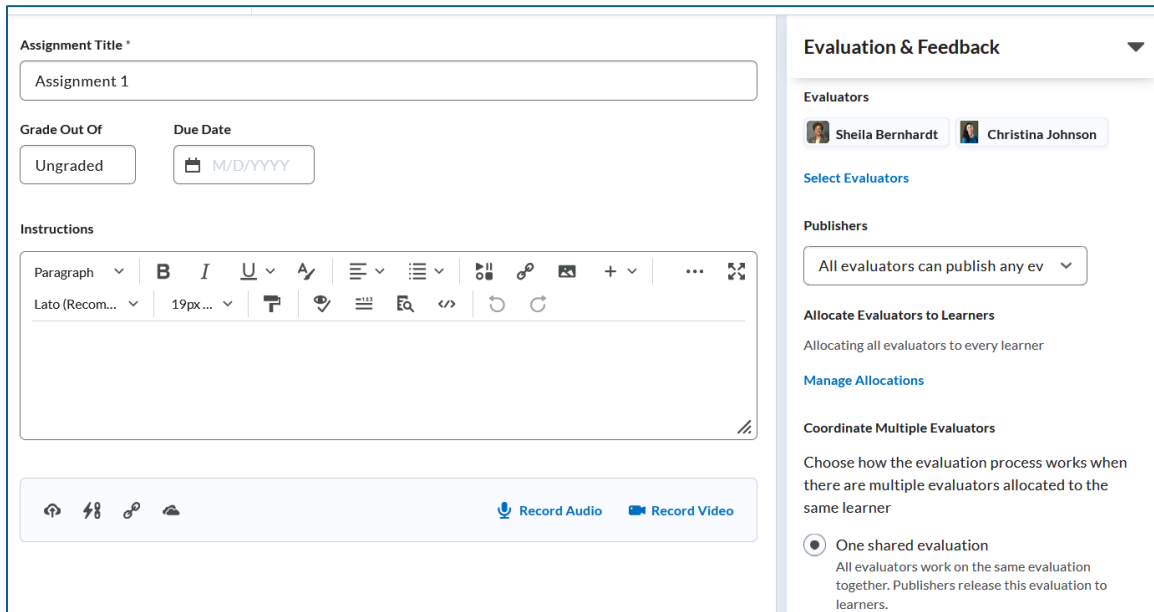


One Shared Evaluation in Dropbox

Collaborate with a colleague (two or more) to co-mark the same student submission that publishers release to students.



The screenshot displays the 'Evaluation & Feedback' configuration page for a Dropbox assignment. The left sidebar contains fields for 'Assignment Title' (set to 'Assignment 1'), 'Grade Out Of' (set to 'Ungraded'), 'Due Date' (set to 'M/D/YYYY'), and a rich text editor for 'Instructions'. The main content area on the right is titled 'Evaluation & Feedback' and includes sections for 'Evaluators' (listing Sheila Bernhardt and Christina Johnson), 'Publishers' (a dropdown menu set to 'All evaluators can publish any ev'), 'Allocate Evaluators to Learners' (a dropdown set to 'Allocating all evaluators to every learner'), and 'Coordinate Multiple Evaluators' (a radio button selected for 'One shared evaluation').

Before You Begin

- Only users with the Teacher role in the course can be selected as evaluators
- Decide who should be able to publish evaluations before students begin submitting work.
- Once students submit to the Dropbox folder, the publishing option cannot be changed.

Set Up One Shared Evaluation

1. Go to **Assessments** (on the main navigation) and select **Dropbox** from the dropdown menu.
2. Select **New Folder**, or edit an existing Dropbox folder by choosing **Edit Folder** from the folder name menu.
3. Expand Evaluation & Feedback section and select **Select Evaluators**.
4. Select the instructor(s) who will evaluate student submissions.

5. 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.
6. 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.
7. 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.

Note: Students will never know who commented on which part of the evaluation unless you write your name after the comment in the text box.