A Faculty Guide to
Student Artifact Submissions

1) Navigate to the Dropbox website (http://www.dropbox.com) and sign in.
   a. If you do not have an account or would like to conserve data storage space for your existing account, please create a new account using an email address that you regularly check.

2) After you’ve logged in, click the folder icon (pictured below) at the top right of the screen.

3) Enter the name for your folder and elect to share this folder with TAMUTassessment@gmail.com. The name of your folder must contain: (1) the semester and year for your course; (2) the abbreviated course name and course code; and (3) the section number for your course. Create a new folder for each section of each of your courses.

4) Click into your new folder and click the Upload button in the top right corner of your screen (pictured below). In each folder you create, you must submit: (1) a copy of the completed Student Artifact Checklist Form; (2) a copy of the instructions for the assignment you are submitting for this course; and (3) copies of your student artifacts with identifiers removed.

NOTE: Please make sure that all of your files have finished uploading (e.g., are highlighted in green) before clicking “Done” to exit the upload window.

5) Repeat steps 3-5 for each section of each course.

6) Do not delete your folders. Deleting folders deletes data. If you need to remove your folders to conserve storage space, please: (1) back-up your files outside of Dropbox, and (2) check with the Academic Assessment Coordinator to first confirm that all requested materials have been submitted. You will be safely removed from each folder if submission of all requested materials is confirmed.