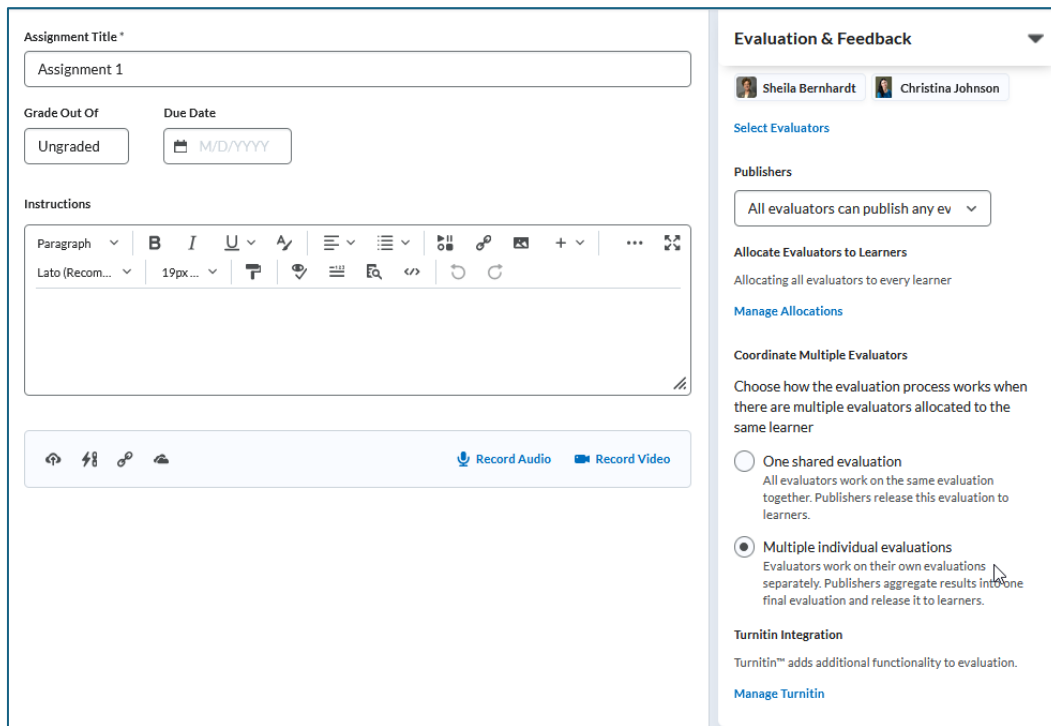


Multiple Individual Evaluations in Dropbox

Evaluators complete an evaluation independently. A publisher then combines the evaluations into one final evaluation and releases it to students.



The screenshot displays the 'Evaluation & Feedback' configuration page for an assignment titled 'Assignment 1'. The left sidebar contains fields for 'Assignment Title *', 'Grade Out Of' (set to 'Ungraded'), 'Due Date' (with a calendar icon and 'M/D/YYYY' format), and 'Instructions' (with a rich text editor). The main content area on the right is titled 'Evaluation & Feedback' and includes a list of evaluators (Sheila Bernhardt, Christina Johnson), a 'Select Evaluators' link, a 'Publishers' dropdown menu (currently set to 'All evaluators can publish any ev'), and sections for 'Allocate Evaluators to Learners' (set to 'Allocating all evaluators to every learner'), 'Coordinate Multiple Evaluators' (with a description and two radio button options: 'One shared evaluation' and 'Multiple individual evaluations', where the latter is selected), and 'Turnitin Integration' (with a description and a 'Manage Turnitin' link).

Set Up Multiple Individual Evaluations

1. Go to Assessments (on the main navigation bar) and select **Dropbox**.
2. Select **New Folder** or edit an existing Dropbox folder by selecting **Edit Folder** from the folder name menu.
3. Expand Evaluation & Feedback section and select **Select Evaluators**.
4. Review the Publishers menu. By default, selected evaluators can evaluate any student. Publishers do not need to be evaluators. After you select an evaluator, the Publishers dropdown menu will appear with these options:
 - *All evaluators can publish any evaluations*
 - *Evaluators can only publish their evaluation*
 - *Manually select publishers*

- **Important:** Once students begin submitting to the Dropbox, you cannot change the selected publishing option.
5. If needed, select **Manage Allocations** to edit the default setting of allocating each evaluator with every student. This will allow you to assign evaluators to specific students. For example, you can choose to randomly allocate one evaluator to every student evenly. After making your selection, click **Apply Allocation Method** and then **Done**. A pop-up message will appear if students are not assigned to an evaluator. Instructors will need to either automatically allocate or return to allocation table to manually assign a student an evaluator.
 6. For Coordinate Multiple Evaluators, if you would like evaluators to work on their own evaluation separately, select **Multiple individual evaluations**. Each evaluator can publish and retract. Publishers aggregate and release the scores into one final evaluation.

Note: Once students submit to the Dropbox, you will no longer have the ability to edit this selection.