

DROPBOX – CREATE A SUBMISSION FOLDER

Create a submission folder to allow learners to electronically submit their assignment through Brightspace.

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.

Step 3.

Enter the **name** for the folder and select a **Folder Type**. There are two folder types; **Individual Submission Folder** and **Group Submission Folder**. If you want your students to submit their assignments individually, then select the Individual Submission. If it's a group assignment then select Group Submission Folder, in order to create a Group Submission Folder – groups must be created prior to creating the folder.

Step 4.

Once done, select an existing **Category** and the **Grade Item**, if you don't have an existing one, you are also allowed to create a new Category and Grade Item by clicking on the labels next to each respect fields..

Category allows you to organize your new folder within the assignment tool. Grade Item associates the submission folder with a grade item from your **Gradebook**.

Step 5.

Finally, enter the **Out Of** value for your assignment. If you are associating this submission folder with an item from your grade book, maintain consistency for your learners by matching the value of the **Out Of** field to the grade item's **Max. Point's** value.

You are also given the option to add a new **Rubric** or an existing one, click on their respective labels to create or add an existing one.

Step 6.

You can further customize the submission folder by adding **Instructions, Attaching Files** and setting the **Submission** Options.

Once ready, click **Save and Close** to create your new submission folder.

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/>