DROPBOX – ADD RESTRICTIONS TO AN ASSIGNMENT FOLDER

Add restrictions to an assignment submission folder to set availability, release conditions and special access for your learners. This tutorial will guide you through the step how to add them into your submission folder.

Step 1.
Navigate to the Assignment Submission Folders page.

Step 2.
On the page, click on the context menu of the Submission Folder's which you want to add restrictions to and select Edit Submission Folder.

Step 3.
A Restriction tab will appear, within this tab you can customize the following properties;
Availability – Setting this allows you to set a start date, due date and the end date for the folder.
Release Conditions – This allows you to associate a submission folder with other items in Brightspace Learning Environment. For guide on how to create Release Conditions, see its respective tutorial.
Special Access – allows you to set different availability dates and times for specific users, choose one of the two options given and to add a user, click on the Add Users to Special Access button.

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.
When you are ready, click Save and Close. The restrictions will then be associated to your assignment 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/