

DROPBOX – ASSOCIATE SUBMISSION WITH GRADE ITEM

Associating your submission folder with a grade item allows the grades to appear in your grade book. This tutorial shows how to associate a submission folder with a grade item in your grade book.

Step 1.

Navigate to the **Assignment Submission Folders** page.

Step 2.

Click on **New Submission Folder**. This page allows you to edit the properties of the submission folder, such as its name, the folder type, the category and the grades. For tutorial on how to fill in the required fields, see the tutorial on creating a **New Submission Folder**.

Step 3.

For this example we will be creating a New Grade Item to associate to your submission folder. Click on the **New Grade Item** label next to the dropdown box for Grade Item.

For associating the submission folder with an existing grade item, then simply select the Grade Item from the dropdown list.

Step 4.

A **New Grade Item** panel will pop up, this panel allows you to enter the grade type, the name of the grade item, an optional short name, category and grading values.

Step 5.

When entering grade values, there is a field for **Maximum Values**, enter the value you want the item graded out of in this field. If you are using a weighted system, enter the weight you want the grade item to contribute to the category – if the grade item does not belong to a category the weight will contribute to the final grade.

The **Can Exceed** checkbox allows the grades of the learners to exceed the total value of the item.

If you want the item counted as a bonus, check the **Bonus** checkbox. Bonus items are not counted towards the maximum points for a category or final grade.

Step 6.

You can further specify additional properties such as the grade scheme, rubrics, restrictions and option to exclude from final grade.

Once done click **Save** to create the grade item.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>