT TO TUTOR	-	-

STEP 2 – The next page will open and this is where the student submits an assessment.

Complete all sections as per below:

SUBMISSIONS

PROGRAM B > HW1 > QUENTIN WILLIAMS PRINT / EMAIL

PROGRAM	ASSESSMENT TASK	TUTOR	DATE SUBMITTED	STATUS	GRADE	DATE	GRADED BY
Program B	HW1	Quentin Williams	-	SUBMIT TO TUTOR	-	-	-

Submit Assignment

Subject: ← Title of assessment and information about submission status (i.e. submission or resubmission)

Comment: ← Comment relating to the assessment

Certificate III - Module 1 - Assignment 1303A.doc ← Attach the marked assessment

← Once the form has been completed, click update to submit the assessment

A file must be attached for submission to be accepted

STEP 3 – The status of submission will change to ‘Pending’ to confirm that the uploading of the assessment is successful. The below screenshot explains the changes, following the submission.

SUBMISSIONS

PROGRAM B > HW2 > QUENTIN WILLIAMS PRINT / EMAIL

PROGRAM	ASSESSMENT TASK	TUTOR	DATE SUBMITTED	STATUS	GRADE	DATE	GRADED BY
Program B	HW2	Quentin Williams	2013-04-05	PENDING	-	-	-

Submit Assignment

Subject:

Comment: Status changes to 'Pending'

No file chosen

A file must be attached for submission to be accepted

View Submissions

from: Paul Lipmana
 subject: RE: Cert III Module 2 submission
 date: 2013-04-05 10:54:43 1 attachment

Please find my submission for Assignment 2. I struggled on question 3, so please advise me if I need to add more information

download

A message will appear under ‘View Submissions’ with downloadable attachment

Receiving Results of an Assessment

Once the tutor has marked the submitted assessment, they will upload the marked assessment onto Student Drop Box. An automated email will be sent to the student.

The assessment will be uploaded, with a requirement to resubmit or marked as Competent.

The assessment marked as NYC will have the status changed from 'Pending' to 'Resubmit', as seen below. The student is then required to download the marked assessment and answer any questions that are marked as NYC (in red).

SUBMISSIONS

CERTIFICATE III > MODULE 2 > TUTOR TEST > ROB LYON PRINT / EMAIL

PROGRAM	ASSESSMENT TASK	STUDENT	DUE DATE	DATE SUBMITTED	STATUS	GRADE	DATE	GRADED BY
Certificate III	Module 2	Tutor Test	-	-	RESUBMIT	-	-	-

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The assessment marked as competent will be finalised and a competent grade will be given. No additions are required.

SUBMISSIONS

CERTIFICATE III > MODULE 1 > TUTOR TEST > ROB LYON PRINT / EMAIL

PROGRAM	ASSESSMENT TASK	STUDENT	DUE DATE	DATE SUBMITTED	STATUS	GRADE	DATE	GRADED BY
Certificate III	Module 1	Tutor Test	2013-05-18	2013-05-08	MARKED	C	2013-05-09	Rob Lyon

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FAQs

Why am I not submitting my assessments through Student Drop Box?

Student Drop Box is a submission method for online assessments and courses. Observe your instructions in your course overviews for how to submit your assessments for your course.

My password does not work, how can I reset it?

Your password can easily be reset on the homepage. Click on 'Forgot Password' and a new password will be sent to your email address. If you do not receive the email, check your junk box, otherwise, please contact the student support team as per the contact details listed in your Course Overview.

I have forgotten my username, what do I do?

If you have misplaced or forgotten your username for Student Drop Box, firstly check your course overview. If you're still not sure, please contact the student support team as per the contact details in your Course Overview.

What happens if my assessment hasn't been marked within the required timeframe?

This assessment is now overdue and the student support team will contact the tutor and enquire about the status.

I am having problems uploading a document?

If you are having problems uploading a specific assessment, please contact the student support team as per the contact details in your Course Overview.

My file is too big to upload to Student Drop Box, what shall I do?

If your document or video exceeds the maximum capacity size, please split and save the document into two separate files and upload as Part 1 and Part 2 of the same assessment task.

What files can I upload onto Student Drop Box?

You can upload Word document, PDF and Zip files and mp4 videos. It is important to upload all assessments in word format; so that your tutor can comment on the submitted assessment. Case Studies, practical log books or case work can be uploaded as a PDF or as a zip file.

I am not enrolled into the correct program on Student Drop Box. What shall I do?

Student Drop Box will indicate the program that you are currently enrolled in. If the program is incorrect in Student Drop Box please contact the student support team as per the contact details in your Course Overview

Some of my personal details are incorrect, how do I correct these?

Please contact the student support team as per the contact details in your Course Overview to inform them of the changes and/or errors.

I am not receiving any email notifications for marked assessments.

If you are not receiving any email notifications from Student Drop Box, it is possible that your email address in our record is incorrect, emails are going to your junk box. Please check your junk box first, then check if your email address is correct on the Profile page and inform the student support team of any errors.

I have another problem with Student Drop Box that could not be answered with the above FAQ's.

If there are any other problems that you are experiencing with Student Drop Box, please let the student support team know so we can resolve the issue as soon as possible. Please contact the student support team as per the contact details in your Course Overview.