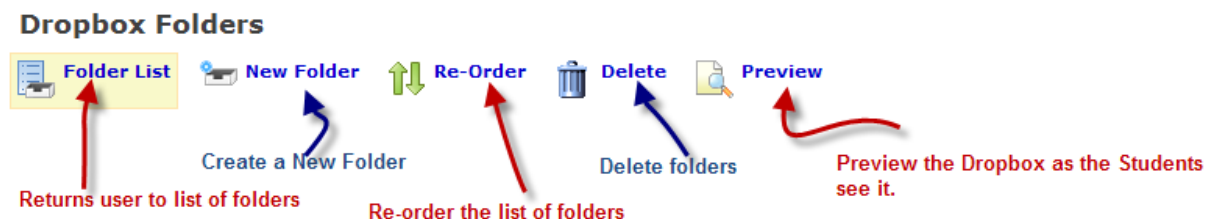


Using the Dropbox

The **Dropbox** can be used by students to submit documents to the instructor, and then the instructor, in turn, can grade and return the documents. There is a feedback option, grading option, and the **Dropbox** can be organized into a folder structure with each folder serving as the **Dropbox** for specific assignments.

Overview of the Dropbox – There are several icons in the **Dropbox**. Here are the icons and their function.

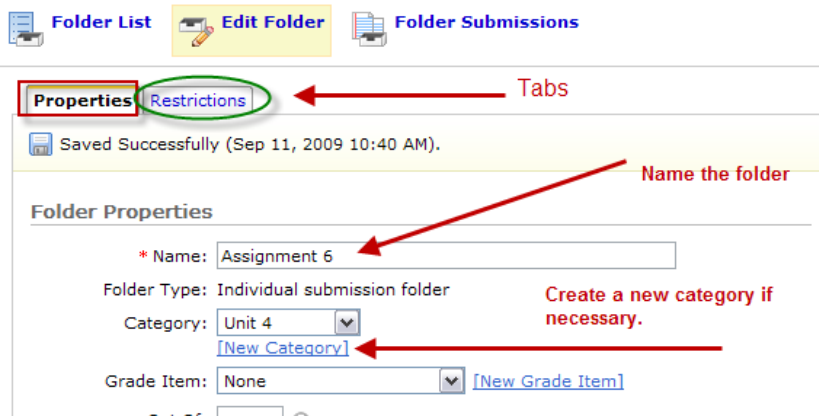


Creating a Dropbox Folder – to create a **Dropbox** folder that the students will use to upload their assignments:



1. Click on the “New Folder” icon or button
2. A dropbox will appear with two tabs, **Properties** and **Restrictions**.

Edit Folder - Assignment 6



3. Name the folder.
4. Select the **Folder Type**. In most cases the **Folder Type** will be “Individual submissions” unless you have the students doing Group work, if so, select that option.
5. **Category** is used to group the **Dropbox** folders. You can group them by week, unit or topic. In the case shown here, it is a new Unit, so I clicked on the **New Category** link to create a “Unit 4” category.

6. **Dropbox** items can be directly tied to an item in the Gradebook. That way when the grade is entered in the **Dropbox**, it will also be entered into the Gradebook. This is a more advanced technique and is covered in the D2L Document on the **Dropbox**. That document is available in the Instructor D2L Documentation widget on your D2L Home page.

The **Restrictions Tab** allows the instructor to set the start and end dates of availability for the **Dropbox** folder. Other features on this tab are also covered in more detail in the D2L documentation.

Edit Folder - Assignment 6

[Folder List](#) [Edit Folder](#) [Folder Submissions](#)

[Properties](#) **Restrictions**

Saved Successfully (Sep 11, 2009 10:44 AM). **Start and end dates.**

Availability

Date Availability: Has Start Date

November 2 2009 10:38 AM

Has End Date

November 9 2009 10:38 AM

Display in Schedule

Additional Release Conditions

1. Enter the Start and End Dates for folder availability.
2. Click on the **Save** button at the bottom of the screen.
3. Click on the **Folder List** icon.

Instructor View of the Dropbox and its Functions

The Instructor View of the **Dropbox** provides an overview of the files submitted to each folder, how many files are unread, and allows the instructor to manage the **Dropbox**.

Things to remember when looking at this view; **do not delete a folder** unless it is empty. If there are student files in the folder, they will be lost. Also, if you set a restriction or release condition on a folder, remember it is there. This will prevent confusion later on.

Dropbox Folders

Folder List New Folder Re-Order Delete Preview

Dropbox Folders

Note you can see Total Files, Unread Files, Flagged Files, End Dates for submission, and then have the option to edit or Delete Folders.

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Unit 3					
homework 5	2	0	0		
Homework 4	8	1	1		
Unit 2					
Essay 2	0	0	0	Aug 10, 2005 2:46 PM	
Unit 1					
Supernova	5	0	0		
Olympics	0	0	0	Sep 28, 2004 3:15 PM	
Unit 4					
Assignment 6	0	0	0	Nov 9, 2009 10:38 AM	

20 per page

The Student View

As the instructor, you can see the student view of the **Dropbox** by clicking on the

Preview icon. The student view will show a history of their submissions, any grades received, any feedback the instructor may have left and the opening and closing dates for folders when date restrictions have been set.

Dropbox Folders


Graded item

Folder	Score	Submissions	Feedback	End Date
Unit 3				
homework 5		0	-	
Homework 4	48 / 50	1	-	
Unit 2				
Essay 2		0	-	Aug 10, 2005 2:46 PM
Closed Aug 10, 2005 2:46 PM				
Unit 1				
Supernova		1	-	
Olympics		0	-	Sep 28, 2004 3:15 PM
Closed Sep 28, 2004 3:15 PM				
Unit 4				
Assignment 6		-	-	Nov 9, 2009 10:38 AM
Opens Nov 2, 2009 10:38 AM				

20 per page

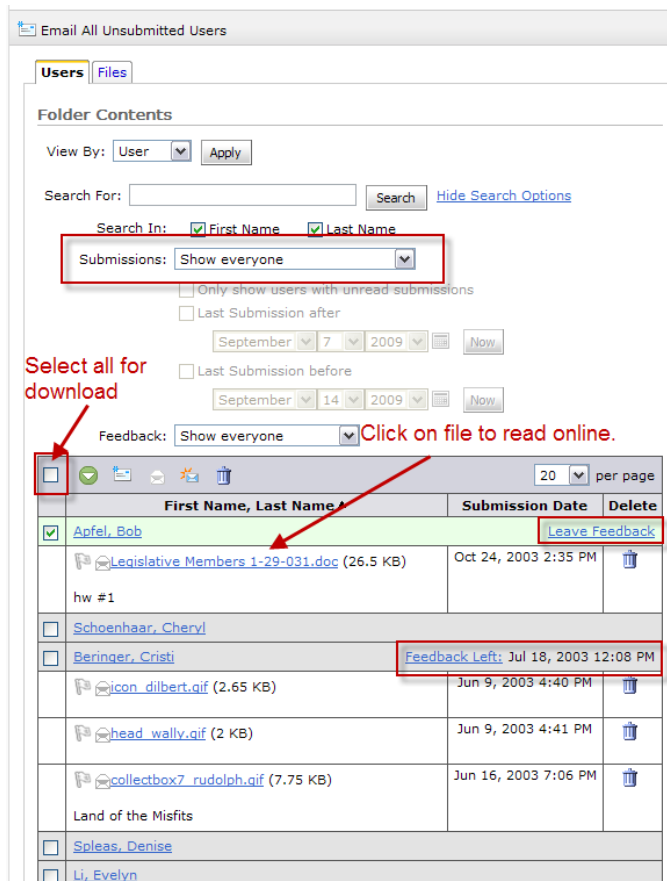
Working with Dropbox Submissions

Grading a **Dropbox** submission:

1. Click on a folder - the list of students will by default show everyone.
2. Use the "Submissions" dropdown to change the view to only those who have submitted a document.
3. Download all submitted files by clicking in the checkbox in the top left corner of the list. This will select all the submissions.
4. Click on the download icon . This will create a zip file of all documents.
5. Save it to your desktop and unzip it.
6. You can now open each item and mark it up or read it to grade it. **OR**
7. Click on an individual file in the **Dropbox** and it will open.
8. Read it online.

9. Click on "Leave Feedback" and provide the student with feedback about their submission.
10. If it is a folder tied to the gradebook, there will be a place to include the grade.
11. Click on **Save**
12. The grade will be submitted to the gradebook as well.

See the example showing the instructor view of an active **Dropbox**, below:



Email All Unsubmitted Users

Users | Files

Folder Contents

View By: User [v] Apply

Search For: [] Search Hide Search Options

Search In: First Name Last Name

Submissions: Show everyone [v]

Only show users with unread submissions

Last Submission after September 7 2009 [v] [v] Now

Last Submission before September 14 2009 [v] [v] Now


Feedback: Show everyone [v] Click on file to read online.

Select all for download

	First Name, Last Name	Submission Date	Delete
<input checked="" type="checkbox"/>	Apfel, Bob		Leave Feedback
	Legislative Members 1-29-031.doc (26.5 KB)	Oct 24, 2003 2:35 PM	
	hw #1		
<input type="checkbox"/>	Schoenhaar, Cheryl		
<input type="checkbox"/>	Beringer, Cristi		Feedback Left: Jul 18, 2003 12:08 PM
	icon_dilbert.gif (2.65 KB)	Jun 9, 2003 4:40 PM	
	head_wally.gif (2 KB)	Jun 9, 2003 4:41 PM	
	collectbox7_rudolph.gif (7.75 KB)	Jun 16, 2003 7:06 PM	
	Land of the Misfits		
<input type="checkbox"/>	Spleas, Denise		
<input type="checkbox"/>	Li, Evelyn		

Emailing Students from the Dropbox



1. Notice there is an email icon - .
2. Put a checkmark in the check boxes next to students you want to email.
3. Click on this icon.
4. An email is addressed to the selected students.
5. Write your message and send the email.

Since the **Dropbox** tracks when an assignment is submitted, when it is read by the instructor, when feedback is left for the student, and when the student reads the feedback, the **Dropbox** is a great tool to track homework submission and if students are reading the feedback you leave for them.

Leaving Feedback

1. Once an assignment is graded, click on “Leave Feedback”.
2. Provide a written summary of feedback.
3. Upload a graded assignment.
4. In the case of an item tied to the gradebook, post the grade.
5. Click on the **SAVE** button to submit the grade and make your feedback available to the student.

Go Back Save

Submission

Folder: Homework 4
User: [Bob Apfel](#)

Files to submit:

Submitted Files	Comments	Date Submitted
Campus By Alphabetic.doc (19.5 KB)		Feb 5, 2004 8:16 AM

First download the file → Download All Files

Feedback

Feedback: Basic Advanced After reading the file, leave feedback.

Bob,

Your assignment was fairly well, but lacked the depth as is mentioned in the rubric for this assignment, thus you lost 5 points. Also, you neglected to mention the most important point in the assignment, the campus role in recruitment. This lead to the loss of another 5 points. Make sure in the future you utilize the grading rubric to make sure you cover everything assigned.

Attachments

Attachments: Add a File The graded file can also be uploaded

Legislative Members 1-29-031.doc (26.5 KB)
Source: My Computer

Assessment

Score: / 50 ← Enter their grade here.

For more information about the more advanced features of the **Dropbox** see the **Dropbox** handout in the **Instructor D2L Documentation** widget on the D2L homepage. The widget is on the left side of the page, near the bottom of the page. If you don't see this widget, please contact the Service Center.