



# Black Hills State University Instructional Design

## Dropbox

### Note:

Any time a student submits an assignment to the Dropbox folder, the student receives a confirmation email.

(Name of the Student)

This email is to confirm that your submission to assignment folder 'Name of the Dropbox folder' was successful.

Submission ID: 10243619

Received: Wednesday, August 14, 2019 12:02 PM CDT Org Unit: 'Name of the Course'

File(s): 'Name of the File'

### Create an assignment Dropbox

- Click 'Assessments' > 'Dropbox' to go to 'Dropbox Folders' page
- Click 'New Folder' to go to 'New Folder' page
- Complete the information in the 'Properties' tab
- Click 'Save and Close'

**Note:** 'Restrictions' Tab - Items submitted after the 'Due Date' and before the 'End Date' will be marked as 'late'. Student do not have access to the assignment after the 'End Date'.

**Note:** 'Turnitin' Tab - Turnitin is an educational tool that provides a similarity report of matching text from other sources.

### Evaluate Individual Submissions in D2L

- Click on the specific Dropbox folder to go to the 'Folder Submissions' page
- Click on the 'Evaluate' link for the submission to open up with evaluation features
- Click on the link with the submission to 'Select a document to view'
- Use the 'Download All Files' and 'Folder Submission History' buttons to download and view the history of the submissions for the specific student
- Provide 'Feedback' in different ways
  - Text
  - Add a File - Upload a file with feedback provided
  - Record Audio
  - Record Video
- Click 'Publish' after completing the evaluation
- Use the 'Next Student' and 'Previous Student' options on the top of the screen to move from student to student

Load Name - First Name	Submission Date	Delete
Student, STF		<a href="#">Evaluate</a>
Dropbox.docx (237.31 KB)	Jun 25, 2019 3:25 PM	