

# Dropbox

## D2L Tutorial

The **Dropbox** provides a convenient way for students to electronically submit assignments. You can then leave feedback and enter scores.


In this tutorial, you will:

- Create a Dropbox Folder
  - Create Dropbox categories
  - Link a Dropbox folder to the Grades area
  - Set availability options
- Edit a Dropbox Folder
- Delete a Dropbox Folder
- Reorder Dropbox Folders and Categories
- View Student Submissions
- Leave Feedback and Enter Scores

## Create a Dropbox Folder

To access the Dropbox tool, click the **Dropbox** link on the course navigation bar located near the top of the screen. The **Dropbox Folders** Page will open.






1. Click the  **New Folder** icon located near the top of the screen. You will be brought to the **Properties** tab of the New Folder window.


**Properties** Restrictions


**Folder Properties**


\* Name:

Folder Type:  Individual submission folder   
 Group submission folder 

Group Category: -- No Group Categories Exist -- 

Category: No Category  [\[New Category\]](#)

Grade Item: None  [\[New Grade Item\]](#)

Out Of:  

2. Type an appropriate **Name** for the folder in the Name field. For example, "Assignment 1."

**NOTE:** You should use letters and numbers for Dropbox titles. DO NOT use characters such as the period (.) or pound sign (#). If students use these characters in the file name of the document, it may cause problems when you try to access the document.

3. For **Folder Type**, click the radio button next to **Individual submission folder**.  
**NOTE: Group submission folder** will only be available if you have created **Groups**.
4. **[Optional]:** You can organize your Dropbox folders into categories (i.e. Lab Assignments, Papers, etc.).
  - a. If you have already created categories, make your selection using the drop-down list. Otherwise, click on **New Category**.
  - b. Type in a **Name** for the category.
  - c. Click **Save**.

#### Link a Dropbox folder to the Grades area.

5. If items submitted to the Dropbox folder will be graded, select the appropriate **Grade Item** from the drop down menu. If you have not created a grade item for the folder, click **New Grade Item**.
  - a. Type in an appropriate **Name** (Assignment 1). **Hint:** Use the same name as the Dropbox folder.
  - b. Enter a **Short Name** (A1). Short names will appear in the Grades area.
  - c. Choose a **Category**, if applicable.
  - d. Enter the **Max. Points** for the item.
  - e. Click **Save**.

The screenshot shows the 'New Grade Item' dialog box with the following details:

- Title:** New Grade Item
- Tab:** General
- Type:** Numeric
- \* Name:** [Text Input Field]
- Short Name:** [Text Input Field]
- Category:** None (Dropdown)
- Show Description:** [Link]
- Grading Section:**
  - \* Max. Points:** 10
  - Can Exceed:** [Checkbox]
  - Bonus:** [Checkbox]
  - Grade Scheme:** -- Default Scheme -- (Percentage)
- Restrictions Section:**
  - Visibility:**
    - Grade item is always visible
    - Hide this grade item
    - Grade item is visible for a specific date range
      - Has Start Date: [Month: January] [Day: 1] [Year: 2009] [Now]
      - Has End Date: [Month: January] [Day: 1] [Year: 2010] [Now]
- Buttons:** Cancel, Save

6. After choosing or creating a grade item, you will return to the **Edit Folder** screen. Enter the maximum score for the Dropbox folder in the **Out Of** field. (This will be the same number you entered as the **Max. Points** for the Grade item).
7. **[Optional]:** In the **Custom Instructions** text box, type instructions to your students regarding the assignment.

**[Optional]: Set availability options**

- To set availability options, click the **Restrictions** tab.

- If you want to restrict student access to the Dropbox to a specific time frame, click the box to the left of **Has Start date**, and/or **Has End Date**, and adjust the date(s) and time(s). Students will only be able to submit files during the set time frame.

**NOTE:** If you set Date Restrictions and then copy Dropbox folders into a future course, the dates will need to be updated for the current term.


- Click **Save**.

**Edit a Dropbox Folder**

To make changes to a Dropbox folder, click the  **Edit** icon to the right of the name, make the desired change(s), and click **Save**.

**Delete a Dropbox Folder**


**Warning:** Deleting a dropbox folder will permanently delete all student files that have been submitted to that folder.

- Click the  **Delete** icon located near the top of the **Dropbox Folders** list.
- On the **Delete Folders** page, select the folders you would like to delete by checking the box to the left of the folder name.
- Click the **Delete Selected** button.
- On the confirmation message box, click **Delete**.

**Re-Order Dropbox Folders and Categories**

When creating **Dropbox Folders**, new folders are placed at the top of the list, unless they are assigned to a category. In this case, they are placed at the bottom of the category. When creating new **Dropbox Categories** they are placed at the end of the list.

To re-order **Dropbox Folders** and **Categories**:

- From the Dropbox Folders screen, click  **Re-Order** located near the top of the screen.
- Use the drop down menus to the right of each category and/or folder to select a new order.
- Click **Save**.

## View Student Submissions

After students upload files to **Dropbox Folders** and you begin viewing the files, you will see a summary of the activity on the Dropbox Folders screen. The summary shows you how many files have been submitted to each folder, how many files are unread, and how many you have flagged.

Dropbox Folders					
<a href="#">Folder List</a> <a href="#">New Folder</a> <a href="#">Re-Order</a> <a href="#">Delete</a> <a href="#">Preview</a>					
Dropbox Folders					
<input type="checkbox"/> <span style="float: right;">20 per page</span>					
	Folder	Total Files	Unread Files	Flagged Files	Actions
<b>Assignments</b>					
<input type="checkbox"/>	<a href="#">Assignment 1</a>	1	0	0	
<input type="checkbox"/>	<a href="#">Assignment 2</a>	0	0	0	
<input type="checkbox"/>	<a href="#">Final Summary</a>	0	0	0	
<b>Labs</b>					
<input type="checkbox"/>	<a href="#">Lab 1</a>	0	0	0	
<input type="checkbox"/>	<a href="#">Lab 2</a>	2	1	0	
<input type="checkbox"/>	<a href="#">Lab 3</a>	1	1	0	
<input type="checkbox"/> <span style="float: right;">20 per page</span>					


- To view student submissions, click the name of the Dropbox folder that the files were uploaded to. You will be taken to the **Users** tab of **Folder Submissions**.

Email All Unsubmitted Users			
<a href="#">Users</a>   <a href="#">Files</a>			
Folder Contents			
View By: <span>User</span> <input type="button" value="Apply"/>			
Search For: <input type="text"/> <input type="button" value="Search"/> <a href="#">Hide Search Options</a>			
Search In: <input checked="" type="checkbox"/> First Name <input checked="" type="checkbox"/> Last Name			
Submissions: <span>Show everyone</span>			
<input type="checkbox"/> Only show users with unread submissions <input type="checkbox"/> Last Submission after <span>May 12 2009</span> <input type="button" value="Now"/>			
<input type="checkbox"/> Last Submission before <span>May 19 2009</span> <input type="button" value="Now"/>			
Feedback: <span>Show everyone</span>			
<input type="checkbox"/> <span style="float: right;">200 per page</span>			
	Files	Submission Date	Delete
<input type="checkbox"/>	<a href="#">Student-Beth BSU</a>		<a href="#">Leave Feedback</a>
	<a href="#">autobio.doc</a> (24 KB)	Jun 24, 2008 9:58 AM	
	<a href="#">autobio.doc</a> (24 KB)	Jun 12, 2008 9:17 AM	
<input type="checkbox"/> <span style="float: right;">200 per page</span>			

- Find the name of the student whose work you wish to assess and then click on the file name.
  - If you wish to view the file, click **Open**.
  - If you wish to save it to your computer, click **Save**.
- Use the icons that appear along the top and bottom of the list of student submissions to manage the files and/or send email messages to students.





### Email selected users


While viewing student files, you may want to send an email message to a student regarding his or her submission (or lack of submission).

- To send an email message to a student, click in the box next to the student's name.
- Click the  **Email selected users** icon.
- Compose your message, and then click **Send**.

### Mark selected files as read/unread

To change the status of a submitted file to  Read or  Unread, do one of the following:


- Click the  Read or  Unread icon beside the name of the file you want to change.
- Click the box(es) next to the file(s) you want to mark as  Read or  Unread, and then click the appropriate icon at the top or bottom of the list.

**NOTE:** When a file is opened or downloaded, it is automatically marked as  Read. Students can see the status of their submissions in their Dropbox history.


### Delete selected files

**Warning:** Deleted files cannot be recovered.

#### To delete ALL files submitted by a student:

- On the **Users** tab, click the box next to the student's name and then click the  **Delete** icon at the top or bottom of the list.
- Click **Yes** on the confirmation message box.

#### To delete individual files:

- Click on the **Files** tab. This will bring you to a list of all files submitted to the folder.
- Click the box(es) next to the file(s) you want to delete, and then click the  **Delete** icon at the top or bottom of the list.
- Click **Yes** on the confirmation message box.

## Leave Feedback and Enter Scores

You can give feedback and enter scores for student submissions from within the Dropbox.



- Click the [Leave Feedback](#) link located to the far right of a student's name.
 

**NOTE:** This link is only available if a student has submitted a file to the Dropbox.
- In the **Feedback** text box, type in comments you wish to convey to the student regarding his/her assignment.
- If you would like to return a file to a student (for example, a critiqued copy of their document), click **Add a File** located under **Attachments**, and then **Browse** to find the file.
- If you have linked the Dropbox folder to a grade item, enter a **Score**.
- Click **Save**. The student's score and your feedback will appear in the Grades area as well as the Dropbox.


**Submission**

Folder: Lab 2  
User: [Student-Beth BSU](#)

Files:

Submitted Files	Comments	Submission Date
 <a href="#">autobio.doc</a> (24 KB)		Jun 24, 2008 9:58 AM
 <a href="#">autobio.doc</a> (24 KB)		Jun 12, 2008 9:17 AM

**Feedback**

Feedback: 

**Attachments**

Attachments:

**Assessment**

Score:  / 10