

D2L Dropbox

The Basics

The Dropbox is where your students will turn in assignments in D2L. It is similar in concept to sending an e-mail attachment. The first step - before a student can submit anything – is to create a repository for their work by adding a dropbox folder.

How to Add a Folder to the Dropbox

1. Click the Dropbox link on the Navigation bar.



2. A Pickup Files window appears. Click the Admin button.



3. Click the Add Folder button.



4. Give your folder a name that reflects the assignment.

5. Click Submit.



The name of the folder you created appears as a hyperlink in the Dropbox Folders list.



To submit their work, students click on the link (e.g. Assignment 1). It takes them to a Drop Off Files screen where they have the ability to browse and upload.

To check the work students have submitted you will click on the link (e.g. Assignment 1).

The Assignment 1 Dropbox window opens and student work is displayed in an area under their name as a hyperlink. To open their file, click on the link. [akindes_cd_burn_handout.doc \(219k\)](#)

The window also includes their comments (if they left any) and a time and date stamp.



The Details of the Add Folder Window

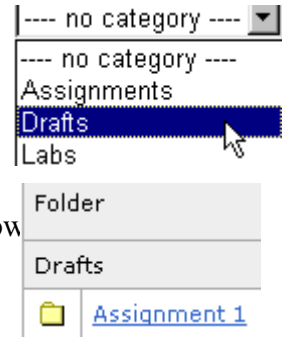
To get to the Add Folder window, click on the Dropbox link on the nav.bar, Admin button, and Add Folder button. This window has the following options:

- Dropbox Category
- Grade Item
- Custom Instructions
- Date/time Restrictions
- Add Event to a (student's and your) Calendar.

Lets look at each item in detail.

- Dropbox Category:
to add a Dropbox category if you want to organize your Dropbox submissions by type.

Dropbox Category: ---- no category ---- [\[add dropbox category\]](#)



If you choose to do so then the types will be available from the drop down you create a new folder.

Once the folder is created the student view will display the your dropbox folder as a sub-set of category, Drafts for example.

- Grade Item:
Before you use the use the Grade Item feature you should set-up the gradebook

Grade Item: None [\[add grade item\]](#)

Click the “add grade item” link and complete the requested information in the New Grade Item window (See Appendix A).

- Provide Custom Instructions.

Custom Instructions: Submit any draft version of assignment to this folder.

- You have the option to restrict dropbox submissions to a time interval - one day for example.

Restrict submissions to this date or later: (optional)

Start Date: July 29 2004 12 01 AM

Restrict submissions to this date or before: (optional)

End Date: July 29 2004 11 59 PM

After that time has elapsed the students will see a message indicating the submission time has passed and the folder is **closed**.

Folder List		Submitted Files
Folder		
Assignment 1	Closed: Jul 29, 2004 11:59 PM	1
Assignment 2		2

- To add the submission time to the students calendar select the checkbox shown below.

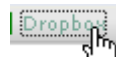
Add Event to Calendar (optional) This will place the following messages on the student calendar for the date the assignment is due.

When you have finished filling out the Add Folder window be sure to click the Submit button or you will lose your work.



How to View Student Dropbox Submissions

You will be made aware of student submissions on the course Homepage in the Updates widget. it will identify how many new files have been submitted since you last checked it. To review the Dropbox submissions you may either click on the link in the Updates widget or click on the Dropbox link in the Navigation bar.



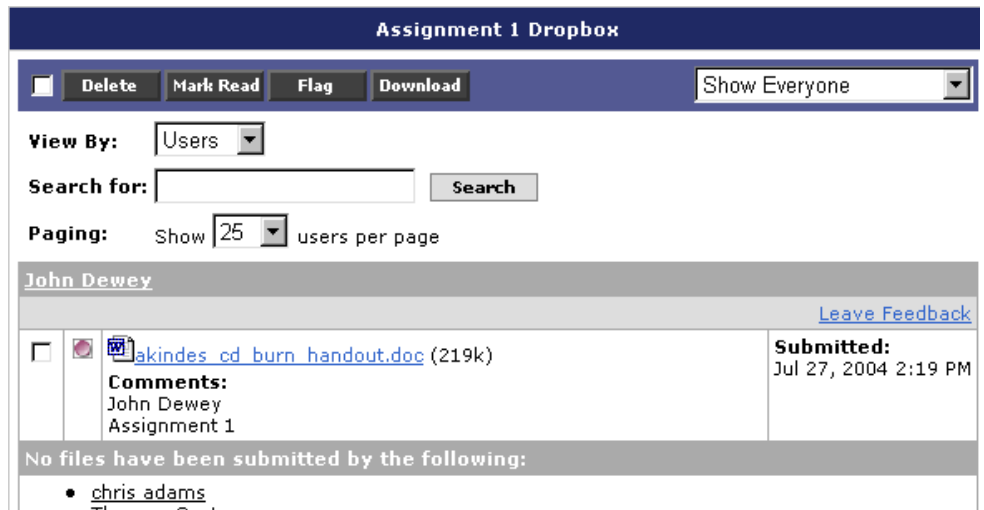
In the Dropbox Folders section note the Unchecked Files sums to the three, which is consistent with the 3 New Submissions identified in the Updates widget. Total Files indicates a count of all files in the dropbox.. A Flagged File is one you have applied a Flag to for purposes of easy retrieval.

Admin		Dropbox Folders		
Folder		Total Files	Unchecked Files	Flagged Files
Assignment 1		1	1	0
Assignment 2		2	2	0

Click on the link that represents the Dropbox folder that you want to review; Assignment 1 for example. That opens the “Assignment 1 Dropbox” window which has multiple options.

The Dropbox Window

This window has a series of choices along the top. From left to right there is a check box, four buttons, and a pull down menu. Below that there are View, Search, and Paging options. At the bottom is the listing of student submissions followed by a list of all students who have not yet submitted their work.





A Detailed Look at the Dropbox Window


Placing a Checkmark in the top checkbox will select all or place a checkmark next to every item on the list. This is a shortcut way to apply one of the button functions, Delete, Mark Read, Flag, or Download, to everything in the dropbox folder.

Otherwise you must first place a checkmark beside each individual item you want to apply the following actions to:

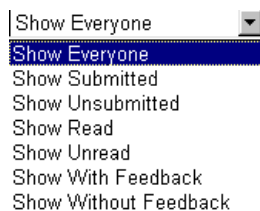
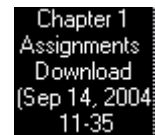


Delete permanently removes (erases) a submitted file from the Dropbox folder.

Mark Read indicates you have opened and viewed a submitted file (even if you have not) by changing an icon from  to . For more information see Appendix B.

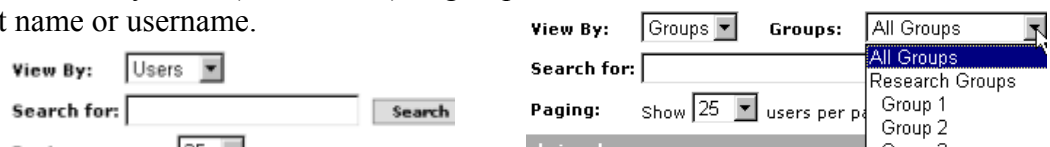
Flag marks a dropbox submission with a red flag to the right of the file name [handout.doc](#) (219k) . To remove the flag you have to repeat the process.

Download will download all files with checkmarks beside them as a .zip file. The filename it gives to the zip file will include the Dropbox folder name and the date and time at which the zip file was downloaded.



The default display choice for the dropbox is Show Everyone. You may choose any of the other options outlined in the drop down menu shown in the graphic at left.

You may view students either by users (individuals) or groups and can search by last name or username.



When you receive a dropbox submission form a student the File Name appears as a hyperlink with Comments and a Submitted date and time stamp.

You have the option to respond to the student regarding their submission by clicking on the Leave Feedback link.



The Leave Feedback window appears where you can enter text and include an attachment.

Leave Feedback

Submission:

Folder: Assignment 1
User: John Dewey

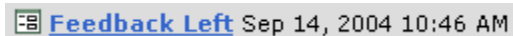
File(s):	File Name	Comments	Submitted
	skindes_cd_burn_handout.doc	John Dewey Assignment 1	Jul 27, 2004 2:19 PM

Feedback:

Feedback: In HTML

John,
 Is this your final draft?

After you have done so the Leave Feedback message will change to reflect that Feedback (has been) Left and the time that occurred.



In the Student View, they will see a “New” hyperlink in the feedback column of their dropbox. They click on it to read your feedback.

Submitted Files	Feedback
2	New

The main window identifies who has turned in work, the date and time it was submitted, any comments they included and the file size.

John Dewey [Leave Feedback](#)

<input type="checkbox"/>		skindes_cd_burn_handout.doc (219k)	Submitted: Jul 27, 2004 2:19 PM
Comments: John Dewey Assignment 1			

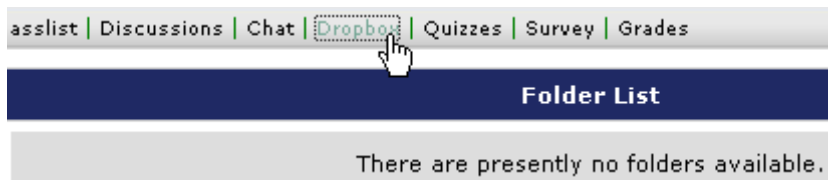
No files have been submitted by the following:

- chris adams

D2L also lists all students who are on the roster but have not as yet turned in the assignment.

Student Dropbox Submissions: What They See in the Student View

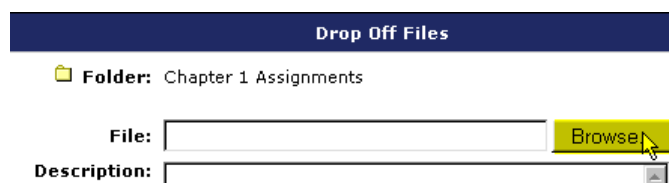
Until the instructor has created a folder to which the students can submit their homework the Dropbox area will look like the graphic at right.



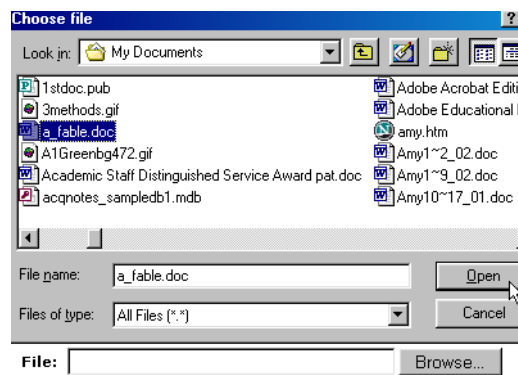
If the instructor created a folder called Chapter 1 Assignments it would appear in the folder list. To submit to that folder click on its name.



This opens a Drop Off Files window. To submit a file to the dropbox, click on the Browse button

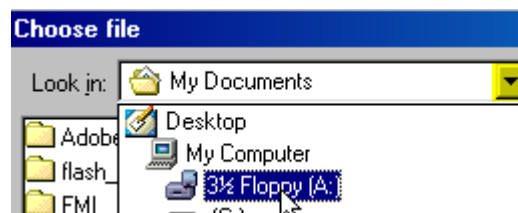


It will open a Choose File pop-up window. Choose the file you want to submit from the list.

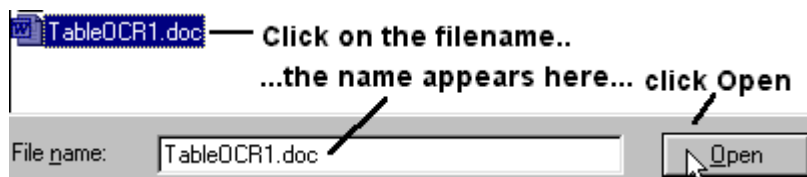


What if your file is not located in the place where the Choose File window by default went to the My Documents folder on the C: drive. You can tell this as it is identified in the Look in text box at the top of the screen.

To choose a file from a floppy disk, instead of the My Documents folder, click on the down arrow highlighted in the graphic at right and click on the 3 1/2 Floppy (A:) option on the list. You must have your floppy disk inserted in the computer before you do this.



The Choose File window now displays the files on your floppy disk. Single click on the filename of the file you want to submit to the D2L dropbox, then click the Open button.



This returns you to the Drop Off Files window. Note the file path in the File text box. You may add a description for the homework file.






File:

Description:

Finish the process by clicking the Upload button.



An informational Results window will appear. It should say “uploaded successfully” in the bottom of the screen.

For further confirmation you may click on the History button in the lower left corner of the




Instructions	Dropbox Dropoff History		
<ul style="list-style-type: none"> ▶ Find the file(s) you wish to retrieve in the table at right. ▶ The  icon indicates that the file has been downloaded. ▶ The  icon indicates that the file has not been downloaded. 	Chapter 1 Assignments		
		Chapter 1Homework Questions.rtf Comments: i really did not understand #3.	Submitted: Aug 4, 2004 1:56 PM
		lab syllabus.doc Comments:	Submitted: Aug 4, 2004 1:56 PM
	TableOCR1.doc Comments: This is my second draft.	Submitted: Sep 14, 2004 1:34 PM	

window. This will show all the files you have submitted, the date and time of the submission, and any comments you had made.

Once the instructor has interacted with the student's dropbox submission the icon to the left of

- ▶ Find the file(s) you wish to retrieve in the table at right.
- ▶ The  icon indicates that the file has been downloaded.
- ▶ The  icon indicates that the file has not been downloaded.



Chapter 1 Assignments

	Chapter 1Homework Questions.rtf Comments: i really did not understand #3.
	 lab_syllabus.doc Comments:

Back

the filename will change from a red circle to a blue downward pointing arrow. Students cannot effect a change to these, which is very unclear, considering the content given to them in the Instructions box.

After your instructor has received your work s/he may choose to leave you some feedback about it. If so you will see a New link to the right of the homework folder Click on it to read the feedback.

Folder List		
Folder	Submitted Files	Feedback
 Chapter 1 Assignments	3	 New

Finally, students will also receive an e-mail confirming your dropbox submission.

N 4 Sep 13 d21@uwp.edu (1,851) About your dropbox submission

```

Hi John,

Course: Test Course 08

You have successfully uploaded the following files to the Assignment 2 folder.

File name: autoscroll_inet_options_advanced-tab(1).gif
Date: Sep 13, 2004
Time: 1:35:50 PM
File Size: 22458 bytes

Please keep this email for your records.
```

Appendix A: The New Grade Item Window for Dropbox Submissions

The New Grade Item window shown at left is where you fill out the criteria for a dropbox assignment that will have a grade assigned to it in the D21 Gradebook.



by the letter G inside the folder icon.

Once you have completed this New Grade Item window

and clicked Add you will then complete the rest of the information in the Add A Folder window and submitted it. At that point you will see the new folder displayed. A folder for a graded item is differentiated from an ungraded folder

How to Give a Student a Grade

Open the Dropbox and click on the folder name that has the letter G inside its folder icon. In the graphic above it would be the folder name ; Assignment 1 Gradebook.

An “Assignment 1 Gradebook Dropbox” window opens. within that window student submissions are listed. You give a student a grade in a Leave Feedback window. Students who have already

chris adams	
Feedback Left Sep 15, 2004 12:09 PM	
<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div> MyWindow.js.txt (2k) Comments: This is the final version I am submitting for grading. </div> <div style="text-align: right;"> Submitted: Sep 15, 2004 12:00 PM </div> </div>
John Dewey	
Leave Feedback / Grade	
<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> <div> file_paths_for_quiz_hints.txt (1k) Comments: </div> <div style="text-align: right;"> Submitted: Sep 16, 2004 3:16 PM </div> </div>

received a grade have a link above their submission called “Feedback Left” while those whose work is ungraded have a link called “Leave Feedback/Grade”. To give a student a grade, click on the latter.

A Leave Feedback window opens

Leave Feedback

Submission:

Folder: Assignment 1 Gradebook
Grade Item: Assignment 1
User: chris adams

File(s)	File Name	Comments
	MyWindow.js.txt	This is the final version I am submitting for grading.

Feedback:

Grade: / 5

Grade Feedback: In HTML

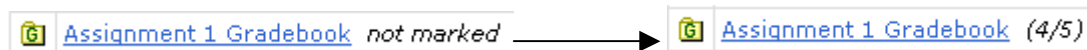
Enter the student's grade in the space provided.

Once you click the Submit button that grade will be recorded in the gradebook as shown below.

Last Name, First Name, UserName	Final Grade	Assignm'ts		Quizzes/
		Draft 1	HW1	Q1
adams, chris, adamsyz	=	- , -/5	80% , 4/5	62.5%

What the Student Sees

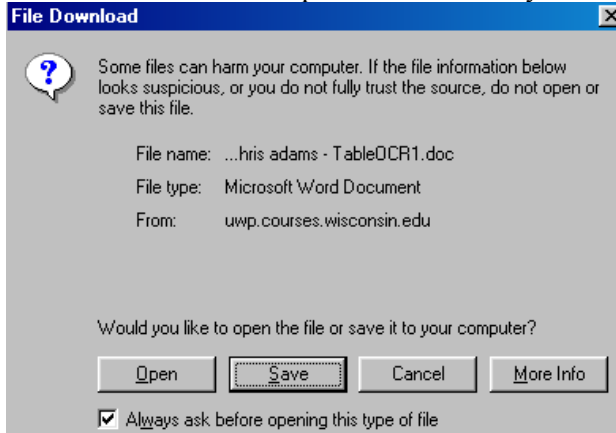
In the student view, they also see a graded folder with the folder icon containing the letter G within it. In addition there is a "not marked" message to the right of the file name link for ungraded homework. Once you grade their work that text changes to reflect their score.





Appendix B: Dropbox Submissions – Icons

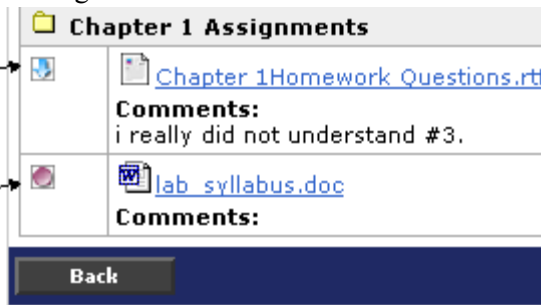
You may view a file that a student has submitted to the dropbox in two ways:

- ❑ place a checkmark(s) in the box next to the desired file(s) and click the Download button.
- ❑ click on the filename to open the file. When you do so a download window will appear.



Either action will result in a change of the icon to the left of the filename from a red circle to a blue

- ▶ Find the file(s) you wish to retrieve in the table at right.
- ▶ The  icon indicates that the file has been downloaded.
- ▶ The  icon indicates that the file has not been downloaded.



downward pointing arrow. This lets the student know you have downloaded their work which implies you have looked at their work.

Another method that will change the icon from the “not

read” (not downloaded) red circle to the






View By: Users



Search for:

Paging: Show 25 users



<input type="checkbox"/>		Chapter 1 Homework Q Comments: i really did not understand
<input type="checkbox"/>		lab_syllabus.doc (333k) Comments:
<input checked="" type="checkbox"/>		TableOCR1.doc (12k) Comments: This is my second draft.

“I’ve read your submission” (downloaded) blue arrow is the Mark Read button.

If you place a checkmark next to a file and click the Mark Read button it changes the icon from  to .

This implies to the student you have opened and viewed a submitted file when you have not.

