



## Dropbox Tool

The Dropbox allows exchange of files between the instructor and course users. Using electronic submission of files is a great way to organize submissions. No need for participants to mail, fax, or email assignments. You can provide feedback to the participants, return submissions, and tie grades in with gradebook.

### Create a Dropbox Folder:

From the main Dropbox screen page, click the Admin button to access the administer dropbox area.

1. Click the **Add Folder** icon to create a folder.
2. Type the name of the folder in the Folder Name field.
3. If you would like to classify your folders, select the category from the drop-down list or click the **add category** link to create a new one.
4. If you wish to tie the results entered in the dropbox area to a previously made grade item, choose the item from the drop-down beside Assessment Item.

**Note:** Dropboxes can only be tied to numeric grade items.

5. Type instructions in the Custom Instructions field. This message will be displayed to the course participants when submitting their item.
6. Click **Submit** to return to the administer dropbox area.
7. Click the **Back** icon to return to first screen.

You will see your new folder. There are three file notifiers beside the folder name: total files submitted, files that you have not downloaded, and files that you have flagged.

The folder icon located to the left of the folder name will show a "G" inside the folder if you have it tied to a grade item

## Connect a Dropbox Folder to a Gradebook Item:

You can assign a gradebook item to your dropbox folder. From within the Dropbox tool:

1. Click the **Admin** button
2. Locate the Folder you wish to change.
3. Click the **Edit** icon  to the right of the folder name.
4. Click on the **Droplist** next to the Assessment Item. If the Grade Item does not appear in the list, use the "Add Grade Item" link to create a new one.
5. Click the **Submit** button to save your changes
6. To return to the main dropbox screen, click the **Back** button or the Dropbox link on the NavBar

## Restrict a Dropbox:

From the main Dropbox page, click the Admin button to access the administer dropbox area.

1. Click on the **Edit** icon located to the right of the folder name.
2. Check the box beside **Restrict Submissions** to a date.
3. Choose a date by using the drop-downs or the popup calendar.
4. Click **Submit** to return to the administer dropbox area.
5. Click the **Back** icon to return to the main dropbox screen.
6. The edited folder will now display the cut-off date to the participants.

## Deleting a Folder

To delete a folder from your Dropbox:

1. From the main **Dropbox** page, click the **Admin** button.
2. Click the **Delete** icon beside the folder you would like to delete and confirm the deletion.
3. Click **Back** to return to the main **Dropbox** page.

**Note** Deleting a folder will delete all files associated with it. Grades in the grade book will be left intact, but activity assessments will be cleared when the folder is deleted.

## Ordering Folders

If you have more than one folder, you can change the order they are listed in:

1. From the main **Dropbox** page, click the **Admin** button.

2. Enter the desired **Order** numbers beside the folders.
3. Click **Submit Order**.
4. Click **Back** to return to the main Dropbox page.

## **Downloading Student Submissions:**

The Dropbox allows you to download student submissions individually or as a batch process:

1. Select Folder where the submission is located
2. To download all files in the dropbox, select the checkbox next to delete button. OR If you would rather download a few files, select the checkboxes next to the submissions you want to download.
3. Click the **Download** button
4. This will create a zip file which will include all of submissions you selected and an index file.

The submissions will have the student's names and id's appended to their file name (depending on the settings your organization has chosen, this may vary slightly)

The index file will be a snapshot of the dropbox folder (showing comments, times, etc.)

When you return to the dropbox folder, the icon located beside the submission(s) will be changed from a red dot to a green arrow.

## **Mark Student Submissions as Read:**

The Dropbox allows you to mark student submissions as read without having to download or view them:

1. Select Folder where the submission is located
2. Select the checkbox
3. Click the **Mark Read** button

The icon located beside the submission will be changed from a red dot to a green arrow.

## **Edit Submission Feedback:**

The Dropbox allows you to edit submission feedback after it has been posted:

1. Select Folder where the feedback is located
2. Select the "Feedback Left" link next to the submission.

3. Select the Feedback area and edit as needed.
4. Click **Submit**.

### **Use the Dropbox to Enter a Grade :**

You can grade student submissions from within the dropbox:

1. Select Folder where the submission to be graded is located
2. Click on the link beside the item to be graded that says "Grade/Leave Feedback"
3. You will then be prompted to enter a Grade.
4. Optionally, you can add Grade Feedback, Dropbox Feedback and an attachment (these will be discussed in other topics).
5. Click **Submit**.

### **Use Dropbox to Attach a File as a Response to a Student Submission:**

You can enter an attachment, which will be accessible along with the dropbox feedback. Students can access this when they view their submission history:

1. Select Folder where the submission is located
2. Click on the link beside the submission that says "Grade/Leave Feedback" . If the submission is not tied to the gradebook, the link will simply say "Leave Feedback"
3. You can add an attachment to the submission feedback.
4. Click the **Browse** button.
5. Search your computer for the first file.
6. Click **Open**
7. Click **Submit**. This will attach the file to the student submission.