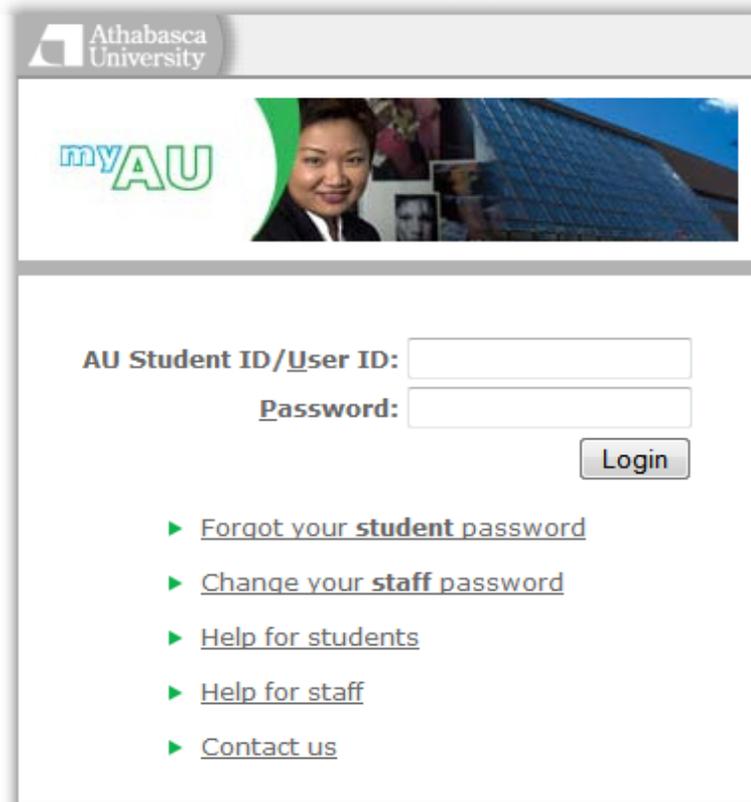


Write Site Drop Box Student Manual

A valid student ID is required to gain access to the Drop Box via the login screen as shown in Figure 1 earlier. If the user tries to connect with credentials other than an AU student ID, the following message is rendered as depicted in Figure 2.



The image shows the login interface for Athabasca University's myAU system. At the top left is the Athabasca University logo. To its right is a banner image featuring the 'myAU' logo and a photograph of a woman. Below the banner, there are two input fields: 'AU Student ID/User ID:' and 'Password:'. A 'Login' button is positioned to the right of the password field. Below the login fields, there is a list of links with green arrowheads: 'Forgot your student password', 'Change your staff password', 'Help for students', 'Help for staff', and 'Contact us'.

You are logging into: http://animal.cs.athabascau.ca/~yangc/write-site/dropbox/admin/proxy_submit.php

SECURITY NOTICE: It is very important to log out of your AU account AND shutdown your browser after using AU web services, otherwise anyone with access to the browser could use your account.

Figure 1 – Drop Box login screen

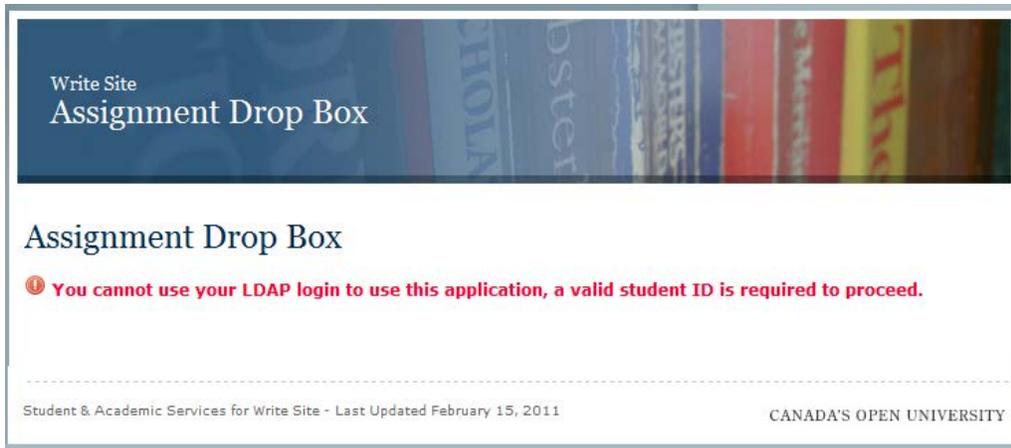


Figure 2- Message received when trying to enter the Drop Box with something other than valid student ID

This often occurs when either the user is also a staff member and has had previous browser windows, tabs, or sessions opened using their staff credentials, or a user has some other login credential set within the browser's cache from a previous browsing session. In both cases, an assured way to solve the problem is to clear the browser cache, close, and reopen the browser to ensure the cache is cleared and attempt to login again.

Other issues preventing a student user from **logging in** include the following:

- A pending submission is already in the Drop Box.
- A coach has set a login restriction for a student ID.
- The 24hr waiting period from a coached submission has not ended.
- The Drop Box has reached maximum capacity.
- The maximum allowable submissions for a given one year time period has been exceeded.

Once successfully logged into the Drop Box, the user will see the screen shown in Figure 3 below (left-hand menu removed).

Write Site
Assignment Drop Box

Assignment Drop Box

You currently have 9 submissions remaining until January 10, 2012, 9:59 am. After that date, your account will be reset to 10 submissions providing you are still actively enrolled in an AU course.

Questions about this form? Contact [Linda McCloud-Bondoc](#).

*** All fields are required.**

Student ID:

3561309

First Name:

BHRLR30PD

Last Name:

O'Mear

Email:

jeffd@athabascau.ca

Course:

Select Course

English as a Second Language

Yes No

Do you require real-time coaching?

[\(What's this?\)](#)

Yes No

Assignment to upload:

Browse...

MS WORD and text documents only. (Please use only alpha-numeric characters in the filename)

Please enter the details of your assignment here. Include as much information as you can about the number of words, special requirements, essay questions, etc.

Please identify at least 2 and no more than 3 concerns about this assignment, e.g., thesis development, arrangement, sentence structure, grammar, punctuation, documentation, etc. Please be as specific as you can:

Submit

The information that you provide with this application for coaching is collected under the authority of the Post-Secondary Learning Act and the Alberta Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to create and improve programs and services on the Write Site. It may also be used to advise you of other University programs and services that may be of interest to you and/or for research purposes. It may be disclosed to Athabasca University employees associated with the Write Site and with the student's program. Your personal information is protected by the Alberta Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Write Site Coordinator by email: lbondoc@athabascau.ca, or by phone at 1-866-603-9521, or by mail: Attention: Write Site Coordinator, c/o Athabasca University, 1 University Drive, Athabasca, AB T9S 3A3.

Student & Academic Services for Write Site - Last Updated February 15, 2011

CANADA'S OPEN UNIVERSITY

Figure 3 - Student Drop Box form

The Drop Box automatically fills out numerous fields based on Banner information. These fields include:

- Student ID.
- First name.
- Last name.
- Email.
- Course(s)

All fields except for email are non-editable. The student must, however, fill out the following fields:

- Course – even though the drop down list is auto-populated from Banner, it is still necessary for the student to select a course from the list.
- English as a Second language (Y|N).
- RealTime coaching (Y|N).
- Assignment to upload.
- Details of the assignment.
- Concerns about the assignment.

If all of the fields are not completed, the Drop Box will not allow the submission to proceed and will present the student with error messages highlighting the fields to be filled out.

Successful Submission

Upon a successful submission, the student will receive a green lettered message at the top of the form indicating the submission has been received, as noted in Figure 4. They will also receive a confirmation email.



Figure 4 - The success message a student receives upon submitting their assignment. **Note:** the remaining portion of the form is not depicted in this screen shot.

Resubmission Error

If a student attempts to submit another assignment before the current one is coached and/or before the 24hr. waiting period after a paper is coached, they will receive the error message shown in Figure 5 below.

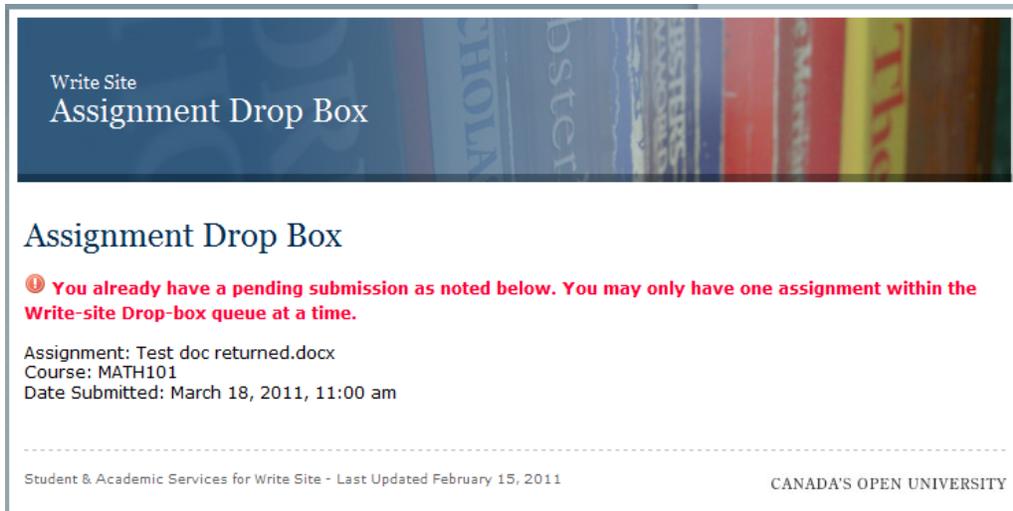


Figure 5 - Attempted resubmission error

File Size Error

The Drop Box limits the size of uploaded files to 1.5MB. In the event of a student attempting to load a larger file, the system will respond with a “file too large” error as shown in Figure 6.

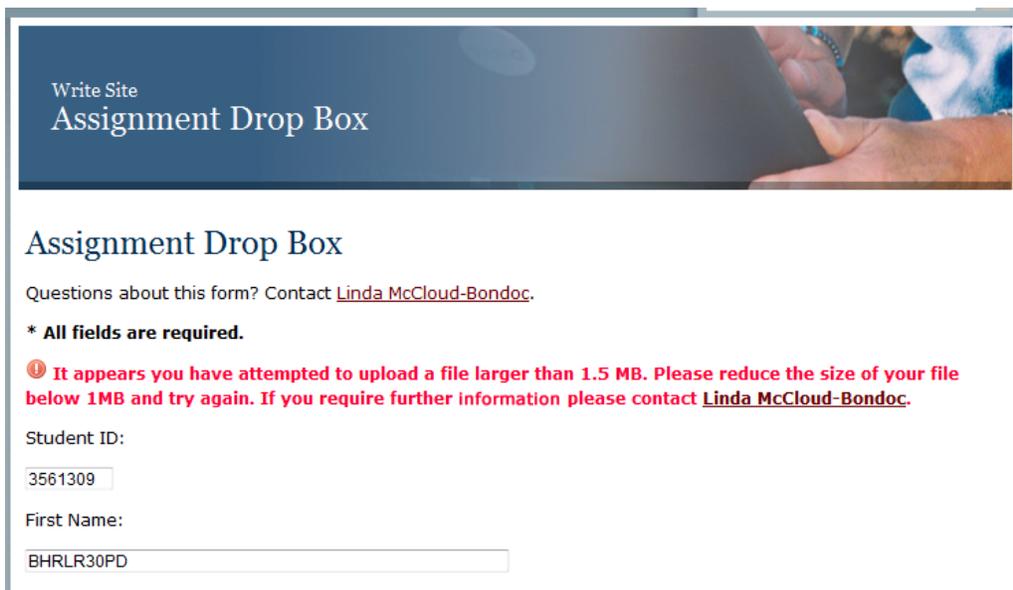


Figure 6 - Error received when attempting to upload a file larger than 1.5MB. **Note:** the remaining portion of the form has been truncated in this screenshot.

Non-MS WORD or Text File Submission

The Drop Box only accepts documents of MS WORD or plain text document types (mimetypes). If a user attempts to upload some other type of document, i.e., PDF, they will receive the message depicted in Figure 7 below.

Write Site

Assignment Drop Box

Assignment Drop Box

Questions about this form? Contact [Linda McCloud-Bondoc](#).

*** All fields are required.**

ⓘ It appears you have not submitted either a MS WORD or plain text document. If you feel this is in error please contact [Linda McCloud-Bondoc](#).

Student ID:

First Name:

Figure 7 - Message received when attempting to upload a non WORD or text document. **Note:** the remaining portion of the form has been truncated.