



Black Hills State University

Instructional Design

Dropbox

Bulk Download - Provide Feedback - Upload

Evaluate Submissions on your computer

- Go to 'Assessments' > Dropbox
- Click on the specific Dropbox folder to go to the 'Folder Submissions' page
- Click on the 'Submissions' tab
- Check the box next to 'Submission (s)' to select all users

| | |
|--------------------------|----------------------|
| <input type="checkbox"/> | No Category |
| <input type="checkbox"/> | Week 1: Assignment 1 |
| <input type="checkbox"/> | Week 1: Assignment 2 |
| <input type="checkbox"/> | Week 5: Assignment |
| <input type="checkbox"/> | Week 6: Assignment |
| <input type="checkbox"/> | Week 13: Assignment |

- Click 'Download' for a window to pop-up with a message 'Your file is ready to 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.