D2L 10.3:
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.

Objectives –

- Create a Dropbox Folder
- Setting up Dropbox Folder Restrictions
- Viewing Dropbox Submissions
  - View Submissions Online
    - Leave Feedback Online
    - Assign a Grade
  - Downloading Submissions in Bulk
  - Uploading Edited Submissions in Bulk
- Leaving Feedback for Students Who Did Not Submit Electronically
- Email Students Who Have Not Submitted
Accessing Dropbox –

To open the Dropbox tool, click on the “Evaluation” link group in the default course NavBar and then select Dropbox.

Click **New Folder** to create a new dropbox folder.

Click **More Actions** to access options to preview, reorder, delete folders, or view the event log.

Indicates that Originality checking is enabled.

Indicates that the folder is attached to a grade item.

Click **Bulk Edit** to edit multiple folders at once.
Creating a Dropbox Folder

1. From the Dropbox Folders page, click the **New Folder** button

2. Enter a **Name** for the folder *(Figure 1)*

3. To enable Originality checking, simply click the **Enable** checkbox
   - *ETSU uses TurnItIn for Plagiarism Detection*

4. Under **Folder Type**, select **Individual** or **Group** Submission
   - The **Individual** option is used with you are not utilizing the **Groups** feature within your course.
   - The **Group** option is used with you are utilizing the **Groups** feature within your course and you prefer having your students’ submissions organized by group

5. 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*

6. 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*

7. In the “**Out Of**” box enter the total number of points that the assignment will be worth. Enter a value here even if the dropbox is not associated with a grade item

8. The **Student View Preview** allows for you to configure how you want the student to view his/her grade.

9. Choose a **Grading Rubric** if you want to use one or you may choose [Create Rubric in New Window] to create one.
10. 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.

11. You can upload an Attachment if it will be part of the assignment.

12. Set Submission Options such as how many attempts are allowed and how to keep files.

13. Be sure to Save and Close when finished creating the folder.

### Setting Dropbox Folder Restrictions

#### Submission Dates & Deadlines

1. From the Dropbox Folder list, click the drop-down menu to the right of the folder you would like to edit and select **Edit Folder** (Figure 2).

2. Select the **Restrictions** tab.

3. Set the **Availability** (Figure 3):
   - **Has State Date**: Students will be unable to access a folder before this date.
   - **Has Due Date**: Select this option to make the due date visible to students on the Dropbox Folder list and in the Calendar widget on your Course Home page.
   - **Has End Date**: Students will be unable to access a folder after this date.
Special Access and Extended Deadlines

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.

1. From the **Restrictions** tab, select “**Allow users with special access to submit assignments outside the normal availability dates for this folder**”
2. Select the **Add Users to Special Access** Button (Figure 4)

![Figure 4](image)

3. Select the appropriate checkboxes in the **Properties** section and fill in the extended date(s).

4. Select the boxes beside the name(s) of the student(s) you want to give extended access in the “**Users**” section.

5. Click **Save**. Once you have added special access permissions for students, they are listed in the “**Special Access**” section in the Dropbox folder’s “Restrictions” tab.

**Note:** You can edit or delete students’ special access by clicking icons beside their names in the “**Special Access**” section.
Viewing Dropbox Folder Submissions

1. From the Dropbox folder list, locate the folder you would like to open.

2. To view a folder’s **Submissions**, select the “View Submissions” options from within the context menu. *(Figure 5)*
   - Alternatively, you can also click the folder name to open a Dropbox Folder and view its submissions.

3. By default you will see a list of all your students and their submissions. *(Figure 6)*
   - 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).

4. You can view submissions by either clicking the blue hyperlinked filename *(Figure 7)*
   - Alternatively, by checking the box next to the students name and selecting the download button, you can download an individual student file to your computer do that you can open it in the word processing software package of your choice.
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 (Figure 8).
3. In the Score textbox, enter the numeric 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.
   - Be sure to Publish when finished. Select Save Draft to save the feedback but NOT publish immediately to the student.

![Figure 8](image)
Leaving Feedback on an Ungraded Dropbox Folder

You are able to leave feedback on a student’s submission even if the dropbox folder is not attached to a gradebook item.

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 Draft** to save the feedback but NOT publish immediately to the student.

Leaving Feedback for Students Who Did Not Submit through Dropbox

You are able to leave feedback on a student’s submission even if the student did not electronically submit a file to the dropbox.

1. Click the Folder you want to view
2. Update the Submission view to **Show Everyone** *(Figure 9)*
3. Click the **Evaluate** link to the right of the student’s name
4. The **Evaluate Submission** page will display.
5. Enter feedback for the student in the **Feedback** field. You can also attach a file
6. Be sure to **Publish** when finished
   - Select **Save Draft** to save the feedback but NOT publish immediately to the student.
Download All Submissions as a Zip File

1. Access the Dropbox folder for which you wish to view submissions.

2. Select all of the names by checking the box at the top of the list and then click Download. (Figure 10)

3. The file will process for a minute and then you will see a message that the file is ready to download. (Figure 11)

4. Save the file to your computer where you can find and access it later. Unzip the file so that you can access the submissions within.

Note: If you plan to upload your feedback files in bulk, do NOT change the filenames!

Uploading Edited Submissions/Feedback Files in Bulk

1. Open the files and make comments as you would normally.
2. Save the files back to the folder that you downloaded, without changing the names at all.
   a. If you change the filenames D2L cannot associate the file back to the student.
3. Once you are finished marking up the papers, zip the folder back up.
   a. You may choose to rename the zip file at this stage so that you can distinguish it from the original downloaded zipped folder.
4. Go back to the dropbox in D2L and choose Add Feedback Files located at the top of the page. (Figure 12)
5. You will be prompted to upload a file. You want to upload the zipped file that you created in the previous step (not the original file.)

6. Click **Upload** to browse to find your zip file

7. Click **Add** after uploading the file. (*Figure 13*)

8. D2L attaches the feedback file to each student’s entry.

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**Note that the feedback has been added back in Draft mode. You will need to change this to Published for the student to view the feedback.**

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**Publishing Feedback**

Students cannot view feedback saved in the draft capacity. They can only view publish feedback. You will need to publish your feedback so that your students can view it.

1. From the Folder Submissions page, select all students
2. Click Publish Feedback. (*Figure 14*)

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**Note:** You can also publish each individual student by clicking the Draft Saved link and then entering any written comments and publishing the feedback when you are finished.
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. *(Figure 15)*

![Evaluate Submission](image)

Figure 15

**Viewing and Updating Feedback**

Published feedback will result in a conversation bubble with a starburst. 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 *(Figure 16).*

![Brown, Charlie](image)

Figure 16
**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 will not receive this notification. You will not receive 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.

**Feedback – Student View**

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

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D2L 10.3: Dropbox Feedback – Student View