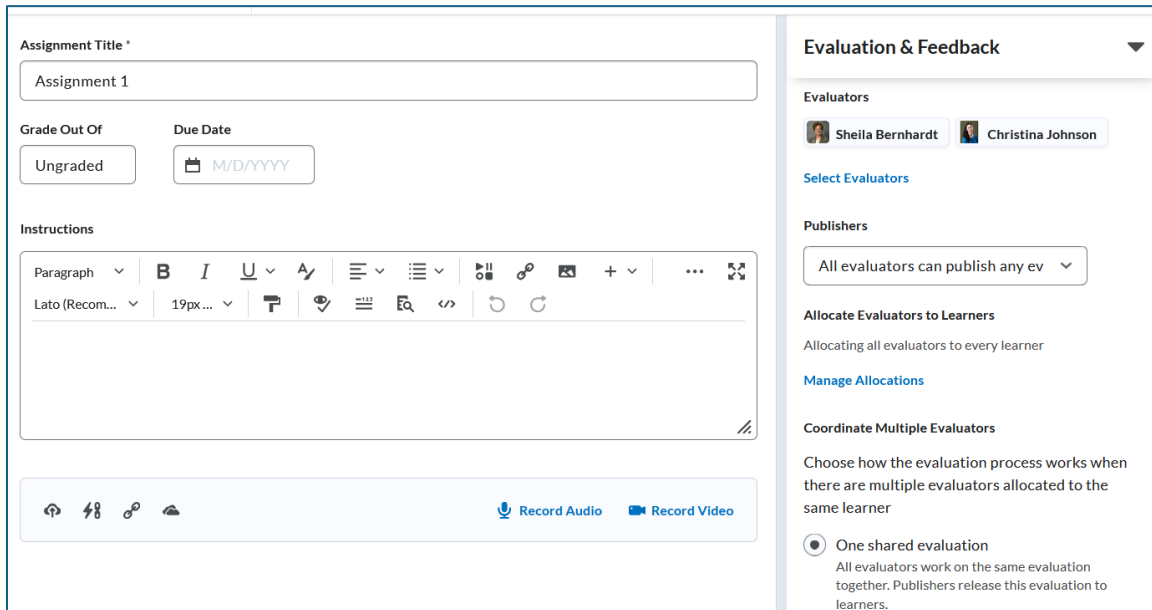


One Shared Evaluation in Dropbox

Collaborate with a colleague to co-mark a student submission. The evaluators listed are those assigned the teacher role in the course.



The screenshot displays the 'Evaluation & Feedback' settings for an assignment. The main area on the left contains fields for 'Assignment Title' (Assignment 1), 'Grade Out Of' (Ungraded), and 'Due Date' (M/D/YYYY). Below these is a rich text editor for 'Instructions'. At the bottom of the main area are icons for sharing and recording audio/video. The right-hand sidebar is titled 'Evaluation & Feedback' and includes sections for 'Evaluators' (listing Sheila Bernhardt and Christina Johnson), 'Publishers' (set to 'All evaluators can publish any ev'), 'Allocate Evaluators to Learners' (set to 'Allocating all evaluators to every learner'), and 'Coordinate Multiple Evaluators' (with 'One shared evaluation' selected, meaning all evaluators work on the same evaluation together).

1. Navigate to **Assessments** tab and select **Dropbox** from the drop-down menu.
2. Select **New Folder** blue button or edit an existing Dropbox folder by selecting **Edit Folder** from the drop-down menu of the folder name.
3. Expand Evaluation & Feedback section to click **Select Evaluators**.
4. The Publisher drop-down menu allows you to choose the level of publishing privileges. By default, selected evaluators can evaluate any student. Other options include allowing evaluators to only publish their own evaluations or manually selecting specific publishers.
Note: Publishers do not need to be evaluators.
5. Select **Manage Allocations** to edit the default setting of allocating each evaluator with every student. For example, you can choose to randomly allocate one evaluator to every student evenly. After making your selection, click **Apply Allocation Method**. Click **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 the 'Coordinate Multiple Evaluators' section, the default is **One shared evaluation**. All evaluators work on the same evaluation. Each evaluator can publish and retract. (Students will never know who commented on which part of the evaluation unless you write your name after the comment in the text box.)