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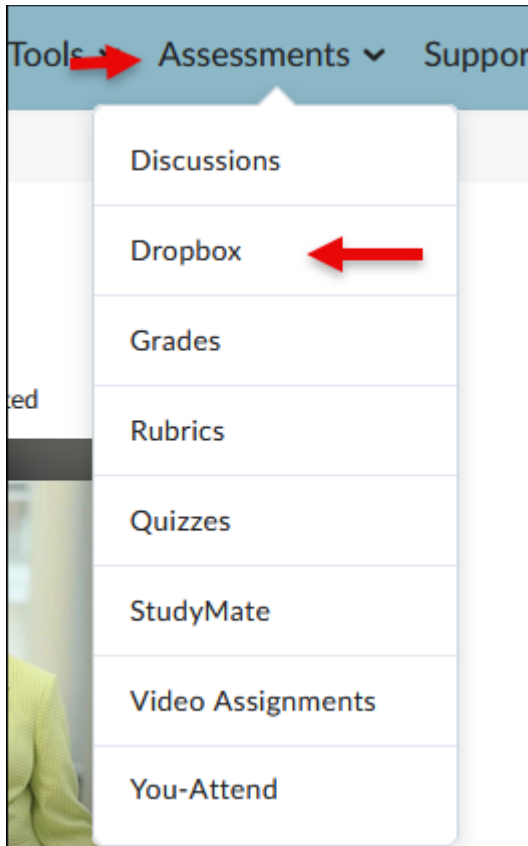
## Dropbox

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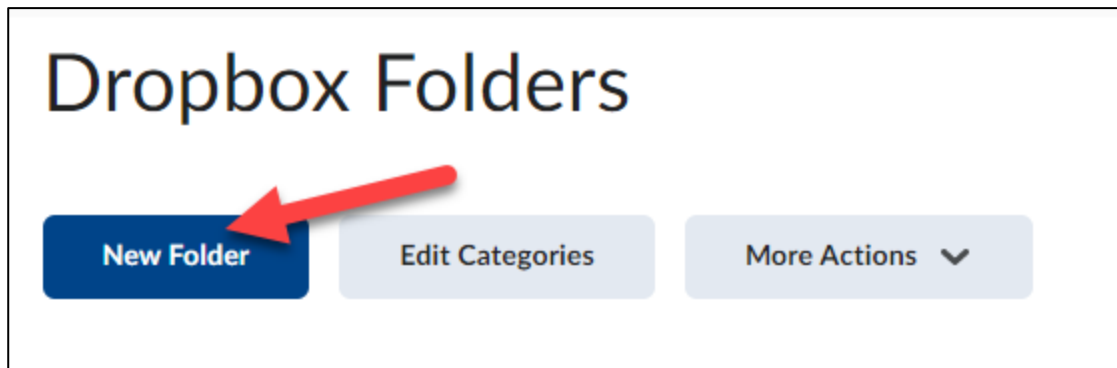
The Dropbox tool is used for students to submit assignments to.  
Dropbox

### Add a Dropbox Folder

1. **Click** on the Dropbox link from the Assessments drop-down menu on the course navigation bar.






2. **Click** the New Folder button.





3. **Enter** a Title such as “Assignment 1” (1). Enter custom Instructions for students to complete the assignment (2).

<a href="#">← Back to Manage Assignments</a>		New Folder
Name *		
Assignment 1 <b>1</b>		
Grade Out Of	Due Date	
Ungraded	 M/D/YYYY	
Instructions <b>2</b>		
<div>Paragraph ▼ <b>B</b> <i>I</i> <u>U</u> ▼ <del>A/</del>  ▼  ▼</div> <div>Submit paper about chapter 1.</div>		

4. **Select Submission & Completion (1)** by clicking the menu on the right side and then **select the Submission Type (2)**.

Name \*

Assignment 1

Grade Out Of

Ungraded

Due Date

M/D/YYYY

Instructions

Paragraph B I U A

Submit paper about chapter 1.

Record Audio Record Video

Save and Close Save Cancel Visible

**Submission & Completion**

Assignment Type

☒ Individual Assignment

☐ Group Assignment

Submission Type

File submission

File submission

Text submission

On paper submission

Observed in person

☐ One File

Allowable File Extensions

No Restrictions

Submissions

☒ All submissions are kept

☐ Only one submission allowed

☐ Only the most recent submission is kept

Notification Email

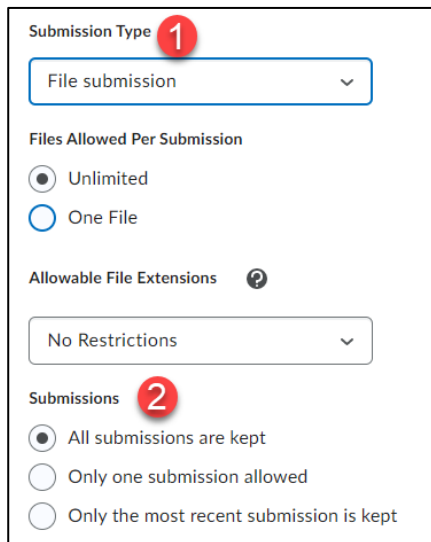
Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is

- **File submission (default):** Assignment is to be uploaded directly to the Dropbox as a file.
- **Text submission:** Assignment is to be submitted as a text submission instead of uploading a file.
  - Students will use the HTML editor in the Virtual Campus to type up their assignment and submit it.
- **On paper submission:** Assignment is submitted directly to instructor in class, but evaluation and feedback will be completed via the Dropbox.
- **Observed in person:** Assignment/presentation will be observed in person, but evaluation and feedback will be completed via the Dropbox.

**NOTE: On Paper and Observed in Person assignment types can also be created directly from Content.**

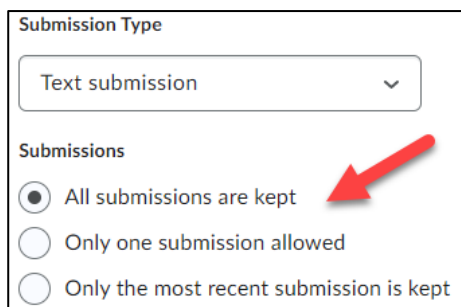
5. Based on the Submission Type chosen above you will need to choose the submission options:

- If File submission is selected, **select** the Files allowed per submission for students (1), and then choose which Submissions are kept (2).



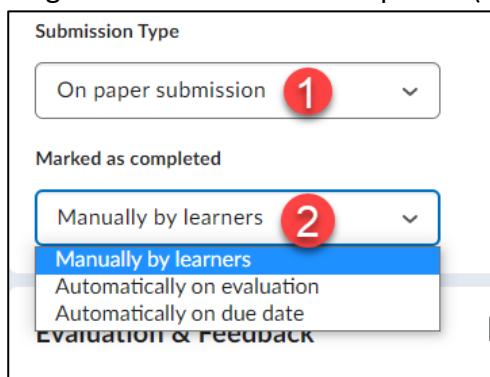
This screenshot shows the configuration options for a 'File submission' type. A red circle with the number '1' highlights the 'Submission Type' dropdown menu, which is currently set to 'File submission'. Below this, the 'Files Allowed Per Submission' section has two radio button options: 'Unlimited' (which is selected) and 'One File'. The 'Allowable File Extensions' dropdown is set to 'No Restrictions'. At the bottom, the 'Submissions' section has a red circle with the number '2' next to it, and three radio button options: 'All submissions are kept' (selected), 'Only one submission allowed', and 'Only the most recent submission is kept'.

- If Text submission is selected, choose which Submissions are kept.



This screenshot shows the configuration options for a 'Text submission' type. The 'Submission Type' dropdown is set to 'Text submission'. In the 'Submissions' section, the 'All submissions are kept' radio button is selected. A red arrow points to this selected option.

- If On paper submission or Observed in person is selected (1), choose when the assignment is Marked as completed (2).



This screenshot shows the configuration options for an 'On paper submission' type. The 'Submission Type' dropdown is set to 'On paper submission', with a red circle and the number '1' next to it. Below, the 'Marked as completed' dropdown is open, showing three options: 'Manually by learners' (highlighted in blue), 'Automatically on evaluation', and 'Automatically on due date'. A red circle with the number '2' is next to the 'Manually by learners' option.

NOTE: You can enter an email address to receive a notification whenever a new file or text submission is submitted.

**Notification Email**  
Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

6. **Enter** the Grade Out of (what the assignment is worth) (1), and **select** the Grade Item the Dropbox assignment is associated with in the gradebook by clicking the dropdown next to In Grade Book (2). Choose to Edit or Link to Existing.

**Grade Out Of**  
1 100 points

**Due Date**  
M/D/YYYY

**Instructions**  
Paragraph  
Submit paper at

**In Grade Book** ▼  
Edit or Link to Existing 2  
Not in Grade Book  
Reset to Ungraded

7. **Click** inside the Due Date field and assign a due date.

**Grade Out Of**  
100 points

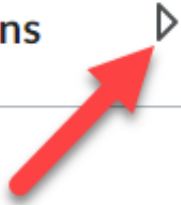
**Due Date**  
M/D/YYYY

Select Availability dates.

### Availability Dates & Conditions

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Always available




Select Availability dates and conditions by clicking ▾


1. Choose the start and end dates for the assignment.


Start Date

 M/D/YYYY



End Date

 M/D/YYYY





IMPORTANT: You MUST **select** a start date for a dropbox in order for the Turnitin plagiarism checker to run without issues.


2. You can **select** Visibility to hide the dropbox from students until you are ready for them to access it.

Enable/Disable visibility


☒ Visible

Upload a File (1). Link to an existing activity (2). Attach a weblink (3). Record either audio or video (4).

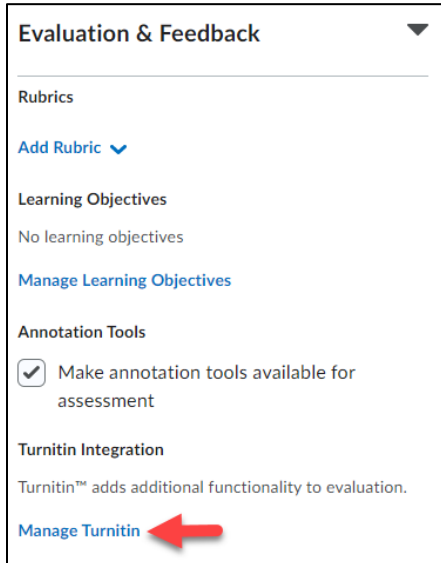


 Record Audio  Record Video

## Enabling Turnitin

1. If you need to check submissions for plagiarism, Choose Evaluation & Feedback by clicking .

2. Manage Turnitin by clicking Manage Turnitin.



**Evaluation & Feedback** ▼

Rubrics

[Add Rubric](#) ▼

Learning Objectives

No learning objectives


[Manage Learning Objectives](#)

Annotation Tools

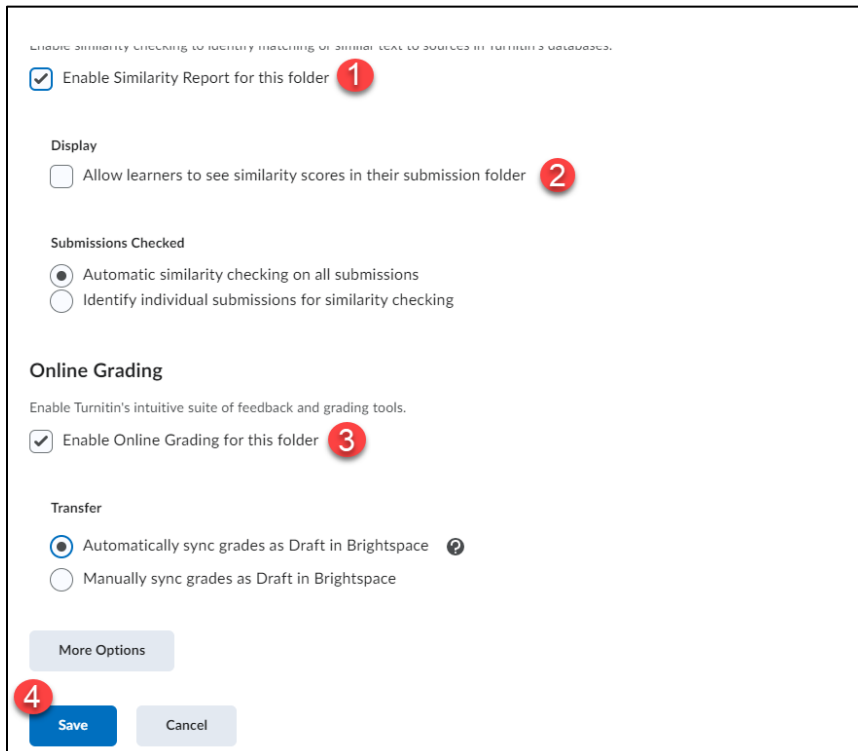
☒ Make annotation tools available for assessment

Turnitin Integration

Turnitin™ adds additional functionality to evaluation.

[Manage Turnitin](#) 

3. Check the box for Enable Similarity Report (1). You can check the allow learners to see similarity scores in their submission folder (2). Check the box for Enable Online Grading for this folder (3). **Click Save (4).**



Enable similarity checking to identify matching or similar text to sources in Turnitin's databases.

☒ Enable Similarity Report for this folder **1**

Display

☐ Allow learners to see similarity scores in their submission folder **2**

Submissions Checked

☒ Automatic similarity checking on all submissions


☐ Identify individual submissions for similarity checking

Online Grading

Enable Turnitin's intuitive suite of feedback and grading tools.

☒ Enable Online Grading for this folder **3**

Transfer

☒ Automatically sync grades as Draft in Brightspace 

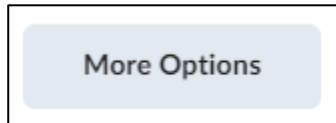
☐ Manually sync grades as Draft in Brightspace

[More Options](#)

**4**



4. Click the More Options in button.

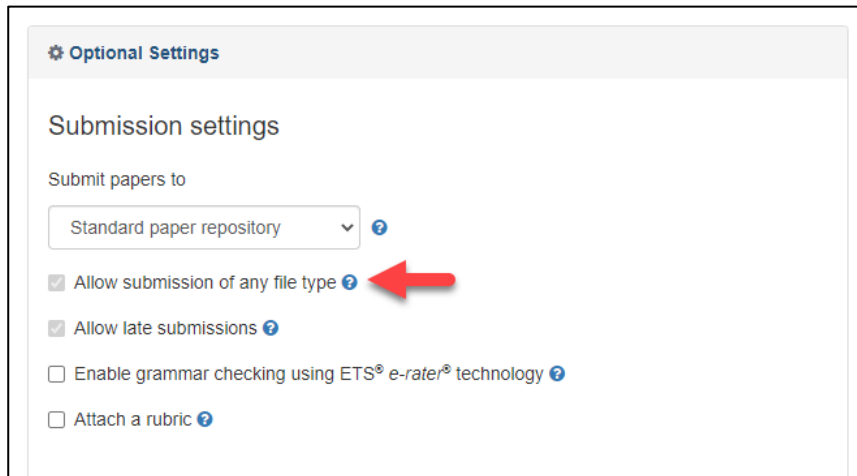


5. Click I agree if you receive the Turnitin User Agreement.

F.Y.I.: Turnitin supports the following file formats:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Microsoft PowerPoint (PPT, PPTX, and PPS)
- Hangul (HWP)

6. Make sure Allow submission of any type is selected.



7. From the Similarity Report drop-down menu **select** Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours (1). **Select** Save these settings for future use so that all the settings you selected will be applied to any future Dropboxes you create for the course (2). Then **click** the Submit button (3).

The screenshot shows the 'Similarity Report' configuration page. A red circle with the number '1' points to a dropdown menu for 'Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours'. Below this is a checkbox for 'Exclude small sources'. Further down is the 'Exclude assignment template' section with 'Upload Template' and 'Create Custom Template' buttons, followed by a note and a link to 'Template Requirements'. The 'Additional settings' section has a checked checkbox for 'Save these settings for future use', which is highlighted with a red circle and the number '2'. At the bottom left is a blue 'Submit' button, highlighted with a red circle and the number '3'.

8. Click the Save button when done.



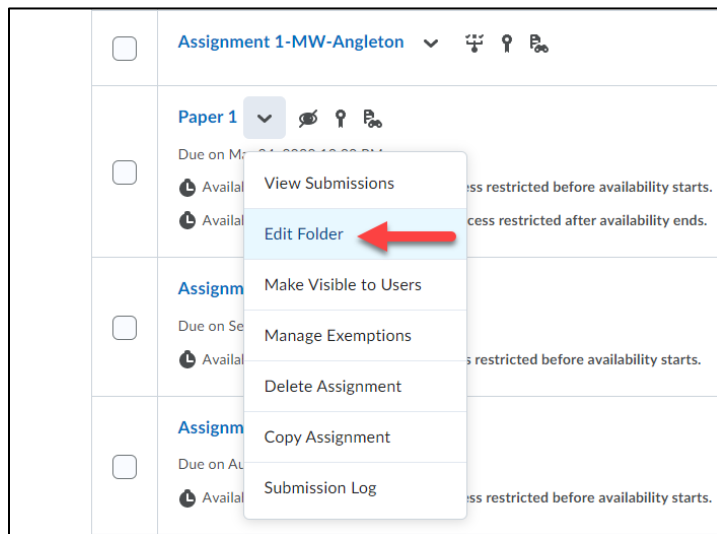
**Note:** Turnitin is now offering AI writing detection within the similarity report. This report will be included as a blue AI icon in the right side of the report.



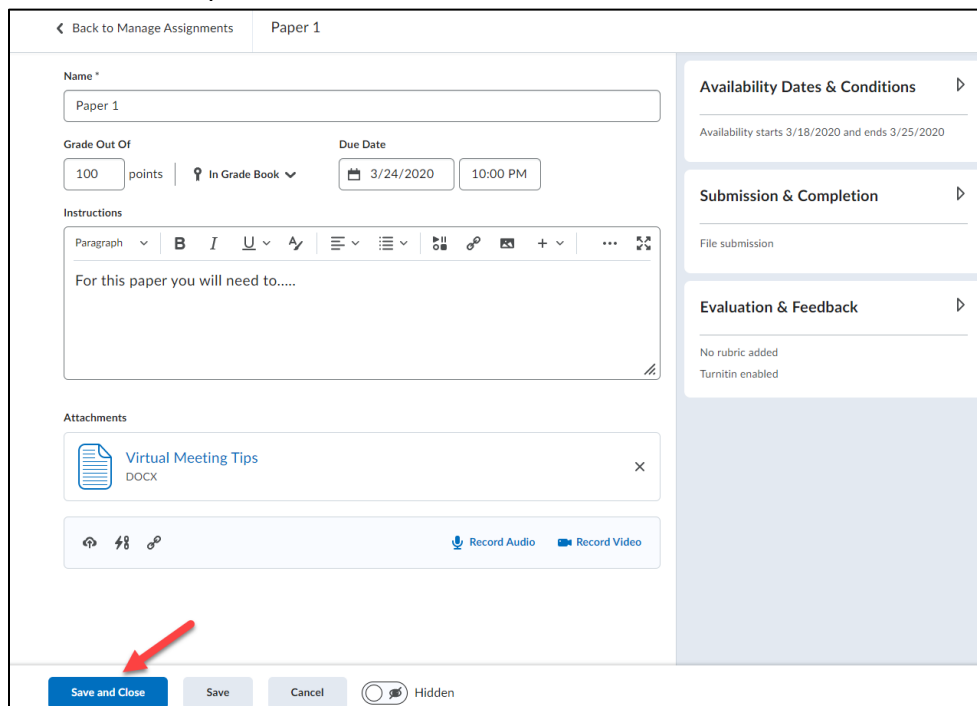
If you would like to read more about the new AI writing detection you can visit the [Turnitin FAQ](#) for more information.

## Edit a Dropbox Folder

1. Click on the drop-down menu located on the right of a Dropbox's title and **select** Edit Folder.



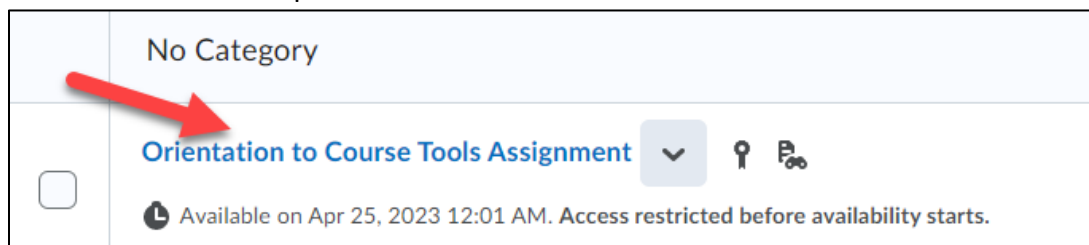
2. Edit the dropbox folder and **click** the Save and Close button when done.



3. If no learner submissions have been made to an assignment, the assignment type and submission type can be changed. This allows for existing assignments to be modified without the need to create a new assignment.

## Evaluating and Grading a Dropbox Submission

1. Once a student has submitted an item return to the Dropbox area in the course and **Click** on the title of the dropbox folder.



2. **Click** on the file name for the submission to view and read it.

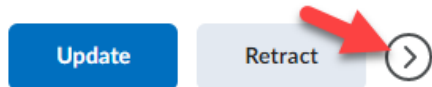
NOTE: If you have included specific directions for formatting the assignment, for example a header, footer, page numbers, etc. you must first download the assignment to be able to see those items in the submitted format. If only opening the submission directly in the annotation tool window, those items will not show up properly.

<input type="checkbox"/>	Last Name ▲ , First Name	Turnitin Online Grading	Submission Date	Delete
<input type="checkbox"/>	Ahrens, Lacey			Evaluate
<input type="checkbox"/>	Barnes, Paige			Evaluate
<input type="checkbox"/>	Brewer, Jennifer		Published: Jun 24, 2020 4:30 PM	
<input type="checkbox"/>	<a href="#">VC Tour Assignment.docx</a> (136.26 KB)	No Score	Aug 30, 2016 3:19 PM	

3. On the right of the screen **enter** an Overall Grade (1) as well as any Feedback you would like to provide (2).

A screenshot of the grading interface. At the top, there is a section for "Overall Grade" with a red circle containing the number 1 next to it. Below this, there is a text input field containing "100 / 100" and a small bar chart icon. Below the grade section, there is a section for "Overall Feedback" with a red circle containing the number 2 next to it. This section includes a rich text editor with a toolbar containing icons for bold, italic, underline, list, and link. The text "Great job!" is entered in the feedback field.

NOTE: To continue grading and publish later choose Update, then **click** the next arrow on the top or bottom right of the page.



**To publish feedback to Selected students or all students at one time**

1. For each student enter Score and Feedback (1) and **Select** to Save Draft (2), DO NOT Click the Publish button (this will actually publish the feedback) instead **Click** on the link for "Back to Folder Submissions" located in the upper left corner of the screen (3).

2. After the grade and feedback has been saved as a Draft for the last student, return to the submission area for the dropbox folder. Check the boxes next to every student you would like to release the score for OR **click** the checkbox at the top of the table to select all students.

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Turnitin Similarity Report	Turnitin Online Grading	Submission Date	Delete
<input checked="" type="checkbox"/>	Ahrens, E				Evaluate
<input checked="" type="checkbox"/>	Barnes, Paige				Evaluate
<input checked="" type="checkbox"/>	Brewer, Jennifer				Evaluate
<input checked="" type="checkbox"/>	Brown, Alisha				Evaluate
<input checked="" type="checkbox"/>	Brown, Allena				Evaluate
<input checked="" type="checkbox"/>	Cespedes, Natali				Evaluate
<input checked="" type="checkbox"/>	Elder, Angela				

Draft Saved: Jun 1, 2023 11:47 AM

- Once done with selections, **click** the Publish Feedback link to release feedback.

View By: User ▼ Apply

Search For... 🔍 [Show Search Options](#)

📄 Download ✉ Email 📖 Mark as Read ✉ Mark as Unread 🗑 Delete 🗣 Publish Feedback

<input checked="" type="checkbox"/>	Last Name ▲, First Name	Turnitin Similarity Report	Turnitin Online Grading	Submission
<input checked="" type="checkbox"/>	Ahrens, Lacey			

### Download Multiple Submissions

You have the ability to download multiple student submissions from Assignments to your computer and provide feedback offline.

- Check** the boxes of the students' whose Assignments submissions you want to download.

📄 Download ✉ Email 📖 Mark as Read ✉ Mark as Unread 🗑 Delete 🗣 Publish Feedback

<input type="checkbox"/>	Last Name ▲, First Name	Turnitin Online Grading	Submission Date	Delete
<input type="checkbox"/>	Ahrens, Lacey			<a href="#">Evaluate</a>
<input type="checkbox"/>	Barnes, Paige			<a href="#">Evaluate</a>
<input checked="" type="checkbox"/>	Brewer, Jennifer		Published: Jun 1, 2023 10:27 AM	
	📄 <a href="#">VC Tour Assignment.docx</a> (136.26 KB)	No Score	Aug 30, 2016 3:19 PM	🗑
<input checked="" type="checkbox"/>	Brown, Alisha		Published: Apr 6, 2020 3:58 PM	
	📄 <a href="#">DLworkshopsFall2019.docx</a> (17.09 KB)	⚠ 📄	Jan 13, 2020 4:24 PM	🗑
<input checked="" type="checkbox"/>	Brown, Allena		Published: Mar 18, 2020 4:51 PM	
	📄 <a href="#">assignment3.docx</a> (17.3 KB)	⚠ 📄	Jun 6, 2018 4:37 PM	🗑
<input checked="" type="checkbox"/>	Cespedes, Natali		Published: Jun 24, 2020 4:19 PM Feedback Read: Jun 24, 2020 4:21 PM	

2. Click the Download icon to download the files to your computer.

Download

Email

Mark as Read

Mark as Unread

Delete

Publish Feedback

<input type="checkbox"/>	Last Name ▲, First Name	Turnitin Online Grading	Submission Date	Delete
<input type="checkbox"/>	Ahrens, Lacey			Evaluate
<input type="checkbox"/>	Barnes, Paige			Evaluate
<input checked="" type="checkbox"/>	Brewer, Jennifer		Published: Jun 1, 2023 10:27 AM	
	VC Tour Assignment.docx (136.26 KB)	No Score	Aug 30, 2016 3:19 PM	
<input checked="" type="checkbox"/>	Brown, Alisha		Published: Apr 6, 2020 3:58 PM	
	DLworkshopsFall2019.docx (17.09 KB)		Jan 13, 2020 4:24 PM	
<input checked="" type="checkbox"/>	Brown, Allena		Published: Mar 18, 2020 4:51 PM	
	assignment3.docx (17.3 KB)		Jun 6, 2018 4:37 PM	
<input checked="" type="checkbox"/>	Cespedes, Natali		Published: Jun 24, 2020 4:19 PM Feedback Read: Jun 24, 2020 4:21 PM	

3. Click the download button from the prompt window to download the submissions (note the link is the name of the submissions file folder).

Downloading Files

×

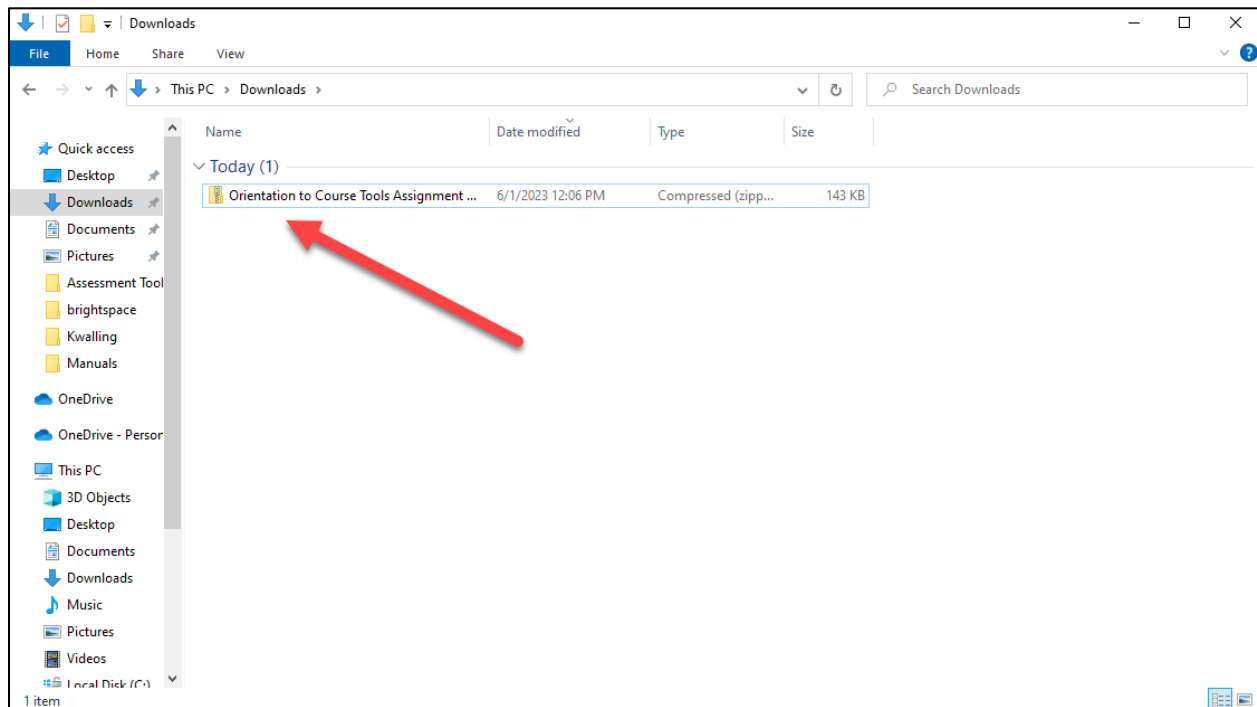
Your file is ready to download.

Orientation to Course Tools Assignment Download Jun 1, 2023 1201 PM.zip

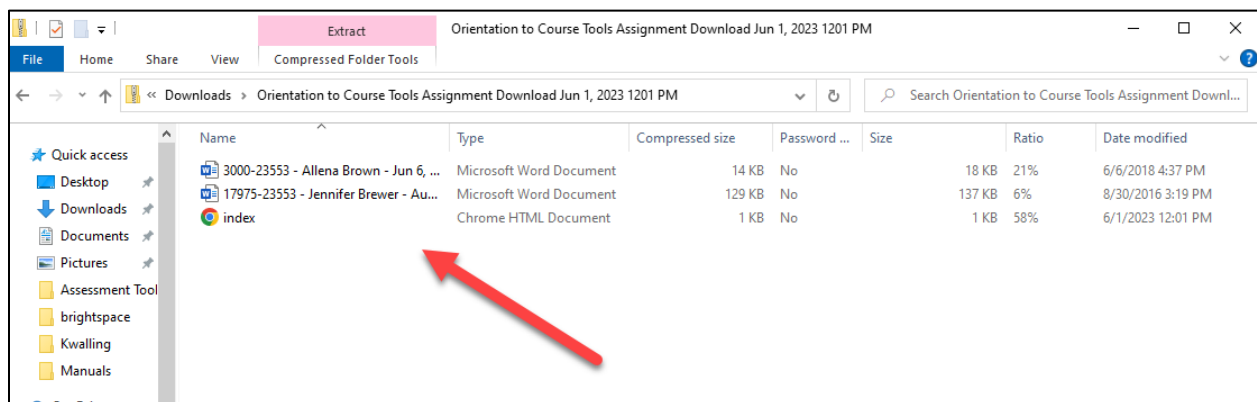
Download

Close

4. Locate the file on your computer (if using Windows, it may be in your downloads folder) and double **click** to open it.



5. The files are now accessible on your computer for you to evaluate, double **Click** to open each.



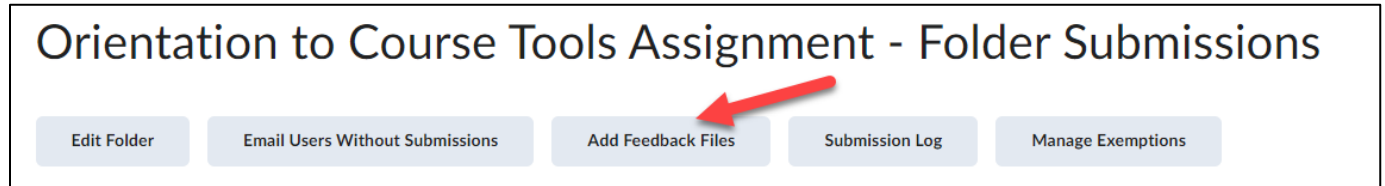
NOTE: Do not change the name of any of the submission files when you save them to your computer. The file names are unique to D2L and are used to replace the files with the correct students' evaluation/feedback when uploaded back into the Assignments.



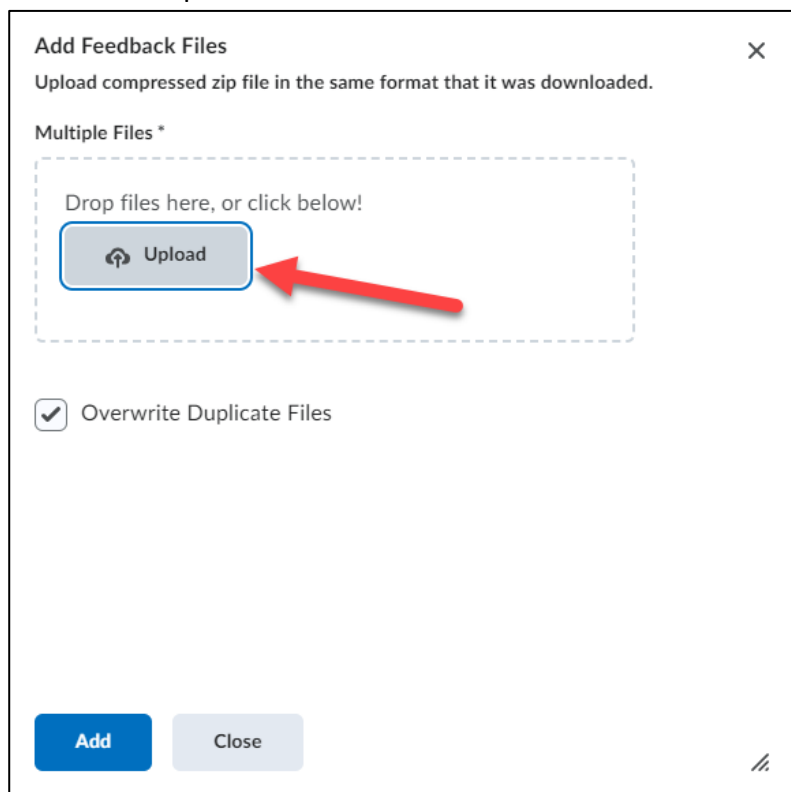
## Uploading Evaluated Submissions back into D2L

Once you have evaluated Dropbox submissions you will need to upload them to back to D2L. D2L will automatically place the evaluated files with the corresponding students in which they belong to.

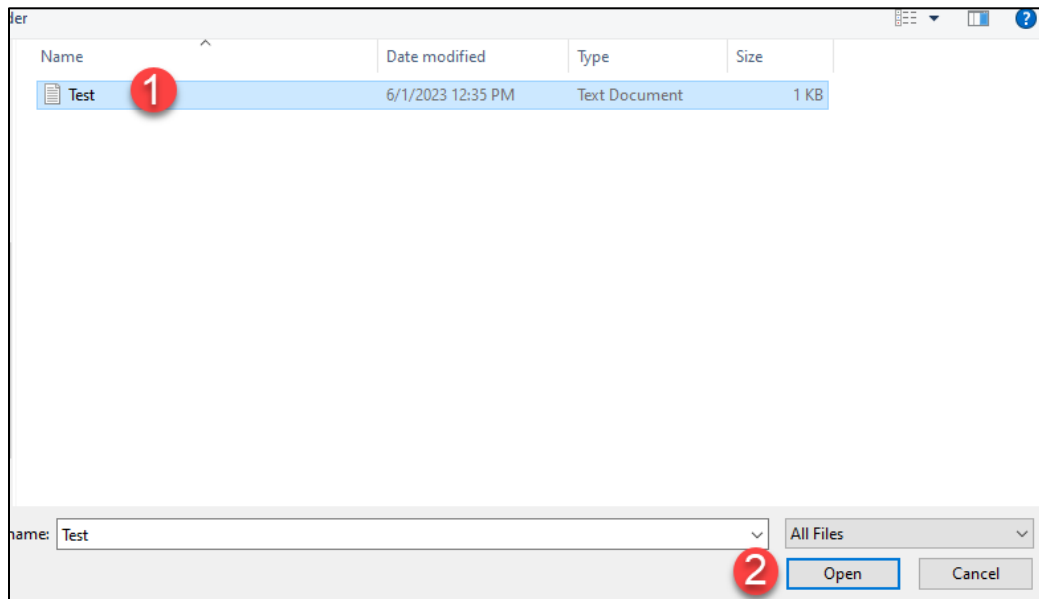
1. **Click** the Add Feedback Files button.



2. **Click** the upload button.

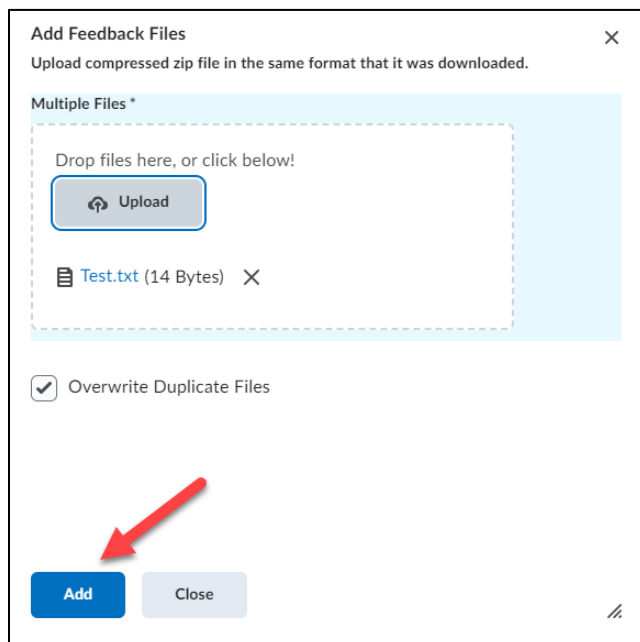


3. Hold down the CTRL key on your keyboard and select all the files you want to upload (1). When finished **click** the Open button (2).



NOTE: You can also upload files by dragging and dropping them from your computer into the outlined drag and drop area (must have Internet Explorer 10 or higher).

4. **Click** the Add button when finished.



5. When you **Click** on a student's submission you should now see your completed evaluation.

Overall Grade

100 / 100

Overall Feedback

Format **B** [List Icons] + ...

Great Job

Attachments

Test.txt  
online.brazosport.edu

### Restoring a Deleted Dropbox

You can restore any deleted Dropbox back to the dropbox area of your course.

1. From within the Assignments area you will **click** on the More Actions button (1) and **select** Event Log (2).

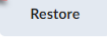
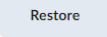
## Dropbox Folders

New Folder Edit Categories More Actions 1


Bulk Edit

		New Submissions
<input type="checkbox"/>	No Category	
<input type="checkbox"/>	Orientation to Course Tools As	1
	Available on Apr 25, 2023 12:01	ability starts.

2. A list of every Dropbox you have deleted will appear. **Click** the Restore button of the Dropbox you would like to restore.

Assignment Name	Action	Changed by	Date ▼
Untitled (ID: 87991) 	Deleted	BRANDON LAM	Jun 1, 2023 9:01 AM
Untitled (ID: 87991) 	Created	BRANDON LAM	May 31, 2023 2:57 PM

3. When you return to the Dropbox area the specific Dropbox folder will now be restored there.

<input type="checkbox"/>	<b>Math Homework 1</b> ▼ ⓘ Ⓕ Due on Jun 1, 2022 11:59 PM	1	1/29	0/29	0/29
<input type="checkbox"/>	<b>Mid-Term Research Report (4 Pages) EPCT1311-SCHAMBERLAIN-Supplemental</b> ▼ ⓘ Ⓕ		1/29	1/29	0/29
<input type="checkbox"/>	<b>Untitled</b> ▼ ⓘ Ⓕ 		0/29	0/29	0/29