A picture containing shape

Description automatically generatedThe Dropbox tool is used for students to submit assignments to.

*Dropbox*

Dropbox

**Add a Dropbox Folder**

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

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1. **Click** the New Folder button.

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

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

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• **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.**

1. 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).

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

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

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

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1. **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.

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

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**Select Availability dates.**

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**Select** Availability dates and conditions by clicking 

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

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

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

Enable/Disable visibility



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

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**Enabling Turnitin**

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

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1. 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**).

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1. **Click** the More Options in button.

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1. **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)

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

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1. 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**).

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1. **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](https://www.turnitin.com/products/features/ai-writing-detection/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.

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

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1. 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.

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1. **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.

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

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

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**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**).

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1. 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.

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

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**Download Multiple Submissions**

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

1. **Check** the boxes of the students’ whose Assignments submissions you want to download.

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1. **Click** the Download icon to download the files to your computer.

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

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

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

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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.

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1. **Click** the upload button.

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1. 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**).

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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).

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

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

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**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**).

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

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

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