# D2L :

## *Dropbox Quick Start Guide*

## Overview –

The Dropbox is a tool that will allow you to create folders to hold students assignments and submissions. The Instructor of the course is then able to view the submitted files and provide grades and feedback to the student all from within the Dropbox tool. To use the Dropbox you will first need to create Dropbox folders. Then you can set up the various restrictions and conditions for each folder.

## Creating a Dropbox Folder

1. Select the **Dropbox** tool from the *Evaluation* link group on the *Course navbar*
2. Click the **New Folder** button

3. Enter a **Name** for the folder
4. To enable Originality checking, simply click the **Enable** checkbox
   - ETSU uses TurnItIn for Plagiarism Detection
5. Under **Folder Type,** select *Individual* or *Group* Submission
   - The **Individual** option is used with you <u>are not</u> utilizing the *Groups* feature within your course.
   - The **Group** option is used with you <u>are</u> utilizing the *Groups* feature within your course and you prefer having your students' submissions organized by group
6. Select a **Category** for the Dropbox Folder or you may choose [New Category] to create one
   - Categories are a great way to organize your Dropbox Folders but is not required
7. Select a **Grade Item** if you wish to link this Dropbox Folder to the Gradebook or you may choose [New Grade Item] to create one
   - More information on this in the Grades section below
8. In the "**Out Of**" box enter the total number of points that the assignment will be worth
9. The **Student View Preview** allows for you to configure how you want to the student to view his/her grade.
10. Choose a **Grading Rubric** if you want to use one or you may choose [Create Rubric in New Window] to create one.
11. In the "**Instructions**" box you can enter any instructions you may have for the students. Instructions entered here will appear to the students when submitting their assignments
12. You can upload an **Attachment** if it will be part of the assignment
13. Set **Submission Options** such as how many attempts are allowed and how to keep files
14. Be sure to **Save** when finished creating the folder

# Setting Dropbox Folder Restrictions

1. Select the **Restrictions** tab after creating Dropbox folder

2. Set the **Availability** Start/End dates
3. Attach optional **Release Conditions**
4. You can choose to set **Special Access** for a particular Dropbox Folder. This feature is helpful if a student has permission to submit an assignment early or late
   - The first option will allow only users with special access to submit during the altered times but all other students will still see the Dropbox Folder
   - The second option will allow only those with special access to see the folder and make submissions to it
1. Be sure to **Save** when finished

# Viewing Dropbox Folder Submissions

1. Navigate to the Dropbox folders list by selecting the **Dropbox** tool from the *Evaluation* link group on the *Course navbar*
2. You will see a listing of all the Dropbox Folders in the course. You will see the number of files total files submitted, the number of unread files and the number of flagged files to the right of the Folder name
3. To **Edit** an existing folder, click the downward-facing arrow [\/]to the right of the folder name to expand the context menu and then select "*Edit Folder*"
   - The **Bulk Edit** option allows for you to select multiple folders and alter the folder name, Start/End dates, and category designation
4. To view a folder's **Submissions**, select the "*View Submissions*" options from within the context menu.
   - Alternatively, you can also click the folder name to open a Dropbox Folder and view its submissions
5. By default you will see a list of all your students and their submissions.
   - You can also sort your view by submission: (show everyone, users with submissions, users without submissions) and also by feedback: (show everyone, users with feedback, users without feedback)
6. You can view submissions by either clicking the blue hyperlinked filename or by checking the box next to the students name and selecting the download button.
   - To download multiple submissions you can check multiple boxes and when you choose download you will receive a .zip file with all the submissions so you can view them offline.

Plagiarism Detection On

Context Menu

| | Folder | Total Files | Unread Files | Flagged Files | Due Date |
|---|---|---|---|---|---|
| | No Category | | | | |
| | Homework assignment one | 1 | 0 | 0 | |
| | Example | 0 | 0 | 0 | |
| | Training Assignments - Please do not | | | | |
| | Assignment with Submission and Feedback | 0 | 0 | 0 | |
| | Assignment without Feedback | 0 | 0 | 0 | |
| | Grading with a Rubric | 1 | 0 | 0 | |
| | Grading with Microsoft Word and Bulk Upload | 2 | 0 | 0 | |

View Submissions

Edit Folder

Hide from Users

Delete Folder

Submission Log

Folder is attached to a Gradebook Item

File count

⬇ Download    ✈ Email    🗒 Mark as Read    ✉ Mark as Unread    🗑 Delete    ⚬ Publish Feedback

| | Last Name ▲ , First Name | Turnitin® Similarity | Submission Date | Delete |
|---|---|---|---|---|
| | Training, ATS1 | | shed: Mar 8, 2018 11:50 AM | |
| | 🏳 ✉ Example document.docx (13.59 KB) | | 2018 11:47 AM | 🗑 |
| | Training, ATS3 | | | 💬 Evaluate |
| | 🏳 ✉ Example document.docx (13.59 KB) | 🖥 | Mar 8, 2018 11:52 AM | 🗑 |
| | Training, ATS4 | | | 💬 Evaluate |

Select the Checkbox next to the folder submissions and click download to download the file to your computer

View Document, Grade, and Leave Feedback

Leave Feedback for students who did not submit a file electronically.

## Leaving Feedback on an Ungraded Dropbox Folder

1. Click the Folder you want to view and then click the **Evaluate** link to the right of the student's name
2. The **Evaluate Submission** page will be displayed where you can view the filename, comments left by the student, and the date and time the file was submitted
3. Enter feedback for the student in the Dropbox **Feedback** field and you can also attach a file
4. Be sure to **Publish** when finished
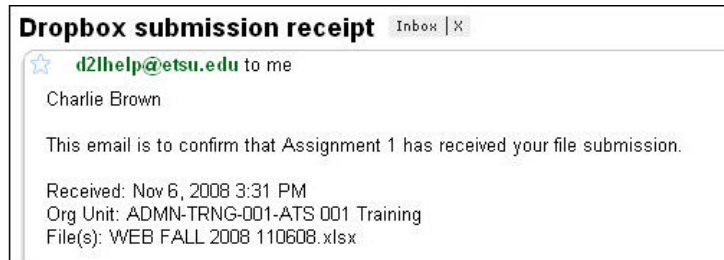   - Select Save as Draft to save the feedback but NOT publish immediately to the student.

## Leaving Feedback on a Graded Dropbox Folder

1. Click the Folder you want to view and then click the **Evaluate** link to the right of the student's name
2. The **Evaluate Submission** page will be displayed where you can view the filename, comments left by the student, and the date and time the file was submitted
3. In the **Score** textbox, enter the grade to be entered in the Gradebook.
4. Text entered in the Grade Comment field will be displayed to the student in their Grades
5. Enter feedback for the student in the Dropbox **Feedback** field and you may also attach a file.
   - The feedback will also be available via the Gradebook
6. Be sure to **Publish** when finished.
   - Select Save as Draft to save the feedback but NOT publish immediately to the student.

## Dropbox Document Viewer

The Dropbox now has the ability to display student submissions natively in the Dropbox using the Document Viewer. Click the **Evaluate** hyperlink for the student you wish to view. To view the document, you can either click on the document name or select *View Document* option from within the context menu located to the right of the document title. *Note: Students will not be able to view feedback attached as a file unless you enter some text into the feedback field.*

Homework assignment one - Submissions for ATS3 Training

Example document.docx (13.59 KB)
By: ATS3 Training   Submitted: Mar 8,

View Document

Markup in GradeMark

Download

Select **View Document** to open the document viewer. Selecting **Download** would download the file to your computer.

Turnitin® Similarity

100 %

Turnitin® GradeMark®

Score: -- / 10 |

Download All Files    Folder Submission History

**Evaluation**

Rubrics

No Rubric Selected.

[Associate Rubric]

[Create Rubric]

Enter Student's Grade

Score

/ 10

Grade Item: Homework assignment one

Student View Preview

- / 10

Feedback

▶   ✎   🔗  ▼   Paragraph ▼   **B**   *I*   U  ▼   ...

Enter or attach feedback

Add a File

**Publish** feedback immediately, or **Save a Draft** to publish later.

Publish   Save Draft     Next Student ›

# Viewing and Updating Feedback

Published feedback will have a date of publication along with the link "Published:". You can view and update this feedback from the Dropbox tool as well as from your gradebook. Accessing published feedback from the Dropbox tool will return you to the Evaluate Submission page (see above).

Training, ATS1       Published: Mar 12, 2018 1:36 PM

🏴 📧 Example document.docx (13.59 KB)     11 %     Mar 8, 2018 11:47 AM   🗑

# Dropbox – Student View

You can role switch to simulate what the student views when they enter the Dropbox. You will not be able to see everything exactly as they see it though. You can practice submitting files to see how it works but will not be able to view or leave feedback for your own submissions. Students will only see the files they submitted to the Dropbox and the feedback you left them, not for any other students.

## Dropbox Submission Confirmation

Students will receive an email confirmation after they submit a file to the Dropbox. They will see the name, date/time of the submission, and the file size. This is a great way for them to know they have submitted a file successfully, if there was a problem they <u>will not receive</u> this notification. You <u>will not receive</u> notification when the students submit files to the dropbox, so you will have to check it from time to time to make sure there are no new files.

**Dropbox submission receipt** Inbox | X

☆ **d2lhelp@etsu.edu** to me

Charlie Brown

This email is to confirm that Assignment 1 has received your file submission.

Received: Nov 6, 2008 3:31 PM
Org Unit: ADMN-TRNG-001-ATS 001 Training
File(s): WEB FALL 2008 110608.xlsx

# Feedback – Student View

The Students will see a bolded note that they have New Feedback when they enter the Dropbox.

| Folder | Score | Submissions | Feedback | Due Date |
|---|---|---|---|---|
| No Category | | | | |
| Homework assignment one | 8.5 / 10 - 85 % | 1 | View | |
| Example | - / - | 0 | - | |