



Desire2Learn Reference Guide Dropbox

For Assistance Call Eric Urioste
(505) 426-2249

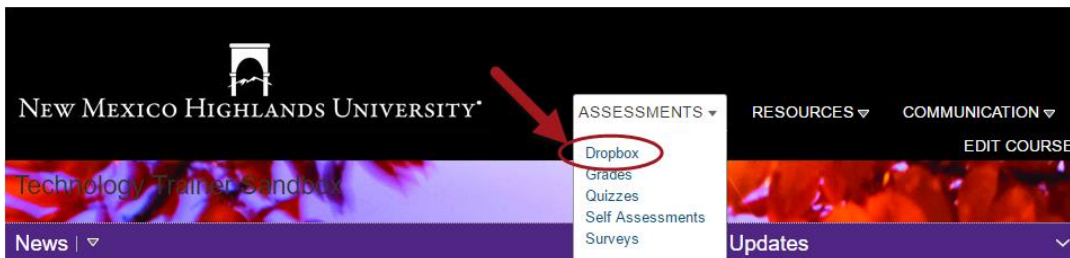
Overview: The Dropbox Tool enables your students to submit assignments in the Learning Environment, eliminating the need to mail, fax, or email assignments. They simply upload their assignments to the appropriate folder.

Objectives: Upon reading this reference guide you should be able to...

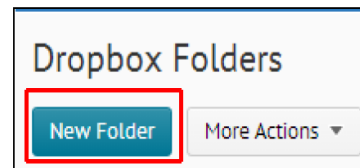
- Create a New Dropbox Folder
- Create a New Dropbox Category
- Associate Dropbox Folders to the Gradebook

Create a new Dropbox Folder Part 1:

1. From your course home page in D2L, select “Dropbox” from the NAV bar.



2. Select “New Folder” from the top of the page.



3. Type in the Name of your assignment.

4. Choose the type of folder, either Individual or Group submission folder.

New Folder

Properties Restrictions Objectives

Folder Properties

Name *

Folder Type

☒ Individual submission folder ?

☐ Group submission folder ?

Group Category -- No Group Categories Exist --

Note* In order to use the Group Submission Folder option, you must have already set up groups within your course.



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Create a New Dropbox Category:

1. Choose the category you would like this dropbox folder to reside in. If you have not yet created any categories, you can create one by clicking the "New Category" link.

Categories are most often used for organizational purposes. Instructors who have numerous dropbox folders may find it useful to organize them into categories for better readability and functionality. Examples of categories might include, Journal Entries, Essays, Case Studies, Weekly Homework.

2. Enter the name for your category.

3. Click "Save".

Associate Dropbox Folders to the Gradebook:

1. Associate your dropbox folder to the gradebook by choosing the matching grade item from the gradebook, from the "Grade Item" dropdown menu.

Note* You must previously have previously set up your gradebook in your D2L course shell, before you will see anything appear in the "Grade Item" dropdown menu.



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Create a New Dropbox Folder Part 2:

5. Enter the number of points your assignment will be worth in the "Out Of" box.

Grade Item

Paper 2 [New Grade Item]

Out Of

Student View Preview

- / -

Rubrics

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Default Scoring Rubric

No default selected

Instructions

abc </> [Icons]

6. If you have previously created rubrics using the D2L Rubric tool, you may add attach a rubric to your dropbox folder

7. Enter the assignment instructions that you would like students to follow; in the "Instructions" HTML editor box.

8. If you already have assignment instructions saved as a Word Document, you can simply attach the word document here, by clicking "Add a File", and browsing your computer for the appropriate document.

9. Set submission options if you wish. It is recommended to keep the default settings which are "Unlimited" and "All submissions are kept"; as shown in the image.

Attached Files

Attachments

Add a File Record Audio

Submission Options

Hide Submission Options

Files allowed per submission

Unlimited

One file per submission

Submissions

All submissions are kept

Only the most recent submission is kept

Only one submission allowed

Save and Close Save and New Save Cancel



10. Instead of choosing "Save and Close" at the bottom of the screen, direct your attention back to the top of the screen. Notice the three different tabs that are available. Next, you will choose the "Restrictions" tab.

11. Choose a start date, due date, and end date, if you wish.

Start dates, due dates, and end dates are optional. You may leave them all blank if you wish.

Start Date: This is the date the assignment will become visible to students.

Due Date: This is the date the assignment is due.

End Date: This is the date the dropbox will close to all students, and submissions will no longer be accepted.

Note* End dates may be useful for instructors who accept late work for a lesser grade. Your start and end dates may be the same. Once the end date passes, students will **NOT** be able to submit.

Edit Folder - Paper 2

Properties **Restrictions** Objectives

Availability

☐ Has Start Date
7/15/2014 10:37 AM
United States - Chicago

☐ Has Due Date
7/22/2014 11:37 AM
United States - Chicago

☐ Has End Date
7/22/2014 11:37 AM
United States - Chicago

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Special Access

☒ Allow users with special access to submit files outside the normal availability dates for this folder

☐ Allow only users with special access to see this folder

Add Users to Special Access

Save and Close Save and New Save Cancel

12. You may create and attach release conditions if you wish. Release conditions prevent the student from turning in an assignment to a particular dropbox, until they have satisfied some other condition (for example, take the chapter 2 quiz, before submitting paper 2.)
13. If a student requires accommodations or is excused for turning in a late assignment due to things like doctor's notes, you can utilize the "Special Access" tool. The Special Access tool will allow you to set due dates/end dates for one or more students that are different from the due dates for the rest of the class. To do this, first click the "Add Users to Special Access" button.



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14. Next, set the start date, due date, and end date that applies to the student receiving special access.

Special Access - Paper 2

Properties

Date Availability: ☐ Has Start Date
7/15/2014 10:48 AM
United States - Chicago

☐ Has Due Date
7/22/2014 11:48 AM
United States - Chicago

☐ Has End Date
7/22/2014 11:48 AM
United States - Chicago

Users

View By: User Apply

Search For: [Show Search Options](#)

First Name ▲, Last Name	Org Defined ID
<input type="checkbox"/> Admin Tech	ntu.admintech
<input type="checkbox"/> Harry Potter	
<input type="checkbox"/> Hermione Granger	
<input type="checkbox"/> Maria Student Wachnin	



15. Select the checkboxes next to the names of the students who will receive the special access according to the dates you set above.

16. When you are finished, click "Save".

17. Click save and close to complete your dropbox folder.

Special Access

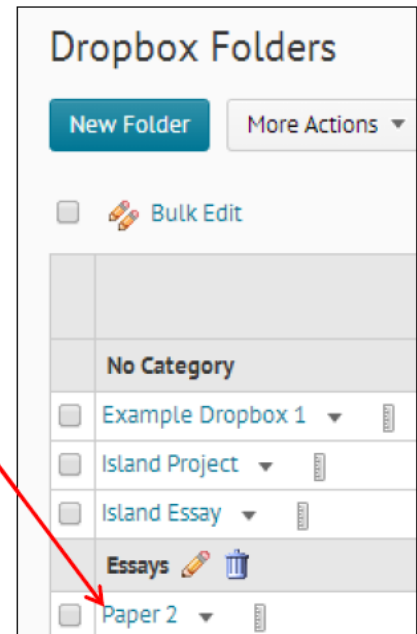
☒ Allow users with special access to submit files outside the normal availability dates for this folder
☐ Allow only users with special access to see this folder

Harry Potter  

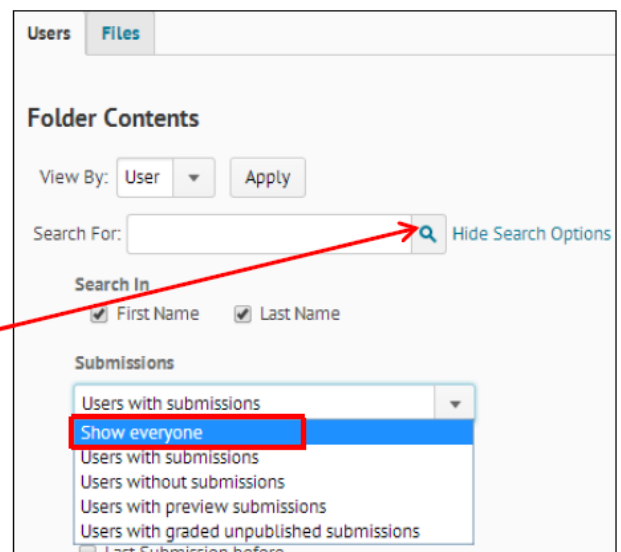


Grade Assignments Using the Dropbox Tool:

1. To begin grading an assignment using the Dropbox Tool, select the folder holding the assignments that you wish to grade – from the Dropbox Tool page.



2. First, you will want to make sure you can see all students in your course on this page, not just students who have submitted assignments. Select the "Submissions" dropdown menu, and choose "Show everyone"

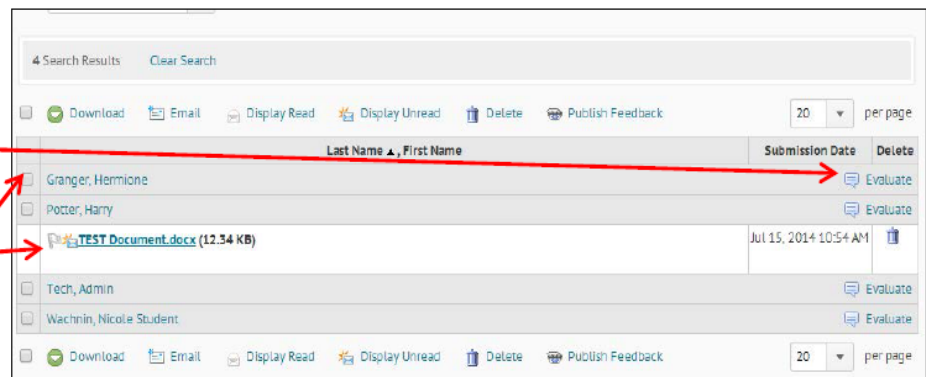


3. Next, click the magnifying glass icon next to the search bar to update the students you see.

4. By scrolling to the bottom of the page, you should now see all students in your course.

5. Click "Evaluate" Next to the student you wish to grade.

Note* The students' submitted file will appear underneath their name. If there is no file name, the student has not submitted an assignment.





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6. To view the students' submission in the D2L browser window, click the title of their document.

7. You may also download the file to your computer by clicking "Download All Files"

8. You may enter the student's score on the right side of the screen in the "Score" box.

9. You may add additional feedback in the "Feedback" box.

10. When you have finished providing grades and feedback for this student's assignment, you can click "Publish".

The screenshot shows the D2L interface for a student submission. The main area displays 'Paper 2 - Submissions for Harry Potter'. A file named 'TEST Document.docx (12.34 KB)' is listed, submitted by Harry Potter on Jul 15, 2014 at 10:54 AM. A red box highlights this file. Below the file list is a 'Download All Files' button. On the right side, there is an 'Evaluation' section with a 'Score' box (currently empty) and a 'Feedback' box. A red arrow points from the 'Download All Files' button to the 'Score' box. Another red arrow points from the 'Feedback' box to the 'Publish' button at the bottom right. The 'Publish' button is highlighted with a red box.

Note* Your students' grades will only automatically push to the gradebook, if you have associated this dropbox with the gradebook. Otherwise, you will need to enter the final score in the gradebook as well.