Dropbox Tool

What is the Dropbox tool?

The Dropbox tool is an e–solution that streamlines the submission process. It enables assignment submission directly to the Learning Environment eliminating the need to mail, fax, or email assignments.

Why use the Dropbox tool?

Use the Dropbox tool to:

- Set up folders for assignment submission
- Restrict access by date, time, group membership and/or special access permissions
- See individual or group users' submission time & date
- Download assignments to your computer
- View submissions with the document viewer on the Leave Feedback page
- Associate dropbox folders to rubrics and competencies
- Return submissions with grades and feedback.

Dropbox Tool

Submitted Works:
Date stamped
Time stamped
File "locked"

Download:
Provide feedback
Use rubric
Give grade (grade offline)

Release:
Students can see marks and feedback
Students can share with ePortfolio

Each Dropbox folder's search and filter options enable you to find users' submitted files by username, submission history, and amount of feedback they have received.

Scenarios

Scenario: Learners are instructed to write an essay which will reflect a portion of their final grade. The instructor has given learners the opportunity to submit their thesis, outline and rough drafts on specified days prior to the projects due date to obtain feedback.

Possible Solution: The instructor can create a series of Dropbox folders for each phase of the project, each folder can be made available on specified dates and each folder can be associated to the Grade Book or can be exclusively for feedback without a gradable component.

Creating a Dropbox folder

Properties Tab: Use categories to organize the Dropbox, create Dropbox folders, identify submission types, and submission options.

- Create a folder/category by selecting **New Folder**
- Include a name and enable originality checking (if available)
- Identify submission type (individual or group) noting that the groups must already be established
- Associate with a rubric
- Determine number of files allowed per submission and number of submissions

Restrictions Tab: Enable availability, release conditions and special access.

- Create a start and end date
- Display the assignment submission deadline in the calendar
- Create and attach existing release conditions
- Allow users with special access to submit assignments outside the normal availability dates or create a special access dropbox folder

Objectives Tab: Associate the Dropbox to learning objectives and competencies.

Submitting an assignment

On the Dropbox Folders page, select the folder you want to submit an assignment to. Select **Add a File** to browse for the file you want to submit. You can attach files from your local computer or storage device. Enter comments, record audio and select **Submit** to complete the process.

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Leaving feedback & grading submission

The Leave Feedback page contains:

1. **Submissions List Panel**: you download submissions to work offline or view them in-line with the document viewer.
2. **Evaluation Panel**: the users file submissions are ordered by date and you can grade, grade with a rubrics and provide feedback.

What tools interact with the Dropbox?

Dropbox Tool

Groups

Rubrics

Grade Items

Learning Objectives
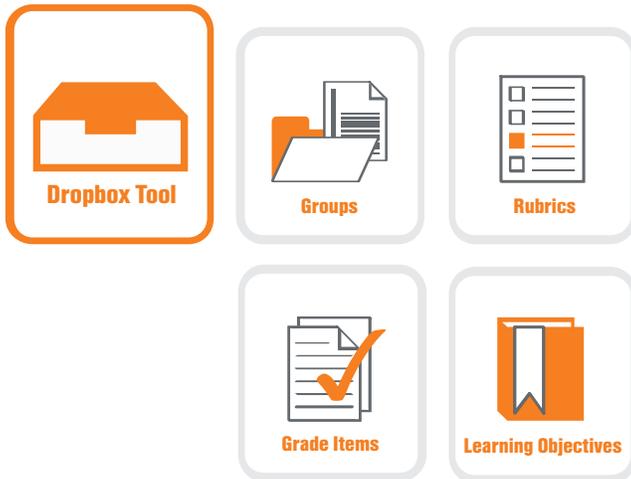
Downloading/Uploading files with feedback

Dropbox submissions can be downloaded in bulk, edited, and then re-uploaded with comments and edits in place.

1. Click on the **Dropbox** folder in question.
2. Using the checkboxes, select the files you wish to download.
3. Click the **Download** icon.

Each file will have a unique identifier that the system uses to recognize it upon upload. Once you are done editing, you can upload the file by following these steps:

1. In the Dropbox folder, click the **Upload Feedback Files** button.
2. Using the **Upload** icon or the drag-and-drop function, place the files in the dialogue box and click the blue Upload button.
3. If the identifier is not recognized, manually link each file to the appropriate submission.
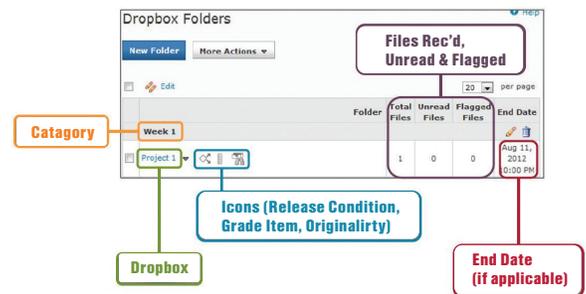
Students will then be able to see their original submission as well as the edited version you uploaded.

Instructor & Learner Views

Instructor View
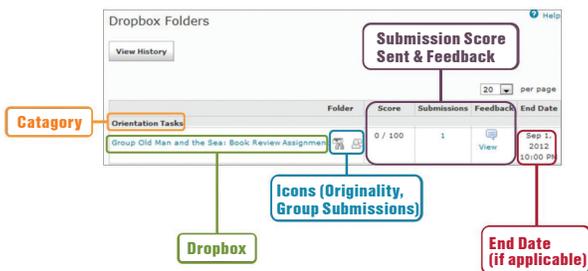
Instructor View

Restore Deleted Dropboxes

Deleted Dropbox folders can be restored using the Event Log tool.

1. On the Dropbox main menu, click the **More Actions** button and select the event log.
2. Locate the folder in question and click the "**Restore**" button.

Note: Tool associations will have to be re-applied after a folder is restored. These include Rubric associations, Learning Objective associations and Release Conditions.

Item	Action	Changed by	Date ▼
Entering Transactions (ID: 161)	Restored	Sarah Kerr	Mar 15, 2013 9:54 AM
Entering Transactions (ID: 161)	Deleted	Sarah Kerr	Mar 15, 2013 9:53 AM
Preparation of Financial Statements (ID: 159) [Restore]	Deleted	Sarah Kerr	Mar 15, 2013 9:53 AM