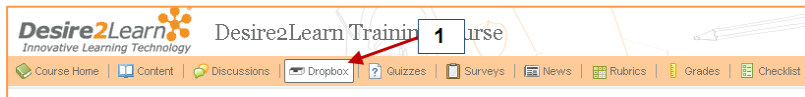


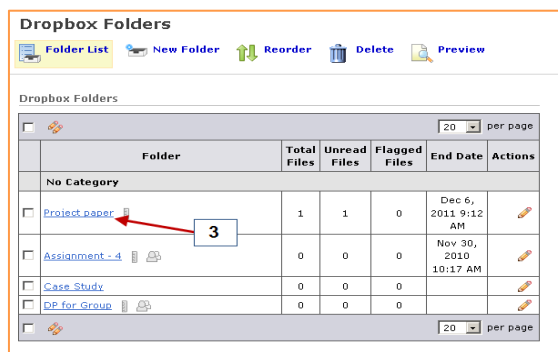
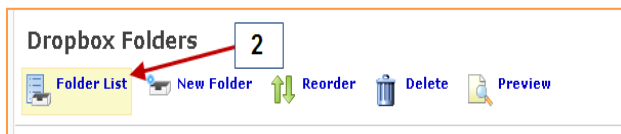
This step-by-step guide will demonstrate how to grade **Dropbox** Submissions in Desire2Learn (D2L).

Dropbox: Grade Submissions

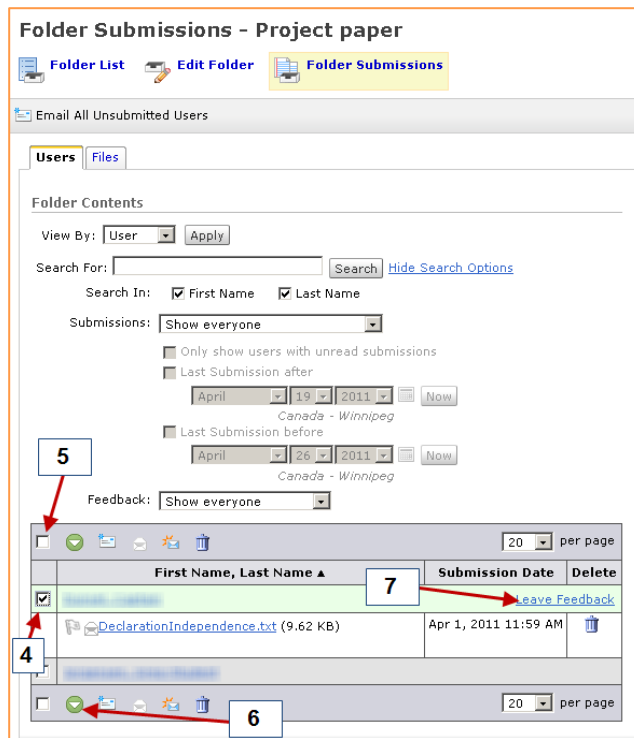
1. Select **Dropbox**.



2. Select **Folder List**.
3. Select the Folder.



4. Checkmark the students to be graded.
5. *Optional:* Checkmark all of the students.
6. Select the **Download submissions from selected users** icon .
7. Select **Leave Feedback**.



8. *Optional*: Enter Feedback.
9. *Optional*: If the dropbox is linked to the gradebook, or if the Score has been defined, enter the **Score**
10. Select **Save**.

The screenshot displays the 'Dropbox: Grade Submissions' interface. At the top, there is a user profile icon and a search bar. Below this, there are two expandable sections: 'Show Folder Information' and 'Show Folder Dates'. The 'Evaluation' section is active, showing 'Rubrics: No Rubric Selected. [Associate Rubric] [Create Rubric]'. Under 'Score out of 10:', the value '10' is entered in a text box, which is circled in yellow. To the right of the score, it says 'Tied to grade item [Dropbox: QM Standard 1](#)'. Below the score is the 'General feedback:' section, which includes a pencil icon and a large, empty text area for feedback, also circled in yellow. At the bottom of the form, there are buttons for 'Add a File', 'Record Audio', 'Save', 'Save & Next', and 'Delete this Feedback'. The 'Save' button is circled in yellow.

11. *Optional:* Once feedback has been provided, the Leave Feedback link will change to Feedback Left.

