Haskayne "How To"

How to… download and print documents from a dropbox:

1. From your course site, click on "Assessments" and then "Dropbox" in the red navigation bar.
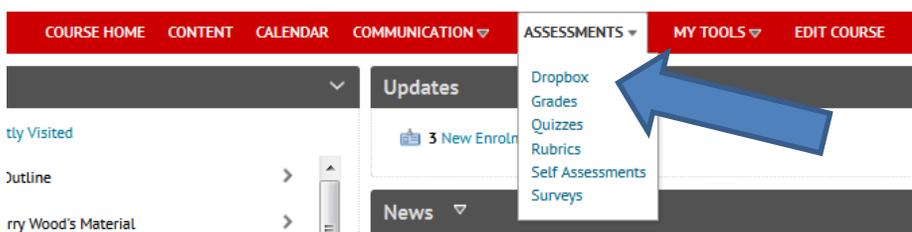
2. Click on the Dropbox containing the files you want to download.
3. On the Folder Submissions page, adjust the display number to ==200 per page==. __Note that if you have more than 200 files, you will need to download more than one "batch" of files (1 "batch" per page).__
4. Click to put checkmarks next to all files, or select only the files you want. Then click "Download."
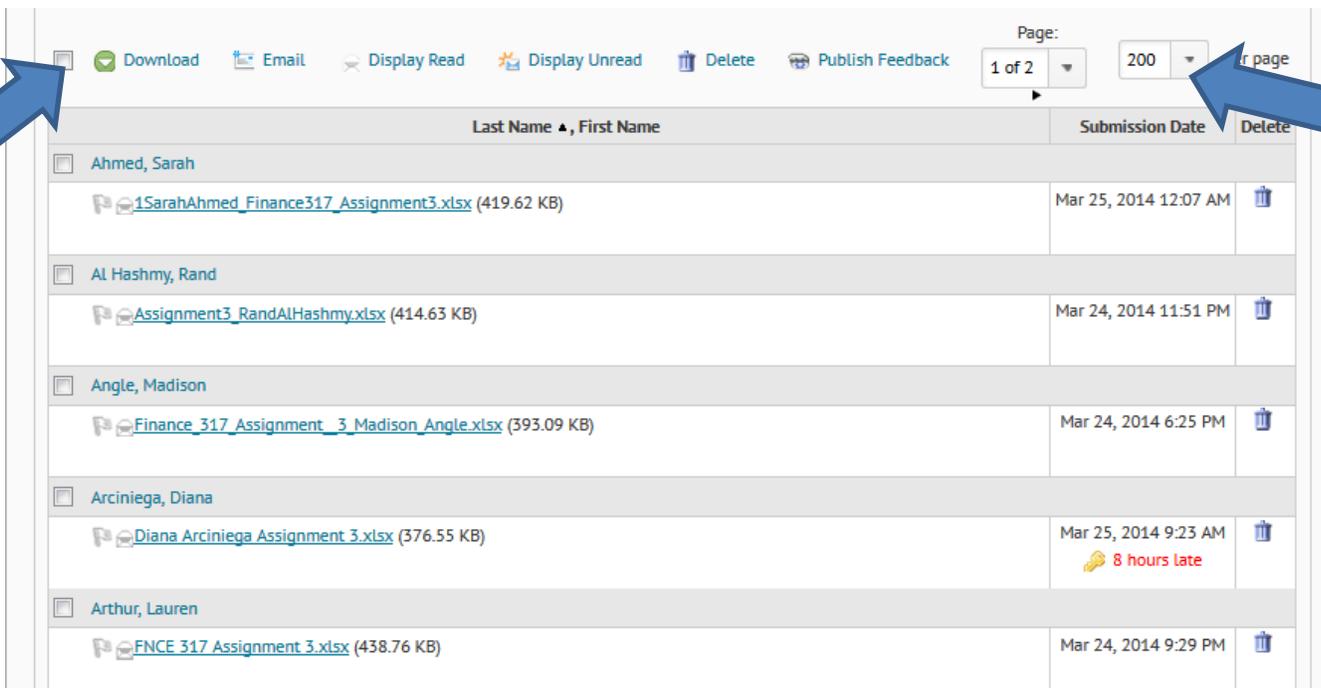
5. You will see a little mini-screen indicating that a zip file is being prepared.
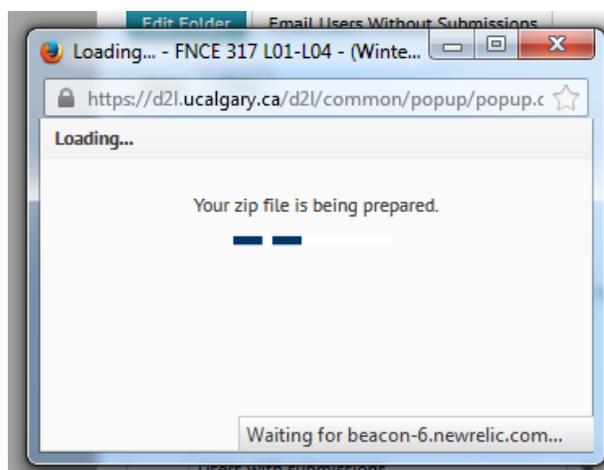
6. Once the zip file is downloaded, click on the file name, and then choose to "save file."
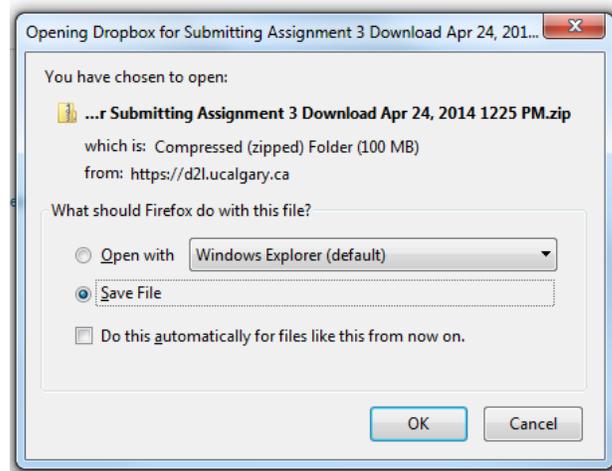
7. On your desktop or in the desired location, create 2 file folders: one called "Extracted Files," and one called "Files to Print"
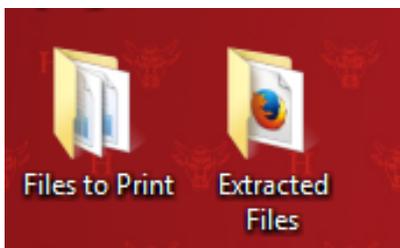
8. Open the folder containing the zipped folder that was downloaded from D2L. Right-click on the file, and then click "Extract All."
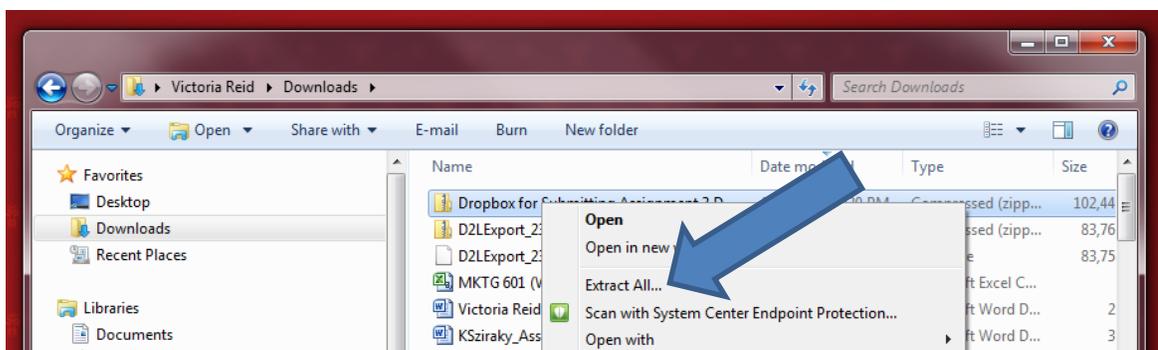
9. Click "Browse" and select the "Extracted Files" folder you created.

10. Click "Extract."

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]
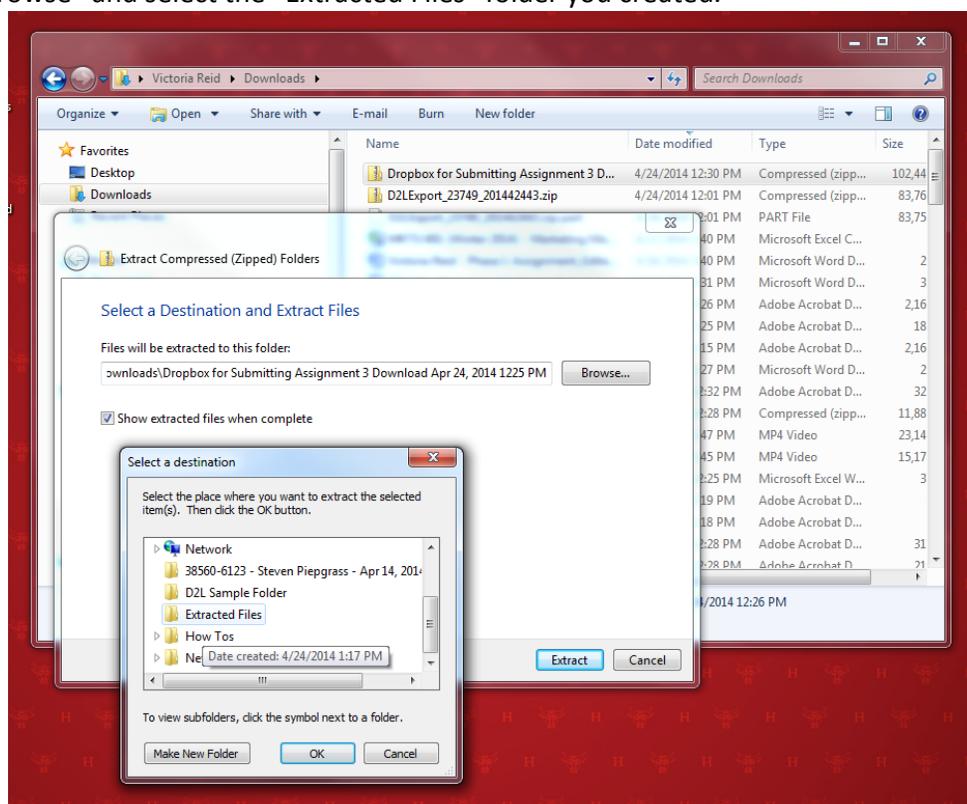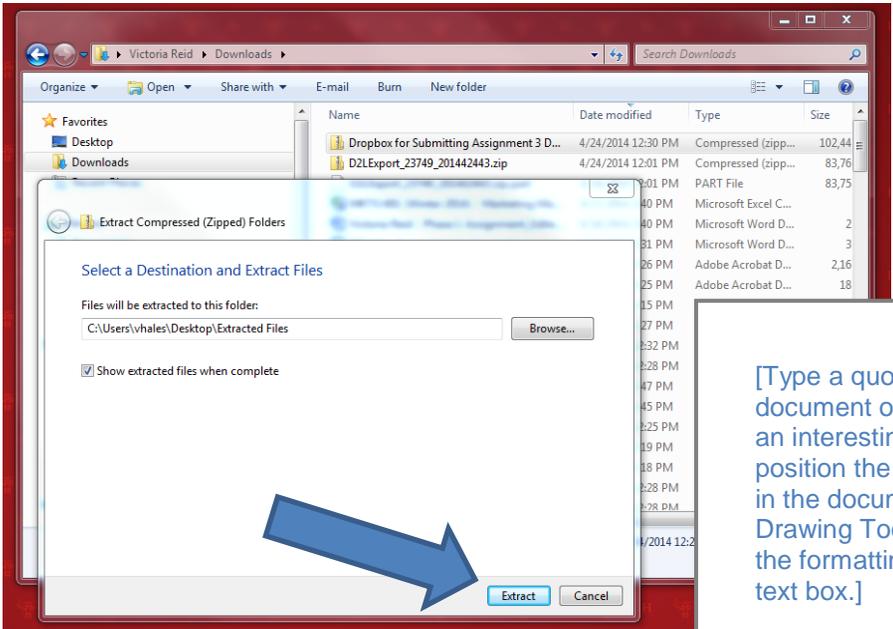
11. Wait for the assignments to be copied.
12. Once they are copied, open the Extracted Files folder. You'll notice there are a bunch of folders there. In order to separate out the files, type "." into the search bar.
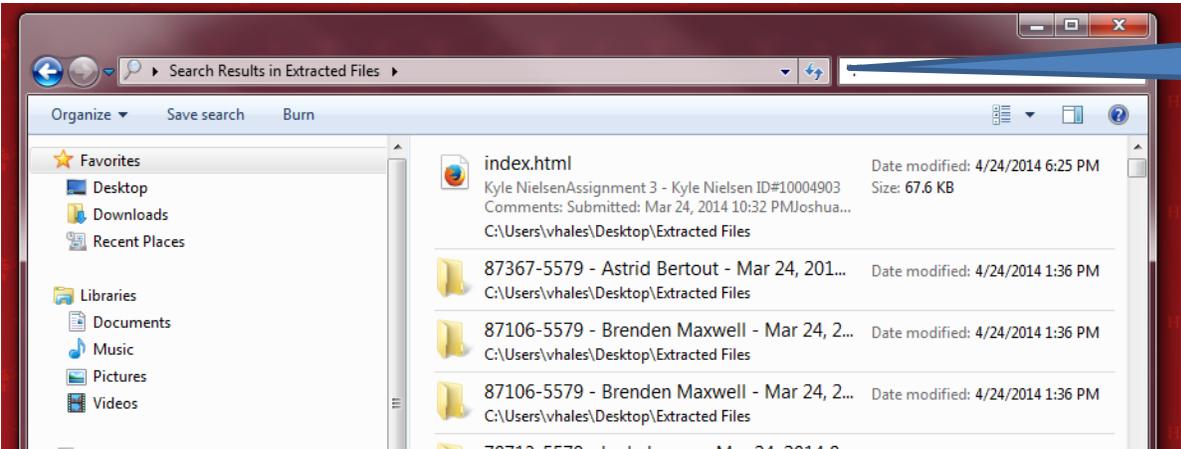
13. You'll notice that the folders are now separate from the files. **(Note that very large classes with a lot of files may take a while to "separate.")** We're going to copy them into the "Files to Print" folder. Open the "Files to Print" Folder in a SEPARATE window from the "Extracted Files" folder.
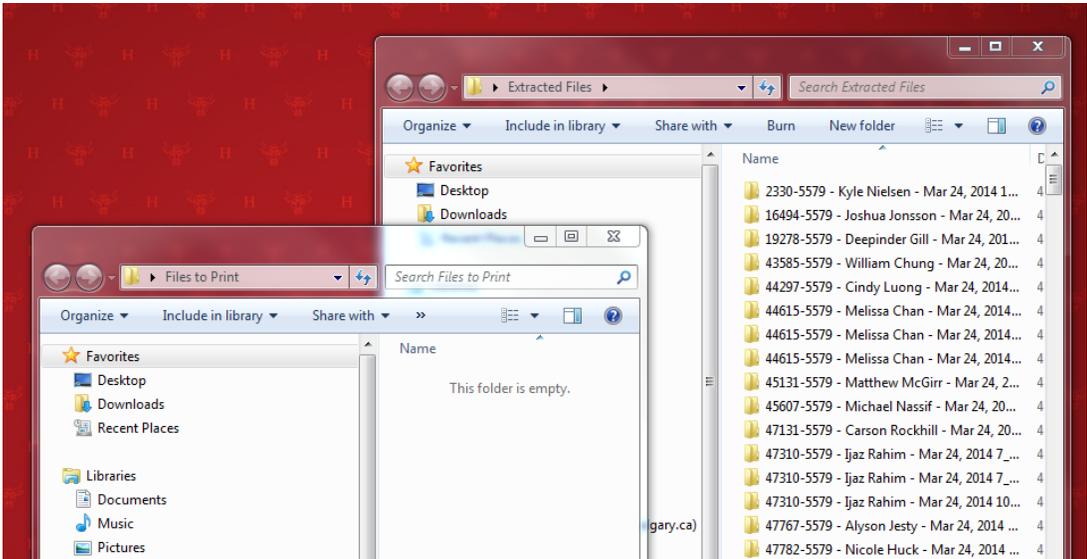
14. Highlight the class files from "Extracted Files" and copy them over to the "Files to Print" folder. Do not transfer the file folders. *Some students' files may have the same name. Choose "keep both" if you get a notification that a file with that name already exists in the folder.*
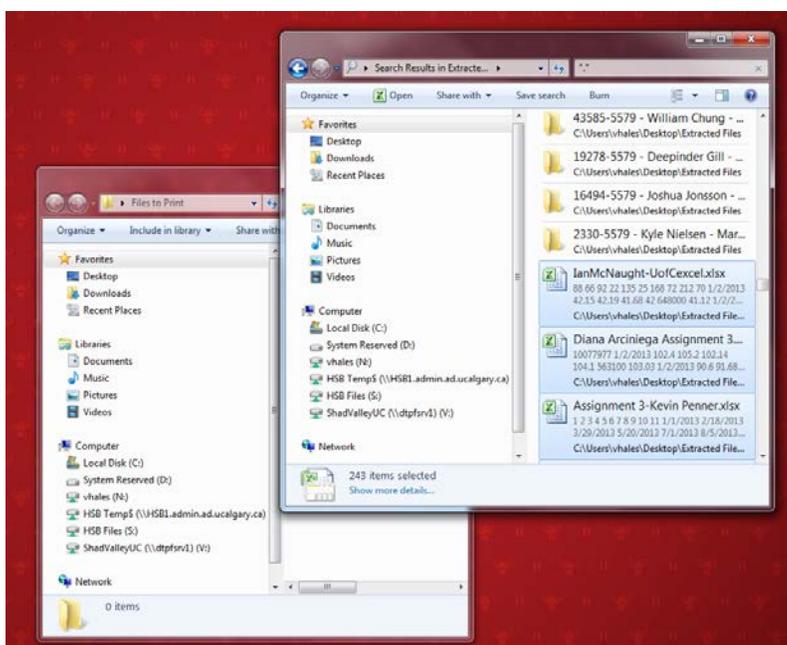
Select, and then drag and drop all the files (not file folders) into the "Files to Print" Folder

15. To print, you can either open each document up and print it, or, **if you have pre-set your printer and printing preferences to default**, you can highlight all and print them from the folder. **This method generally does not work for Excel documents.**