

Dropbox

The Dropbox replaces the digital dropbox and the assignment feature in Blackboard. Students submit assignments by uploading files to folders in the Dropbox. Instructors view submitted files, provide grades and feedback all from within the Dropbox.

There are two steps to setting up a Dropbox:

1. Create a dropbox folder.
2. Add restrictions and conditions to the dropbox folder.

Creating a Folder

1. From the main Dropbox page, click the Admin button.
2. Select Add Folder.
3. Provide a Folder Name (i.e. Assignment 1.)
4. Select or add a dropbox category. Categories merely help organize your dropbox. You are not required to select a category.
5. Select a Grade Item if you wish to link the dropbox assignment to the gradebook. More information on this later.
6. Enter any instructions for students. Instructions entered here will appear to students when submitting their assignments.
7. Choose applicable availability dates and times.
8. Select if the due date should appear in the calendar.
9. Click Save.



The screenshot shows the 'Pickup Files' section of the Dropbox Admin interface. It includes a 'Summary' box with instructions and file counts, and a 'Dropbox Folders' table with columns for Folder, Total Files, Unchecked Files, and Flagged Files.

Pickup Files			
Summary			
		The file submission area of Dropbox is where you can pick up assignments that have been submitted.	
		Total Files:	0
		Unchecked Files:	0
Admin			
Dropbox Folders			
Folder	Total Files	Unchecked Files	Flagged Files
Case Studies			
 Assignment 1 Case Study	0	0	0

Figure 6

Retrieve documents from the dropbox

The instructor view of the dropbox displays the total number of files submitted, the number of files you have not viewed, and any flagged files.

Admin		Dropbox Folders		
Folder		Total Files	Unchecked Files	Flagged Files
Module 1				
	Permission Form	2	2	0
	Assignment 1	2	2	0

Figure 7 – Admin view of Dropbox

1. Click on the underlined name of the dropbox folder to get started.
2. By default you will see a listing of all the students in the course who have submitted assignments. You may change this by clicking on the drop-down box at the top of the page. Your viewing options are: Show Everyone, Show Submitted, Show Unsubmitted, Show Read, Show Unread, Show With Feedback, and Show Without Feedback.
3. You may view individual files by clicking the filename or clicking in the box next to the filename and choosing Download from the menu.
4. You may also place checkmarks in multiple boxes before choosing Download or click the box at the top of the page to select all files (this is where the option to change your view will prove useful.)
5. A zipped file containing the chosen files will be saved and you can view the documents offline.



Leaving Feedback on a Non-graded Dropbox Item

1. Click the Leave Feedback link to the right of the student's name.
2. The Leave Feedback page will display. You can view the filename, comments left by the student and date and time the file was submitted.
3. Enter feedback for the student in the Dropbox Feedback field. You may also attach a file if you wish.
4. Click Save.

Leaving Feedback on a Graded Dropbox Item

1. Click the Leave Feedback/Grade link to the right of the student's name.
2. The Leave Feedback page will display. You can view the filename, comments left by the student and date and time the file was submitted.
3. Enter the grade to be entered in the Grades tool.
4. Text entered in the Grade Comment field will display to the student in Grades.
5. Text entered in Dropbox Feedback field will display to the student in the Dropbox.
6. You may also attach a file if you wish. The file will display only in the Dropbox.
7. Click Save.

You can see the date and time your feedback was viewed by the student when you re-enter the dropbox folder. You will only see that the student has read the feedback if they view it through the dropbox, not the gradebook.

Charlie Brown		Feedback Left: Apr 8, 2007 9:24 PM Feedback Read: Apr 8, 2007 9:26 PM
<input type="checkbox"/>	Technology will not replace teachers(3).doc (28k)	Submitted: Apr 5, 2007 10:45 AM
Comments:		

Figure 8 – Feedback Read

Submit a training outline Dropbox

<input type="checkbox"/> Delete <input type="checkbox"/> Mark Read <input type="checkbox"/> Flag <input type="checkbox"/> Download		Show Everyone <input type="button" value="v"/>
View By: User <input type="button" value="v"/>		
Search for: <input style="width: 150px;" type="text"/> <input type="button" value="Search"/>		
Paging: Show <input style="width: 30px; text-align: center; border: 1px solid #ccc;" type="text" value="25"/> <input type="button" value="v"/> users per page		
Charlie Brown		
		Feedback Left: Mar 15, 2007 9:42 AM Feedback Read: Mar 15, 2007 9:43 AM
<input type="checkbox"/>	HR Orientation(1).doc (59k)	Submitted: Mar 15, 2007 9:38 AM
Comments: Here is my file. Thanks! Charlie		
Sherry Martinez		
Leave Feedback		
<input type="checkbox"/>	Training Outline #1.doc (77k)	Submitted: Apr 5, 2007 11:57 AM
Comments: I wasn't sure what to include here. My outline has changed daily as I learn more about the topic.		
No files have been submitted by the following:		
<ul style="list-style-type: none"> • Lee Frakes 		
Email unsubmitted students		
<input type="checkbox"/> Delete <input type="checkbox"/> Mark Read <input type="checkbox"/> Flag <input type="checkbox"/> Download		Show Everyone <input type="button" value="v"/>
Back		

Figure 9 – Instructor View of Dropbox

What will my students see?

You can role switch to simulate the students' view of the dropbox, but you cannot view everything as a student would see it. You can practice submitting a file but cannot view feedback, etc.

Dropbox Submission Confirmation

Students will receive an email confirmation after submitting a file to the Dropbox. They will see the file name, time and date of submission and the file size.

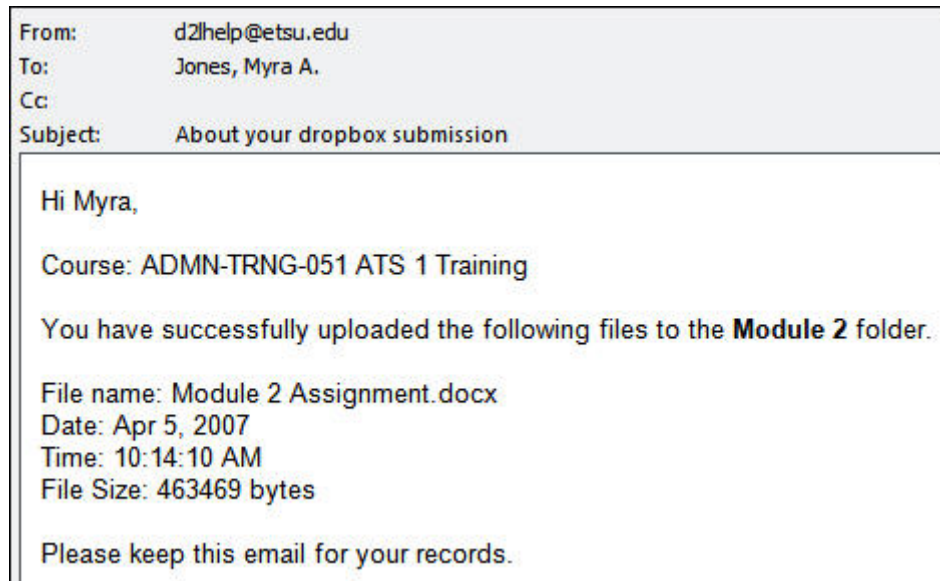


Figure 10 –Submission Confirmation emailed to student

New Feedback

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

	Permission Form	Closed: Feb 28, 2007 11:16 AM	0	-
	Assignment 1 (80/100)		2	 New

Figure 11 – Student's New Feedback

Student Dropbox History

Students may select History to view a detailed history of dropbox submissions.

The screenshot displays the 'Dropbox Submission History' interface. It is organized into sections: 'Module 1', 'Assignment 1', 'Training', and 'April training list'. A 'Back' button is located at the bottom left. Red boxes with numbers 1 through 5 highlight specific features: 1. 'No files have been submitted.' under 'Permission Form'. 2. A purple dot icon next to a file in 'Assignment 1'. 3. The 'Submitted:' date and time for a file in 'Assignment 1'. 4. A blue arrow icon next to a file in 'Training'. 5. A 'Feedback Left:' date and time for a submission in 'Training'.

Dropbox Submission History		
Module 1		
Permission Form 1		
No files have been submitted.		
Assignment 1		
	Module 2 Assignment(1).docx	Submitted: Apr 5, 2007 10:45 AM 3
Comments:		
	Technology will not replace teachers(3).doc	Submitted: Apr 5, 2007 10:45 AM
2	Comments: Here are my documents.	
Training		
Submit a training outline 5		
Feedback Left: Mar 15, 2007		
	HR Orientation(1).doc	Submitted: Mar 15, 2007 9:38 AM
4	Comments: Here is my file. Thanks! Charlie	
April training list		
	at work(1).gif	Submitted: Apr 5, 2007 10:08 AM
	cat existentialism.gif	Submitted: Apr 5, 2007 10:09 AM
	dilbert(1).gif	Submitted: Apr 5, 2007 10:09 AM
Comments:		

Figure 12 – Student Dropbox History

1. Students can see that files have not been submitted for a particular assignment.
2. Students can see if their files have been viewed. Just as with the instructor view, a file annotated with a purple dot has not been viewed and a file annotated with a blue arrow has been viewed.
3. Students can view the submission date and time for each file submission, even if there are multiple submissions for each assignment.
4. Students can view their original submission files and comments.
5. Students can see when feedback was left and view the feedback.