Working with the Dropbox

Instructors can use the Dropbox to retrieve and grade electronically submitted assignments and also have the opportunity to leave feedback for the students next to their grade.

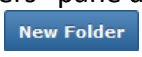
- Adding a Dropbox Folder
- Adding Release Conditions to a Folder
- Downloading Assignments
- Reading the Originality Report from Turnitin
- Giving Feedback
- Editing Feedback
- Deleting Feedback

Originality Checking - Turnitin

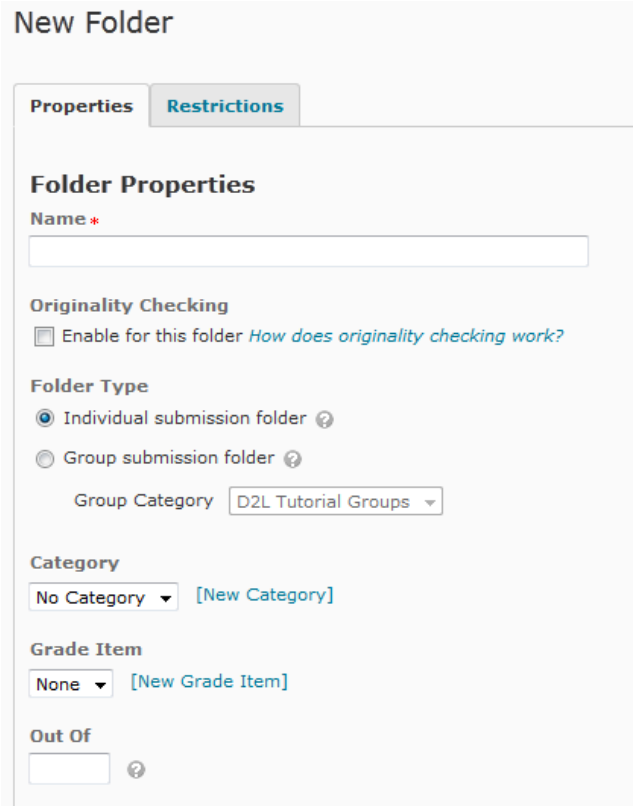
At this time, faculty cannot upload files directly into the D2L platform. Students must upload their individual files into D2L using the Dropbox feature. Nowhere in the D2L platform does it indicate that we are using Turnitin for plagiarism detection. Instead, faculty need to use the Dropbox area and check the box next to the words, "Originality Checking: Enable for this folder" as shown below.

Adding a Dropbox Folder

In order for students to submit their assignments through the Dropbox, folders must be created for each assignment.

1. On the Course Home page red navigation bar, click the **Dropbox** link under **Course Elements**. The "Dropbox Folders" pane appears.
2. Click on the **New Folder** icon. 

The "New Folder" pane appears.



3. Click on the **Properties** tab.
4. In the **Name** text box assign a name for the folder. Folder names may contain underscores and hyphens but should not contain the following special characters: * / : > < | ' & : # { } ".
5. If desired, select Originality Checking by clicking on the checkbox next to **Enable for this folder. [Although it is not indicated in the D2L platform Originality Checking is provided by Turnitin]**
6. Select a folder type (individual or group submission) by clicking on the radio button next to each type.
    - If the Group submission folder is selected, select the Group Category from the drop-down box.
7. From the **Category** pull-down menu, select the desired category or Click **New Category**. The "New Dropbox Category" dialog box appears.
    - In the **Name** text box type the desired category name
    - Click the **Save** button. The category is created the system automatically returns to the "New Folder" pane.
8. To link this folder with a grade item, go to the **Grade Item** pull-down menu and select the appropriate item. OR To create a new grade item:
    - Click **New Grade Item**. The "New Grade Item dialog box appears.
    - In the **Name** text box, type the desired name.
    - OPTIONAL: In the **Short Name** text box, type an abbreviated form of the name.
    - From the **Category** pull-down menu, select the category, if necessary.

- In the **Grading and Restrictions** sections, select the desired settings.
- Click on the **Save** button. The system automatically returns to the **New Folder** pane.

9. Click on the **Save** button. The new folder will now be added to the "Dropbox Folders" section.

Submission Options

1. Under Files allowed per submission, choose to allow Unlimited files or One file per submission. Instructors can choose from the following options: Keep all submissions, Overwrite submissions or only one submission allowed.

Originality Checking Options

1. Select **Show Advanced Originality Checking Options** at the bottom of the New Folder Pane.
2. Keep the default entries in this section.
3. Under Display, faculty can choose to allow submitters to see Originality Reports by clicking on the checkbox.
4. To manually choose files to send to Turnitin, under Frequency, click on the radio button next to Identify individual submission for Originality Checking.

Adding Release Conditions to a Folder

Instructors have the option of placing time constraints on a Drop-box folder.

Adding Availability to a Folder

1. On the Course Home page red Navigation bar, click the **Dropbox** link. The "Dropbox Folders" pane appears.
2. For the desired folder, click on the **Edit** button under the drop-down menu, or select the checkbox beside the folder and click **Edit**. The "Edit Folder" pane appears.
3. Select the **Restrictions** tab.
4. To set a **Start Date** in the Availability section:
   - Select **Has Start Date.**
   - In the following pull-down menus, select the desired date.
     OR To select a date from the calendar click **Select Date**
     To set the date to the present time click Now**.**

5. To set an **End Date**, in the Availability section:
    - Select **Has End Date**.
    - In the pull-down menus, select the desired date.
      OR To select a date from the calendar, click **Select Date**
6. To add this event to the class calendar, select **Display in Calendar.**
7. Click the **Save** button.

Downloading Assignments

Once students have submitted their assignments in the Dropbox, instructors can open or download them for grading.

1. On the Folder Submissions page, 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 top or bottom of the list.
3. Click the name of the zip file created and:
    - Click on the **Save** button when the "Save As" dialog box appears.
    - Navigate to the desired save location.
    - Click on the **Save** button.
    - Locate and open the file.
4. Repeat steps to download student documents.

Reading the Originality Report from Turnitin

1. On the Course Home page red navigation bar, click the **Dropbox** link. The "Dropbox Folders" pane appears.
2. In the **Dropbox Folders** section, click on the assignment folder link. The Folder Submission page appears.
3. Click on the colored percentage area to view the originality report. The Turnitin Document Viewer page will appear.

4. Review the document. The document has two panes: the right pane, a list of the matching sources, and the left pane, the percentage of matching text and links to the online content.

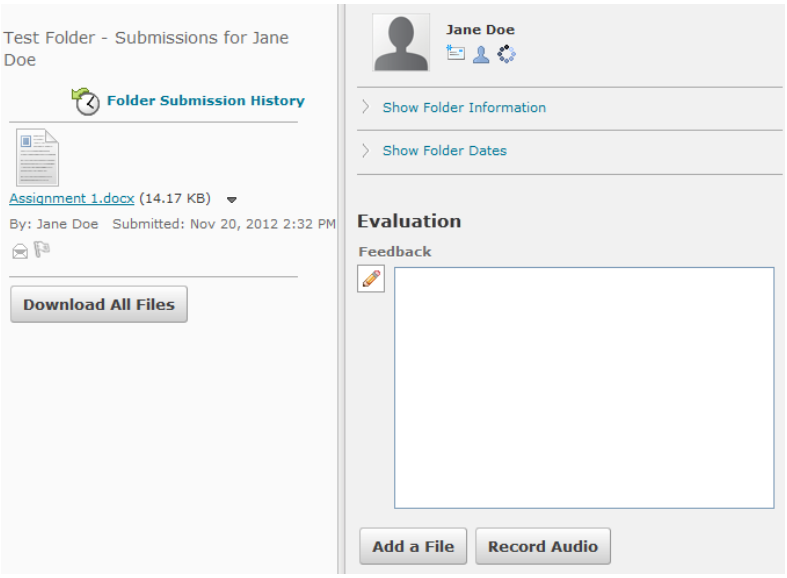
5. Close the Turnitin Document viewer when finished.

Giving Feedback

If a dropbox folder was set up to be associated with a grade/assessment item, instructors have the option of leaving grade feedback in addition to assignment feedback.

Giving Feedback: In the Student Dropbox

1. On the Course Home page red navigation bar, click on the **Dropbox** link. The "Dropbox Folders" pane appears.
2. In the **Dropbox Folders** section, click the desired folder. The "Folder Submissions" pane appears.
3. Next to the student's name, click the **Grade and Leave Feedback** link. The "Leave Feedback" pane appears.



4. In the **Dropbox Feedback** text box, type feedback.
5. When finished, click on the **Publish** button to publish it now, or the **Save as Draft** button to save it for later.

Giving Feedback: In the Student File

The instructor has the freedom to add and clarify feedback throughout the document. This can lessen any confusion when giving feedback about a paragraph in the document, or help add specific feedback in some parts of a student file.

1. In the appropriate program, open the file and add comments to the student's document.
2. Save the file.
3. On the Course Home page navigation bar, click the **Dropbox** link. The "Dropbox Folders" pane appears.
4. In the **Dropbox Folders** section, click the folder where the assignments have been placed. The "Folder Submissions" pane appears.
5. Select the student and click on the **Leave Feedback** link. The "Leave Feedback" pane appears.
6. In the **Feedback** text box, type a message indicating the placement of the comments.
7. Under the "Attachments" section, click on the **Add a File** button. The "Submit a File" dialog box appears.
    - Click on the **Browse** button. The "Choose file" dialog box appears.
    - Locate and select the file with your comments
    - Click on the **Open** button. The selected file is indicated in the "Submit a File" dialog box.
8. Click on the **Upload** button. The "Insert File" dialog box closes.
9. When finished, click on the **Publish** button.

Editing Feedback

Instructors can add or change feedback given to a student.

1. On the Course Home page red navigation bar, click the **Dropbox** link. The "Dropbox Folders" pane appears.
2. In the **Dropbox Folders** section, click on the folder link where the assignments have been placed. The "Folder Submissions" pane appears.
3. Next to the student's name, click on the **Grade and Feedback Published:** link beside the student's name.
4. In the **Dropbox Feedback** text box, make the desired change.
5. When finished, click on the **Update** button. The new instructor feedback replaces the old instructor feedback.

Deleting Feedback

1. On the Course Home page red navigation bar, click the **Dropbox** link. The "Dropbox Folders" pane appears.
2. In the **Dropbox Folders** section, click on the folder where the assignments have been placed.
3. For the student, click on the **Grade and Feedback Published:** link. The "Leave Feedback" pane appears.
4. In the **Leave Feedback** panel click **Retract and Clear Feedback**. A confirmation dialog box appears.
5. Click on the **Yes** button. You will be redirected to the "Folder Contents" page.