HOW TO USE STUDENT DROP BOX
What is the student Drop Box?

- Drop box is a tool which functions as a storage space for student files (such as papers). The WCL drop box provides a shared area where students and professors can store and exchange digital documents. Through this tool students are able to send files to the professor; the professor can receive and review them and then return them to the student.
Steps to use Drop Box

• The first step is to log on to MyWCL
Find the Course

Second step
Once on your home page, click on the course for which you want to upload a document.

Click on the course to access to your course information and your course Drop Box.
Click on Student Drop Box

Third step
Once on the course page, you will see a link with the title “Student Drop Box” in the menu on the left side of the screen. Click on it to start.
Click “Submit Document”

Fourth step
Once on your Student Drop Box page, click on “Submit Document” to upload your files
Fifth step.
After clicking on “Submit Document”, the page will provide you the option to browse for the document you want to submit and once you have found it, click “Upload File”.

Click “Browse” Then “Upload”
After you upload your document, you will be able to see whether your document was successfully uploaded or not. If successful, you will see your document name stated in your Drop Box page.
Thank you!