

## Dropbox v8.3.0

# User Guide March 11, 2008

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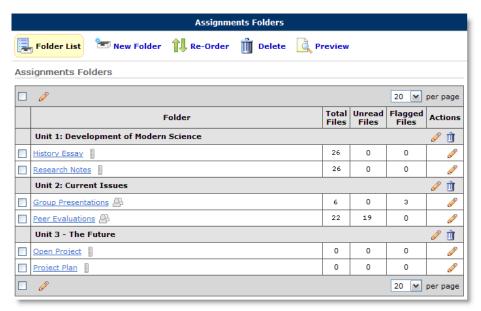
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## **What Dropbox does**

The Dropbox tool replaces the need for users to mail, fax, email, or physically deliver assignments. Users simply submit (upload) electronic versions of their assignments to the appropriate dropbox folder in the learning environment.

You can set up separate dropbox folders for each assignment and restrict access to the folders by date and time, group membership, or special access permissions. Once assignments are submitted, you can download assignments as zip files, sort assignments by users, check submission times, grade assignments, leave feedback, and return submissions with comments, all from within the Dropbox tool.



A Dropbox folder List with categories and folders

## **Accessing the Dropbox tool**

To access the Dropbox tool, click the **Dropbox** link on your course navigation bar.

**Tip** If you have dropbox folders that are associated with the Grades tool or Groups tool you can also access the Dropbox tool from those areas.

## **Creating a dropbox category**

You can organize your dropbox folders into categories to make it easier for users to navigate the dropbox. For example, you could create separate categories for each course unit or for different types of assignments.

#### To create a dropbox category

- 1 From the Folder List page, click **m New Folder**.
- 2 On the New Folder page, click the **New Category** link beside the **Category** field.
- 3 Enter a **Name** for the category.
- 4 Click Save.
- 5 Do one of the following after saving the category:
- Click the **New Category** link again to create another category.
- Fill in the New Folder page to create a new folder inside the category. (See *Creating a dropbox folder*, p. 3, for instructions on creating a folder.)
- Click **Close** to return to the main Dropbox folders page.

## **Creating a dropbox folder**

Dropbox folders are where users submit assignments. You can set up dropbox folders for each of your assignments and set start dates, end dates, and release conditions; set up special access; and associate folders with competency activities.

#### To create a new folder

- 1 From the Folder List page, click **m New Folder**.
- 2 Enter a **Name** for the folder.
- 3 Choose a **Folder Type**:
  - **Individual submission folder** Select this option if you want each user to submit their own assignment.
  - **Group submission folder** Select this option if you want one assignment submitted per group. You must associate the folder with a **Group Category**.

**Note** Group dropbox areas are marked on the Folder List page with the Group Submissions for icon. Any group member can submit and view files for a group dropbox.

4 Assign the folder to a **Category**, if desired.

Click the **New Category** link to create a new category.

- 5 Associate the folder with a **Grade Item** if you want submitted assignments to be tied to an item in your grade book.
  - Click the **New Grade Item** link to create a new grade item for the assignment. (See *Grades User Guide*, for more information.)
- 6 Add any instructions about submitting the assignment in the **Custom Instructions** text box.
- 7 Select whether you want users to be able to include dropbox submissions as artifacts in the ePortfolios.
- Attach any files that you want to make available to users from the dropbox folder (for example, a sample lab report).
- 9 Click Save.

#### To set the availability dates for a folder

- 1 Click the **Restrictions** tab.
- 2 Select the appropriate date options:
  - **Only allow submissions after this date** Use this option if you do not want users to access a folder before a project is assigned.
  - **Only allow submissions before this date** Use this option if you want to stop users from submitting assignments after a due date.
- 3 Set the appropriate dates and times.
- 4 Select **Add Event to Schedule** if you want the availability dates for a dropbox folder to appear in users' schedules.

#### ► To set release conditions for a folder

Release conditions allow you to associate a dropbox folder with other items in the Learning Environment. For example, you can require that users meet some criteria, such as reading a set of lecture notes in the Content tool, before they can submit an assignment to the dropbox folder. Or, you could make submission of material to the dropbox folder the criteria for accessing some other item, like a quiz.

- 1 Click the **Restrictions** tab,
- 2 In the Additional Release Conditions section, click either Attach Existing or Create and Attach.

See Release Conditions User Guide for more information.

#### ► To add special access permissions

Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the assignment. You can also add special access after a folder's end date has past for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography.

- 1 On the **Restrictions** tab, select either:
  - Allow everyone to access this folder, but apply special access dates for users listed below
  - Only allow access to this folder for users listed below.
- 2 Click the **Add Users to Special Access** button.
- 3 Select the **Date Availability** you want for the special access users.
- 4 Use the **View By** and **Search For** options to locate the users you want to give special access to.
- 5 Select the boxes beside the appropriate users' names in the grid.
- 6 Click Add Selected.

Once you have added special access permissions for users they are listed in the **Special Access** section. You can edit or delete users' special access by clicking the **Edit** or **m Delete** icons beside their names.

#### To associate a dropbox folder with an activity

Use the **Activities** tab to associate a dropbox folder with an activity. By associating a dropbox folder with an activity, you can tie the assignment to a set of learning objectives and a competency you want your users to master. You can also evaluate the assignment using a rubric.

- 1 Click the **Activities** tab.
- 2 Click Add Activity.

See the *Competencies and Rubrics User Guide* for more information.

You can edit an activity by clicking on its name or delete it by selecting the box next to its name and clicking the **in Delete** icon.

To view an illustration of the levels of a rubric, click the **View Rubric Levels** link beside the name of the rubric.

## **Editing a dropbox folder or category**

#### ► To edit a dropbox folder

- 1 From the Folder List page, click the **g** Edit icon beside the folder you want to edit.
- 2 Update the **Properties**, **Restrictions**, or **Activities** tab, as desired. (See *Creating a dropbox folder*, p. 3, for more information.)
- 3 Click Save.

#### ► To edit multiple dropbox folders

1 From the Folder List page, select the dropbox folders you want to edit.

- 2 Click the **// Edit** icon at the top or bottom of the page.
- 3 Update the appropriate fields. (See *Creating a dropbox folder*, p. 3, for more information.)

**Note** Selecting the **Add Event to Schedule** checkbox adds **Submissions After** and **Submissions Before** dates to users' schedules.

4 Click Save.

#### ► To edit a dropbox category

- On the Folder List page, click the **Edit** icon beside the name of the category you want to edit.
- 2 Edit the **Name** of the category.
- 3 Click Save.

## Re-ordering dropbox folders and categories

- 1 From the Folder List page, click **1** Re-Order.
- 2 Select the new position for a folder or category using the **Sort Order** drop-down list beside its name. The positions of other folders or categories adjust accordingly.

Note Items display in ascending order.

3 Click **Save**.

## **Deleting a dropbox folder or category**

#### ▶ To delete a folder

- 1 From the Folder List page, click **ii Delete** on the top tool menu.
- 2 Select the folders you want to delete.
- 3 Click **Delete Selected**.

#### ► To delete a category

On the Folder List page, click the **ii Delete** icon beside the name of the category you want to delete.

**Note** Folders contained in the category are moved to the **No Category** area.

## **Viewing submitted files**

The Folder List page provides a summary of the Total Files, Unread Files, and Flagged Files within each folder. To view the files, including when they were submitted, use the Folder Submissions page.

#### To view files using the Folder Submissions page

- 1 Do one of the following:
- From the Folder List page, click the name of the folder you want to view submissions for.
- Click **Folder Submissions** on the Edit Folder page.
- 2 Select either the **Users** tab or **Files** tab depending on whether you want to view and search submissions by user or file name.
- 3 Enter search criteria in the **Search For** field to narrow the list of submissions.

Click **Advanced Search Options** to refine your search.

**Note** Preview submissions are only included in search results if the **Allow this preview submission to be available in the Dropbox** checkbox was selected when the assignment was uploaded. (See *Using Preview*, p. 9, for more information.)

## **Retrieving (downloading) files**

#### ▶ To download a file

- 1 From the Folder Submissions page, click on the name of the file you want to open.
- 2 Use your browser's save dialog to open or save the file.

#### ► To download multiple files at once

- 1 Do one of the following:
- On the **Users** tab, select the users or groups you want to download assignments for.
- On the **Files** tab, select the files you want to download.
- 2 Click the **Download submissions** icon at the bottom of the list.
- 3 Click the name of the zip file that is created.
- 4 Use your browser's save dialog to save the file to the appropriate location.

#### Notes

- Files are renamed to include the user or groups name and submission time when you download them.
- Downloading assignments changes their status to read.

#### **Emailing users about assignments**

#### ► To email users

- 1 From the Folder Submissions page, do one of the following:
- Click on the name of the user you want to email
- Select the users or groups you want to email and click **Email selected users/groups** on the action bar at the top of the list.
- Type your message in the Compose New Message pop-up. (See the *Email User and Reference Guide* for more information.)

**Note** The email addresses of the selected users populate automatically in the **To** field of the message.

3 Click Send.

#### ▶ To email users who have not submitted an assignment to the dropbox folder

- From the Folder Submissions page, click **Email Unsubmitted Users** or **Email Unsubmitted Groups** on the action bar.
- 2 Type your message in the Compose New Message pop-up. (See the *Email User and Reference Guide* for more information.)

**Note** The email addresses of the selected users populate automatically in the **To** field of the message.

3 Click Send.

**Note** If any member of a group submits an assignment to a group dropbox folder, no one in that group is emailed when **Email Unsubmitted Groups** is selected.

## Marking assignments as read/unread

Do one of the following:

- From the Folder Submissions page, click the Read or Hunread icon beside the name of the file you want to mark.

**Note** When a file is opened or downloaded it is automatically marked as read.

## **Flagging assignments**

To flag a submission as significant or in need of further review, click the **Flagged** or **Unflagged** icon beside its name on the Folder Submissions page.

**Note** You can use the **Files** tab to search for flagged submissions.

## Leaving feedback and grading an assignment

The Leave Feedback page allows you to leave a user feedback on their performance. You can also input a grade for assignments linked to a grade item and select a rubric level for assignments linked to an activity.

#### ► To leave feedback and grade assignments

- 1 From the Folder Submissions page, click the **Leave Feedback** link beside the name of the user you want to leave feedback for.
- 2 Enter **Feedback**, if applicable.
- 3 Attach any files you want to associate with the feedback.
  - Tip Attach an evaluated copy of a user's assignment for the user to review.
- 4 Enter the user's **Score** on the assignment, if applicable.
- 5 Select a rubric level, if applicable.
- 6 Click Save.

## **Using Preview**

The preview option allows you to view the Dropbox tool as a user sees it. You can go through the steps that users go through to submit files, review their submissions, and check for grades and feedback.

You can make a preview submission visible on the Submissions page, but you cannot assign feedback, grades, or rubric scores to it because it is not tied to a real user.

#### ► To use the preview option

Click Preview on the Folder List page.

#### To submit a file as a user would

- 1 While in preview, click the name of the folder you want to submit an assignment to.
- 2 Click the **Add a File** button.
  - a) **Browse** for the file you want to submit. You can attach files from your local computer or storage device, or from a personal or group locker.
  - b) Click Upload.
  - c) Click Add a File again to attach additional files.
- 3 Enter any **Comments** you want to submit with the file.

- 4 Select the **Allow this preview submission to be available in the Dropbox** option if you want to search for and view the file on the Folder Submissions page after you leave the Preview area.
- 5 Click **Upload** to submit the file.

#### ► To view feedback as a user would

- 1 Click the **View Feedback** icon beside the name of a folder. This option only appears if you have left feedback on the submitted file.
  - The Feedback includes feedback, grades, and rubric achievement.
- 2 Click the **Download All Files** button to download any attachments left for you.

#### To view the Submission History as a user would

- 1 Click the **W** History toolbar option.
- 2 Select the **Folder** you want to review.
- A list of files displays, including: submission dates, comments, and read status.

  The following icons indicate whether a file has been retrieved:
  - 掏 Unread
  - Read (This symbol only indicates that a file was opened or downloaded.)

#### ► To exit preview

Click the **Exit Preview** button at the top of the page.

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