""  
D2L Dropbox

## **Objectives:**

1. Identify dropbox capabilities in D2L.
2. Create, edit and delete folders and categories in a dropbox.
3. View and evaluate student submissions.

""

Contents

[**Objectives:** 1](#_Toc34772814)

[Overview 2](#_Toc34772815)

[What are Folders and Categories? 2](#_Toc34772816)

[To Access the Dropbox tool: 2](#_Toc34772817)

[Organizing a Dropbox 3](#_Toc34772818)

[Creating Folders 3](#_Toc34772819)

[Editing Folders 10](#_Toc34772820)

[Deleting Folders and Categories 10](#_Toc34772821)

[Viewing and Evaluating Submissions 12](#_Toc34772822)

[To access the Submissions Page 12](#_Toc34772823)

[To Evaluate Students’ Submissions 13](#_Toc34772824)

## Overview

The Dropbox tool in D2L allows you to see users’ submission times, download submissions, and return submissions with grades and feedback.

You can also restrict access to Dropbox folders by date and time, group membership, or special access permissions. There is no limit to file size, but the browser and internet speed can affect how large files are uploaded.

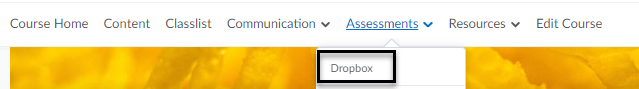
### What are Folders and Categories?

**Categories:** Create categories to group and organize your Dropbox folders. For example, you can create a category called “Assignments” and have ten folders under this category (Assignments 1-10). You can also divide folders by weeks, units, etc., based on your course structure.

**Folders:** Create folders to organize assignments that students turn in to you.

### To Access the Dropbox tool:

1. Click on **Assessments** on the Main Navigation Bar and select **Dropbox**.



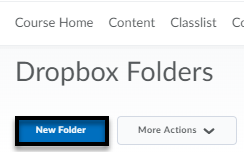
1. You will be taken to the Dropbox Folders page where you can add and edit new folders and categories.

## Organizing a Dropbox

### Creating Folders

#### Adding Folders through the Dropbox Tool

1. On the Dropbox Folders page, click on **New Folder**.
2. Enter all the information for your Folder.

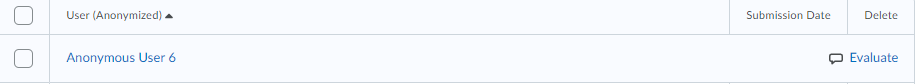


**New Folder Page – Properties Tab**

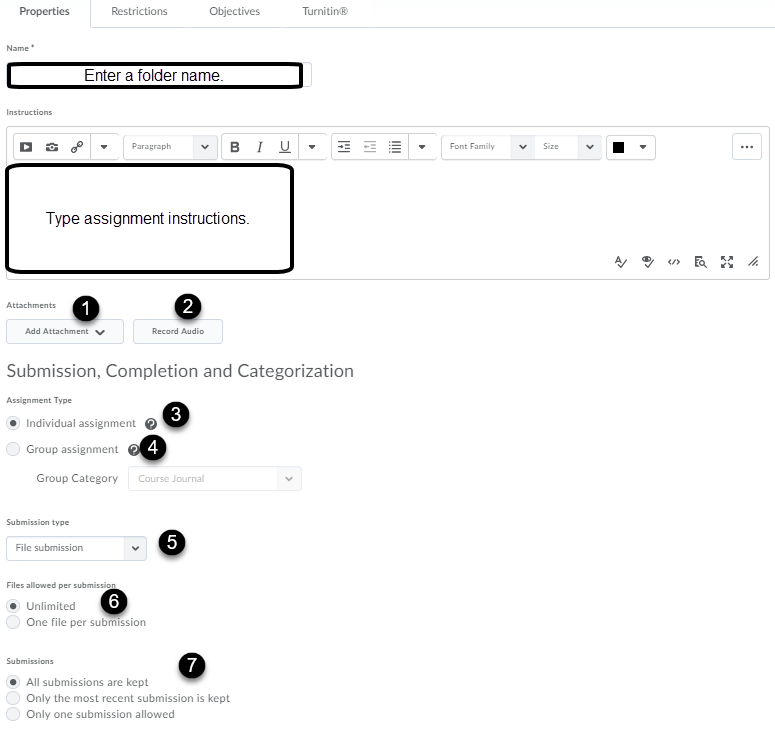
1. Attach a file link, existing course activity, share a document from OneDrive.
2. Record a 1-minute maximum audio file for your students. Enable Adobe Flash Player to Record Audio.
3. Each student has his/her own submission.
4. One submission per group. You must first associate the Folder with a Group Category. Any group member can submit and view files for a group Dropbox Folder. See section on Group Assignment to learn how to create a category.
5. Click drop-down menu to change file type – (Text, On Paper, Observed in person).
6. Unlimited files allow for students to submit more than one file in case an error was made for the first attempt.
7. Keep all submissions or only most recent one is recommended.
8. Enter an email (optional) if you would like to receive an email each time a submission is uploaded to the dropbox folder.
9. Category is used to organize folders. (Optional)

a. When you create a Folder that you want to organize under a Category, create the Category through the New Folder page. For other Folders in the Category, choose the Category name from the drop-down menu.

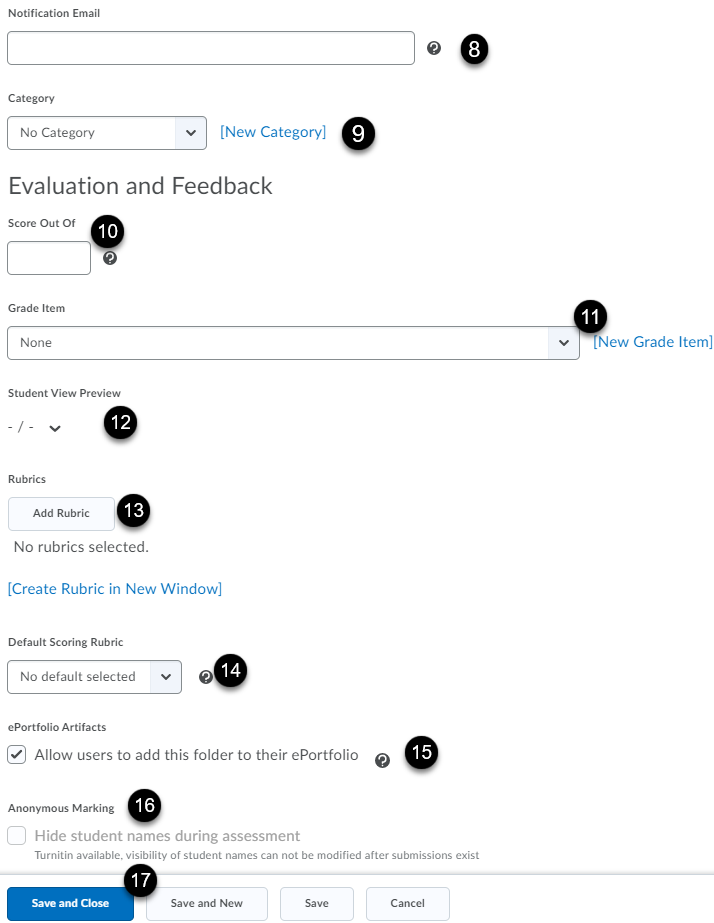
1. Enter a score. This number should match the rubric score (grade item’s maximum points).
2. Select an existing grade item from the drop-down menu or create a new grade item.
3. Click the drop-down menu to Edit Display Settings for student view (only if associated with a grade item).
4. Associate the Folder with an existing rubric or create a new one.
5. Default points-based rubric only applies when a score is recorded for the folder and multiple points-based rubrics. Text-only rubrics do not show up in this list.
6. Allow students to add this assignment to their ePortfolio. Note: The ePortfolio Artifacts tool is only available by IT services upon request.
7. Anonymous Marking allows for grading anonymous submissions . Once published, the student names appear.



1. Save your work by selecting either **Save and Close**, **Save and New** or **Save**.

****

**New Folder Page – Properties Tab** (continued)

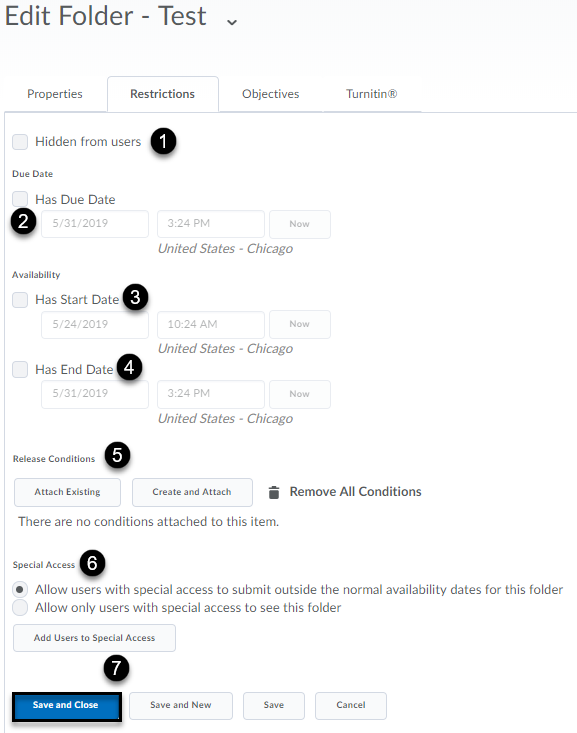
****

**New Folder Page – Restrictions Tab**

To edit availability of this folder, click on the **Restrictions** tab at the top of the New Folder page.

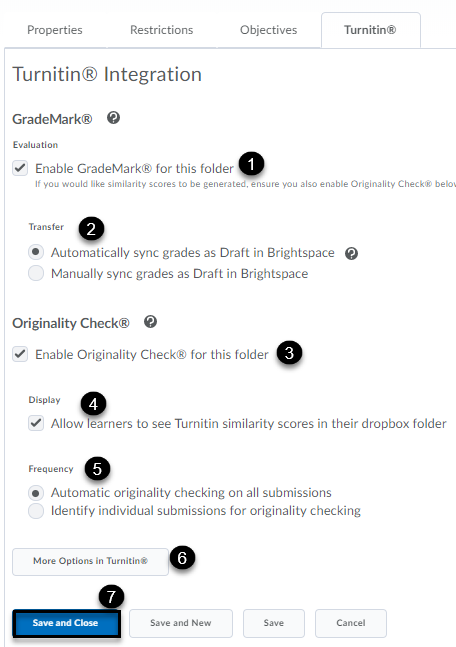
1. If you are not ready to release access to students, click the “Hidden from Users” checkbox.
2. Entering “Has Due Date” flags late submissions and will populate the calendar.
3. The “Has Start Date” opens student access to the dropbox folder.
4. The “Has End Date” closes student access to the dropbox folder.
5. (Optional) Establish Release Conditions: students must complete a task in D2L before having access to this Folder.
6. To add specific student access to the folder, click on **Add Users to Special Access**. Check the names of the students you want to have special access from the enrolled student list.
7. Click **Save and Close, Save and New** or **Save.**

**Restrictions Tab**



**New Folder Page – Turnitin Tab**

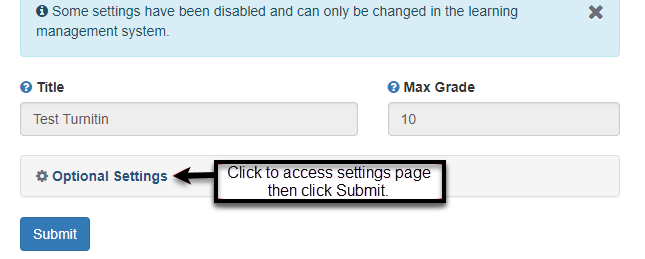
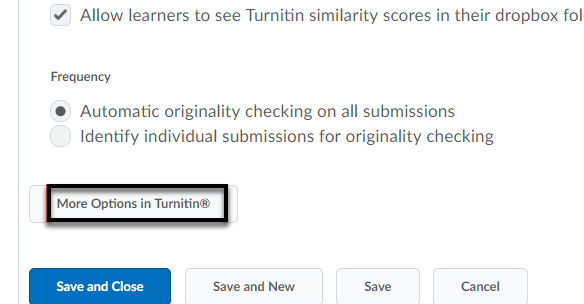
1. To detect plagiarism, enable the Turnitin integration by clicking the **Turnitin** tab and check the box next to the **Enable GradeMark for this folder** option which lets you add inline text, comments and highlight sections in file submissions.
2. Where there are multiple submissions, the score on the most recently submitted assignment will be transferred.
3. GradeMark must first be enabled to check this option. Originality Check detects plagiarism.
4. Click the checkbox to allow students to see the report generated by Turnitin.
5. Select whether originality report is generated for all submissions or only identified submissions.
6. More Options in Turnitin. See page 8 for further details.
7. **Save and Close**, **Save and New** or **Save.**

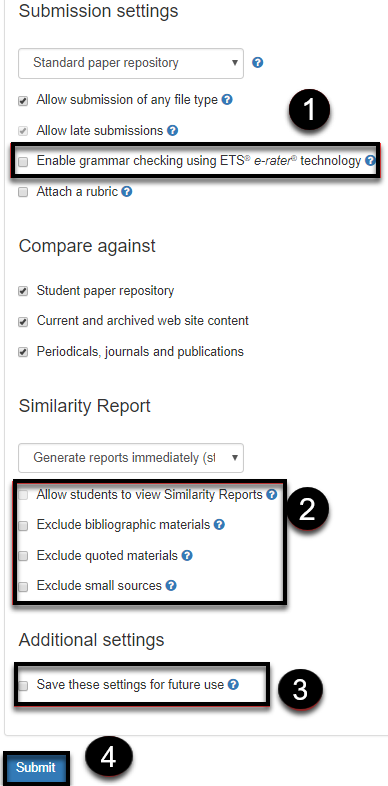


**More Options Turnitin Settings (continued)**

The Submission settings comes with default settings as indicated above. It is also recommended to select the above indicated items, 1-4.

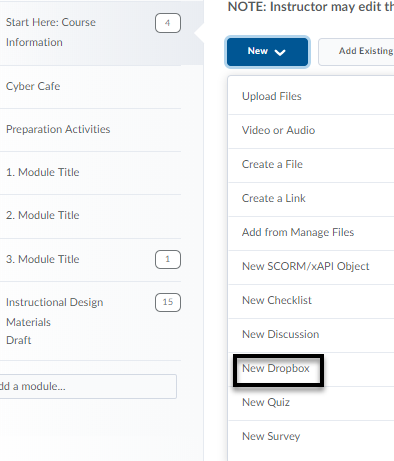
1. The grammar checking tool (e-rater) will provide the student feedback on grammatical errors.
2. Allow students to view the Similarity Report and check exclude bibliographic materials, quoted materials and small sources.
3. Save the settings as your default for future assignments.
4. Click **Submit** button.



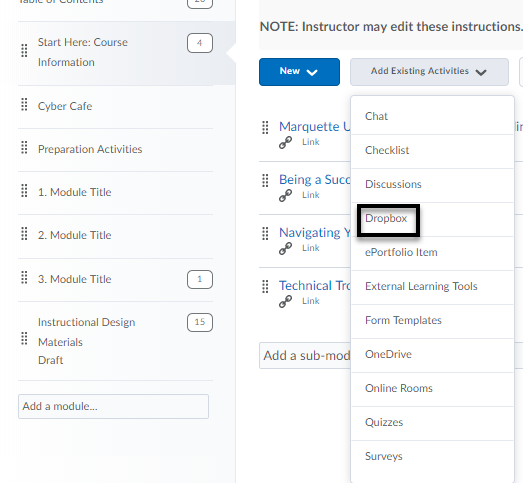


#### Adding Dropbox through the Content Area

1. Click on **Content** on the Main Navigation Bar.
2. Click on the module where you would like to add your Dropbox.
3. Click on **New** and select **New Dropbox** from the drop-down menu.

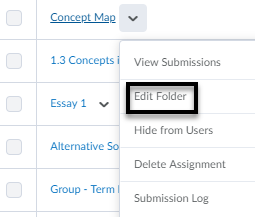


1. Enter all the information in the Create a Dropbox Folder page. Note: The dropbox is published automatically after clicking the **Save** button.
2. Add an existing dropbox to your module by clicking **Add Existing Activities.** Then, select the **Dropbox** folder.



### Editing Folders

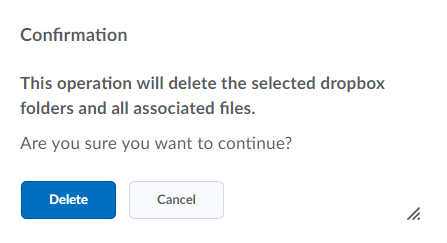
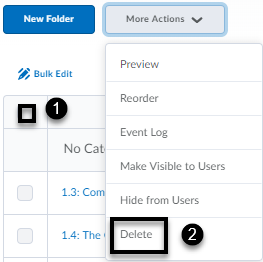
1. From the main toolbar, click the **Assessments** tab and select **Dropbox**.
2. On the Folders Page, click on the drop-down menu next to the name of the Folder you want to edit.
3. Select **Edit Folder** from the drop-down menu.



1. Make your changes.
2. Click **Save**.

### Deleting Folders and Categories

1. From the main toolbar, click on the **Assessments** tab and select **Dropbox**.
2. Select the dropbox(es) that you would like to delete from the list or select all by clicking the top checkbox. [1]
3. On the Folders Page, click on **More Actions** and select **Delete** from the drop-down menu.
4. Click on the **Delete** button again to confirm the selection. [2]

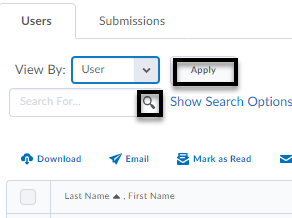


**Note:** When you delete all the folders in a category, the category will be deleted as well.

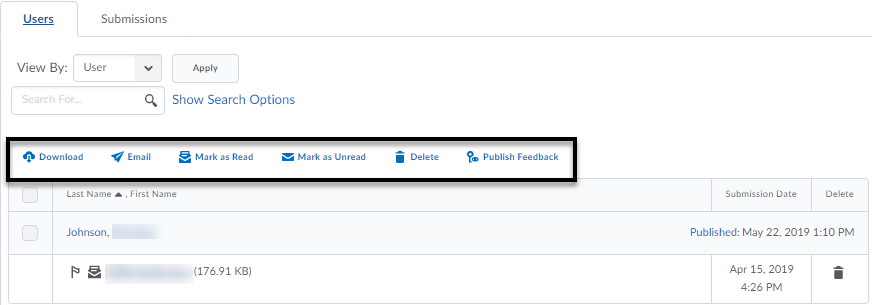
## ­­­­Viewing and Evaluating Submissions

### To access the Submissions Page

1. Click on **Assessments** from the main tool bar and select **Dropbox**.
2. Select a folder to view by clicking the drop-down menu next to its name and clicking **View Submissions**.
3. View by User or Groups by clicking drop-down menu and then click **Apply** or magnifying glass.

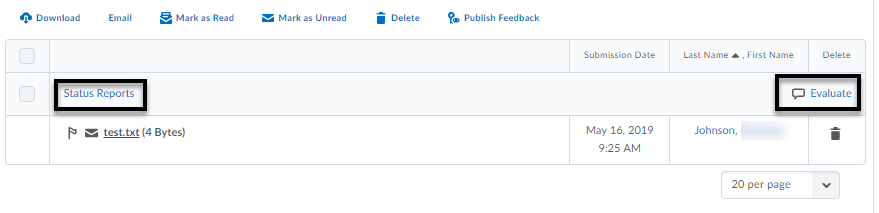


1. The toolbar selected below allows for download of submission, student email, marking submission as read, marking submission as unread, deletion of submission and publishing feedback (once the checkbox has been selected next to the dropbox folder).

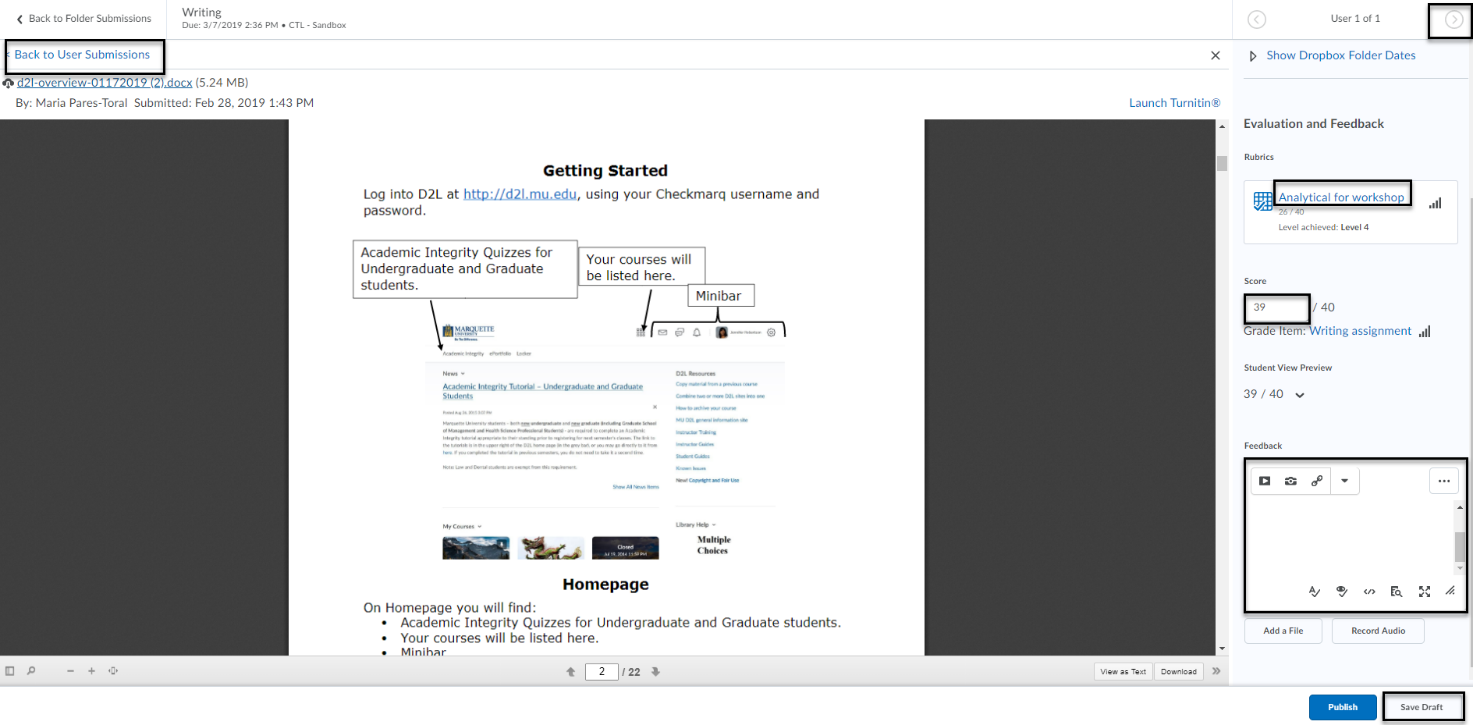


### To Evaluate Students’ Submissions

1. On the Folders Page, select the folder you want to evaluate. You can either click the student’s name, Group name, or click on **Evaluate**.



1. Once in the Submissions Page for the Folder, click on the assignment link for the student you wish to evaluate.
2. You will be taken to the Evaluate Submissionpage where you can view the assignment online with the document viewer or download it to work offline.
3. The Evaluate Submission page also has an **Evaluation and Feedback** panelto the right of the document viewer. The panel provides the student’s information and areas for you to grade and provide feedback.
4. Once the evaluation is completed for each student, click on **Save Draft**. Note: If rubric is used to score, it is not necessary to enter a score in the field. Click the arrow in the upper right-hand corner to evaluate next student. Click Back to Folder Submissions to **Publish all Feedback** once grading is complete.



**To Evaluate Students’ Submissions (continued)**

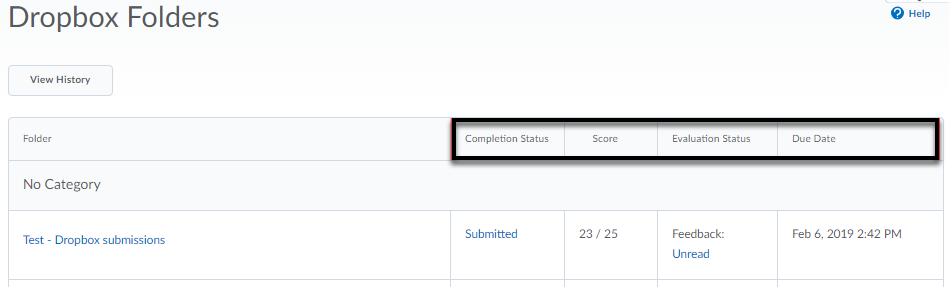
1. The instructor view of the dropbox folder list shows the number of assignments completed, evaluated and feedback published as well as the due date for each assignment. The icon to the right of the submission name shows it is tied to the grade book.



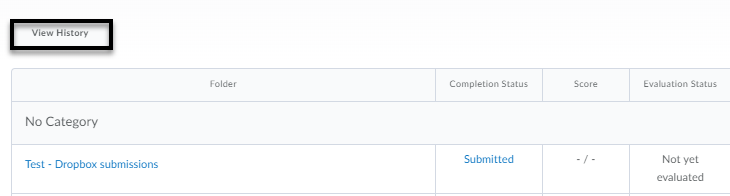
**Note:** Grades entered in the gradebook will update the score in the dropbox.

**Student View**

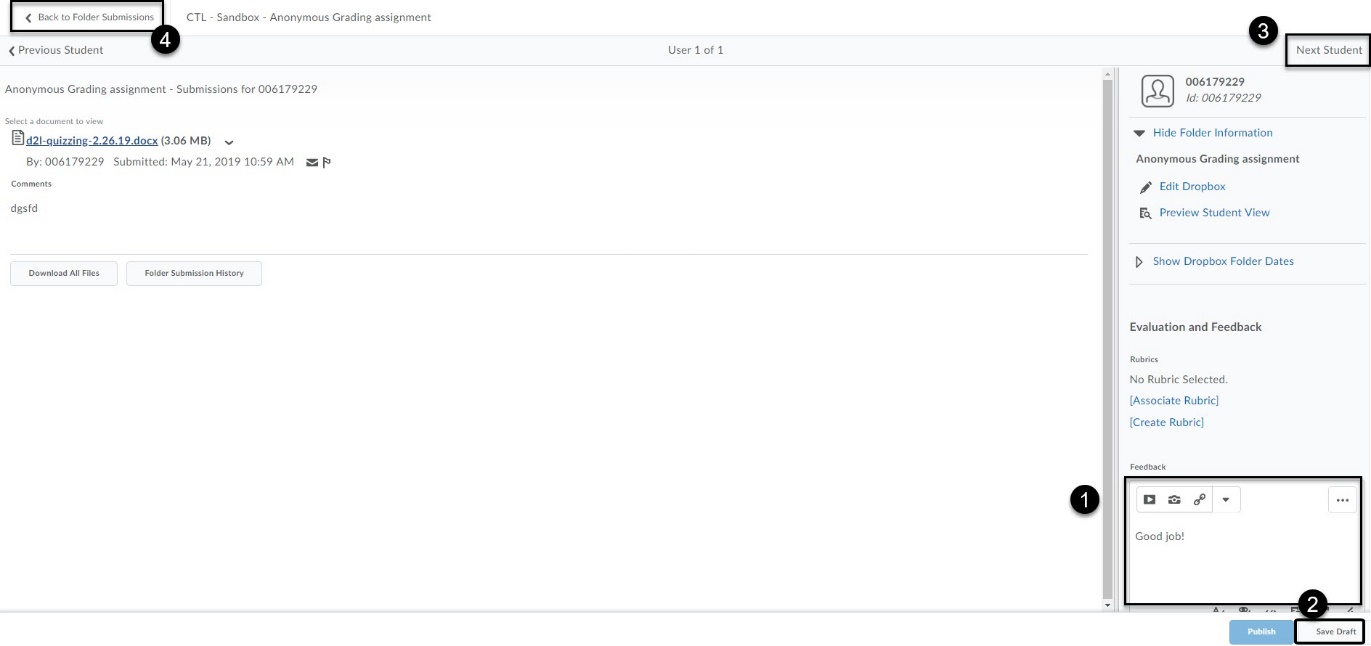
1. The student view of the dropbox folder shows the due date, whether an assignment was submitted, scored, and feedback has been read or unread.



1. The student has access to view all submissions under **View History** and clicking the drop-down menu to select the folder to view individual assignments.



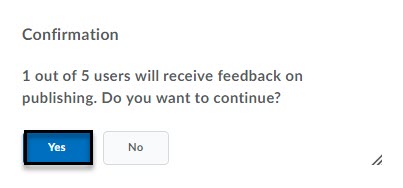
1. Provide feedback [1]and score [2]. Save draft [3] and continue to grade each student [4]. Click **Back to Folder Submissions** [5].



1. Once all the submissions are graded, click **Publish All Feedback**. The student names will become visible once the grades are published.



1. Click Yes to confirm publishing.



1. Student’s name appears and Draft Saved now appears as Published.

