

Dropbox basics

What is Dropbox?

Learners use the tool to upload and submit assignment submissions to assignment submission folders in Brightspace Learning Environment, eliminating the need to mail, fax, or email their work to instructors.

Instructors use the tool to see users' submission times, download assignment submission folders to their computer, view submissions on the Evaluate Submission page, associate assignment submission folders to rubrics and competencies, and return submissions with grades and feedback.

In the Folder Submissions area, instructors can view users' submissions and submission dates, eliminating the need to collect Dropbox and making it easy to track when files were submitted.

Instructors can create categories to group and organize assignment submission folders. They can also restrict access to assignment submission folders by date and time, group membership, or special access permissions.

What file types are supported in Dropbox?

The following file formats are compatible with the Dropbox document viewer:

Extension	File Type	Notes
HTM, HTML, MHT, MHTML	Web document	Brightspace Learning Environment strips the <title> tag and text within the tag from user created web documents
RTF, PPT, PPS, PDF, DOC, DOCX, PPTX, XML, XLS, TXT, WPD	Text document	
JPG, JPEG, PNG, GIF, BMP, TIF, TIFF	Image	
SWF, MPG, MPEG, RM, MP3, MP4, M4V, M4A, AVI, WAV, RAM, ASF, MOV, RA	Media	The extensions MP4, M4V, and M4A allow users to drag entire albums, video podcasts, and movies from iTunes

Add categories to manage assignment submission folders

Organize your assignment submission folders into categories to make it easier for users to navigate to the appropriate folder. For example, you can create separate categories for course units, summative projects, bonus Dropbox, and individual submissions. Your new category will appear on the Dropbox Submission Folders page only if there are assignment submission folders associated with it.

1. On the navbar, click  **Dropbox**.
2. On the **Submission Folders** page, click **New Submission Folder**.
3. In the **Folder Properties** area, click the **New Category** link.
4. Enter a name for your category.

5. Click **Save**.

Create a submission folder

1. On the navbar, click  **Dropbox**.
2. On the **Assignment Submission Folders** page, click **New Submission Folder**.
3. Enter a **Name**.
4. Select a **Folder Type**. **Group submission folder** enables you to have one submission per group, but you must associate the folder with a **Group Category**. Any group member can submit and view files for a group assignment submission folder.
5. Do any of the following:
 - To associate the assignment submission folder with a category, select a **Category** or click **New Category**.
 - To associate the assignment submission folder with a grade item in your grade book, select a **Grade Item**, or click **New Grade Item**. Note that only numeric grade items can be associated with assignment submission folders.
 - To assign a score, enter a value in the **Out Of** field. If there's also an associated grade item, maintain consistency by matching the value of the **Out Of** field to the grade item's **Max. Points** value.
 - To change the display settings for the folder's grade item, click the **Learner View Preview** context menu, then **Edit Display Settings**.
 - To associate a rubric to the folder, click **Add Rubric**, or **Create Rubric in New Window**.
 - To provide instructions to users, in the **Instructions** rich text field, enter your instructions.
 - To add attachments, in the **Attached Files** area, click any of the buttons.
 - To change submission options, expand **Show Submission Options** and select the appropriate settings.
 - To receive an email message when a new submission is uploaded to this folder, enter your email address, or a comma-separated list of email addresses in the **Notification Email** field.
6. Click **Save**.

Set release conditions for an assignment submission folder

Release conditions allow you to associate an assignment submission folder with other items in Brightspace Learning Environment. For example, you can require that users meet some criteria, such as reading a set of lecture notes in Content, before they can submit their work to an assignment submission folder. You can also make submission to the assignment submission folder a criterion for accessing another item, such as a quiz.

1. On the navbar, click  **Dropbox**.
2. On the **Submission Folders** page, from the context menu of the assignment submission folder you want to set release conditions for, click  **Edit Submission Folder**.
3. In the **Restrictions** tab, in the **Release Conditions** area, do one of the following:
 - Click **Attach Existing**. From the drop-down list, select the check box for any condition you want to attach. Click **Attach**.

- Click **Create and Attach**, then select a **Condition Type**. Complete any additional **Condition Details** that appear and click **Create**.
4. To set how accessing the grade item or category is controlled, from the drop-down list, select if **All conditions must be met** or **Any condition must be met**.
 5. Click **Save and Close**.

Add special access to a submission folder

Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the assignment. You can also add special access after an assignment submission folder's end date has passed for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography.

1. On the navbar, click  **Dropbox**.
2. On the **Assignment Submission Folders** page, from the context menu of the folder you want to add special access to, click  **Edit Submission Folder**.
3. In the **Restrictions** tab, in the **Special Access** area, select one of the following options:
 - **Allow users with special access to submit files outside the normal availability dates for this folder**
 - **Allow only users with special access to see this folder**
4. Click **Add Users to Special Access**.
5. On the **Special Access** page, do the following:
 - In the **Properties** area, set the **Date Availability** for when you want the users to have special access to the folder.
 - In the **Users** area, select the users you want to give special access to.
6. Click **Save**.
7. Click **Save and Close**.

Reorder, edit, and delete assignment submission categories and folders

If you delete a category that contains assignment submissions folders, the assignment submissions folders will appear in the No Category section of the Folder list.

1. On the navbar, click  **Dropbox**.
2. On the **Submission Folders** page, do one of the following:
 - To reorder categories and folders, from the **More Actions** button, click  **Reorder**. Use the **Sort Order** drop-down lists to change the order in which your categories and folders display. Click **Save**.
 - To edit a category, click its  **Edit** icon. Make your changes and click **Save**.
 - To edit a folder, from its context menu, click  **Edit Submission Folder**. Make your changes and click **Save and Close**.
 - To delete a category, click its  **Delete** icon. Click **Delete**.

- To delete a folder, from its context menu, click  **Delete Folder**. Click **Delete**.

Restore deleted submission folders

If your assignment submission folder has availability dates associated with it, when you restore the folder, you also restore its dates in the Calendar tool.

1. On the navbar, click  **Dropbox**.
2. On the **Assignment Submission Folders** page, from the **More Actions** button, click  **Event Log**.
3. For every folder you want to restore, click the **Restore** button.

Set availability and due dates for a submission folder

1. On the navbar, click  **Dropbox**.
2. On the **Assignment Submission Folders** page, from the context menu of the folder you want to set availability and due dates for, click  **Edit Submission Folder**.
3. In the **Restrictions** tab, select the **Has Start Date**, **Has Due Date**, and **Has End Date** check boxes. Use the provided fields to set your dates.
4. Click **Save and Close**.

Assessing submissions

About assessing assignment submissions

There are several ways you can assess assignment submissions:

- Download user submissions and leave feedback within the files, then upload them back into the appropriate assignment submission folders so they appear as attachments to each user's submission evaluation.
- Evaluate submissions and leave feedback directly on the Evaluate Submission page.
- Evaluate external submissions and leave feedback in an assignment submission folder.
- If OriginalityCheck is enabled at your organization, you can use the GradeMark functionality to add comments, insert inline text, and highlight sections in file submissions directly in Dropbox.

View the File Submissions log

You must have the **See and Manage Dropbox** and **View Submitted Files** permissions to view the Submissions Log.

The File Submissions area of Dropbox has a log that can be filtered to determine if and when a learner submitted a file, and whether the learner or instructor deleted the submission.

1. Do one of the following:
 - In the context menu for a course, click **Submissions Log**.
 - On the **Folder Submissions** page for a course, click **Submissions Log**.
2. Filter the log as applicable, by Submitted (shows all submissions), Deleted, Restored, or Started.
3. Sort by date.

Restore a deleted submission

You must have the See and Manage Dropbox and View Submitted Files permissions to view the Submissions Log.

1. Do one of the following:
 - In the context menu for a course, click **Submissions Log**.
 - On the **Folder Submissions** page for a course, click **Submissions Log**.
2. In the entry for the deleted submission, click **Restore**.

Add feedback and evaluations to assignment submissions

The Evaluate Submission page enables you to evaluate and leave feedback for user submissions. It contains two main sections: The Submissions List panel and the Evaluation panel. Use the Evaluation panel to grade and provide comments on submissions.

If you make evaluations directly on the Evaluate Submission page, you can publish feedback immediately or save your feedback as a draft and release it at a later time. This enables you to revise and review evaluations, and publish your feedback to multiple users at the same time. You also have the option to retract published feedback if you want to provide an update to past evaluations but only want learners to access your most recent feedback. You can also annotate users' web and plain text file submissions with the HTML Editor and attach those annotations as part of feedback.

If you use rubrics to assess submissions, you can append the overall rubric feedback to the Submission Feedback field. If the rubric uses points, you can also scale and transfer the overall rubric score to the Submission Score field. Both of these fields transfer to Grades if the assignment submission folder is associated with a grade item.

If you download user submissions and leave feedback within the files, you can upload them back to the appropriate assignment submission folder so they appear as attachments to each user's submission evaluation. To ensure successful feedback upload and distribution back to students, do not rename the downloaded files' names after you enter feedback and save changes.

1. On the navbar, click  **Dropbox**.
2. On the **Assignment Submission Folders** page, from the context menu of the folder you want to evaluate, click  **View Submissions**.
3. On the **Submissions** page, do one of the following:
 - If you want to return feedback on multiple downloaded submissions at once, click **Add Feedback Files**. Upload your compressed .zip file using the same format that it was downloaded with, then click **Add**.
 - If you want to evaluate an individual user, click the  **Evaluate** link for their submission. To add evaluations using an attached rubric, on the **Evaluate Submission** page, in the **Evaluation** panel, click the  **Assess All Rubrics** icon. Add a **Score** for the submission, and any additional **Feedback**, including text,