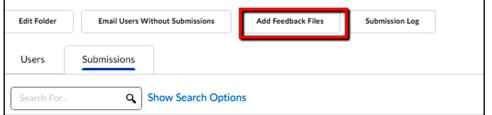
Black Hills State University Instructional Design	7	
Dropbox Bulk Download - Provide Feedback - Upload		
Evaluate Submissions on your computer		
Go to 'Assessments' > Dropbox	No Category	
 Click on the specific Dropbox folder to go to the 'Folder Submissions' page Click on the 'Submissions' tab 	Week 1: Assignmen	t 1 🗸
Check the box next to 'Submission (s)' to select all users	Week 1: Assignmen	.t 2 🗸
Edit Folder Email Users Without Submissions Add Feedback Files Submission Log	Week 5: Assignmen	it 🗸 (
Users Submissions	Week 6: Assignmen	it 🗸 '
Search For Q Show Search Options	Week 13: Assignme	ent 🗸
 Click 'Download' for a window to pop-up with a message 'Your file is ready to do 	download".	

- Click on the link to download the zipped file.
- Unzip the file / Extract files
 - Open each individual document from the unzipped folder > Provide feedback > Save
 - **Note**: *Do not change the format or name of the documents*
- Zip the folder
- Click on the specific Dropbox folder, that you wish to add the files with



the feedback, to go to the 'Folder Submissions' page

- Click on 'Add Feedback Files' for 'Add Feedback Files' window to open
- Click 'Upload' > Select the newly zipped file > Follow the steps
- To find the files that were uploaded
 - Go to the specific Dropbox folder
 - Click on an individual's assignment for the assignment page to open up
 - Find the uploaded file on the bottom right of the page under the 'Evaluation and Feedback' area as an attachment.

Evaluation an	d Feedback	
Rubrics		
No Rubric Sele	ected.	
[Associate Rub	oric]	
[Create Rubric]	
Score		
10 /	10	
	signment - Introd	uce Yourself
all		
Student View Previ	ew	
10 / 10 - A	~	
Feedback		
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