

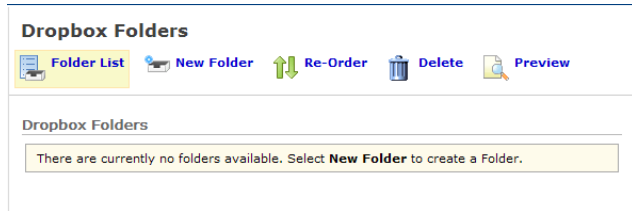
Accessing the Dropbox

1. Go to the Course Navigation Bar and locate the **Dropbox Tool**. Click on **Dropbox**.



2. This is the main screen for the Dropbox.

Begin by clicking on  **New Folder**.



3. The default for **New Folder** opens the **Properties** tab.

Let's review the components of this tab.

- a. You must enter a **Name** for the folder or assignment.
- b. Select the **Folder Type**. The default is Individual but if you have Groups created in your course you can create a Group submission folder.
- c. If you are working with many Folders pertaining to one area – Let's say you have students submitting a paper each week. You may want to create a **Category** called "*Weekly Written Assignments*". Within this Category you would create Folders for each paper being submitted.
- d. If you are using the Grades Tool in Springboard! you can connect the Folder by creating a **New Grade Item** so that the grade is automatically recorded in the gradebook.
- e. The **Text Editor** is present. You can provide written instructions for the Folder/Assignment.
- f. If necessary you can **Add a File** – perhaps an example of a good paper, a Rubric for grading the assignment, etc.

 The screenshot shows the 'New Folder' Properties tab. It includes the following fields and options:

- Name:** A text input field with an asterisk indicating it is required.
- Folder Type:** Radio buttons for 'Individual submission folder' (selected) and 'Group submission folder'.
- Group Category:** A dropdown menu currently set to 'Graduate Students'.
- Category:** A dropdown menu set to 'No Category', with a link for '[New Category]'.
- Grade Item:** A dropdown menu set to 'None', with a link for '[New Grade Item]'.
- Out Of:** A text input field with a help icon.
- Custom Instructions:** A large text area with a pencil icon for editing.
- Attached Files:** A section with an 'Add a File' button.
- Submission Options:** A section with a checked 'Show Submission Options' checkbox.
- Buttons for 'Cancel' and 'Save' at the bottom.

Now, let's create a **Dropbox Folder** (assignment).

How to Create a Dropbox Folder

1. Click **Dropbox** from the Course Navigation Bar.
2. Enter the name of the Dropbox Folder. This example has named the folder, *Week 1 Paper*.
3. The default folder type is *Individual Submission Folder*. As mentioned above, if you have already created Groups (Edit Course, Groups) you can select Group Submission Folder and select the Group from the dropdown list.
4. Next, if this assignment/folder is one of many in a category, click **New Category**. This will open a dialogue box where you can enter a name/heading. For this example, the Category will be *Weekly Written Assignments*. Once the name has been entered, click **Save**.



5. You can add this Dropbox item to your Gradebook by creating a *New Grade Item*.
6. Clicking **Create a New Grade Item** opens a dialogue box. The default Grade Type for a Dropbox Folder is **Numeric**.


Next, enter a Name for the grade item. For consistency, name the **Grade Item** the same as the Folder (for this example, *Week 1 Paper* is the name).

The **Short Name** is where you can abbreviate the name of the column in the Gradebook. This is useful especially if you have many graded assignments throughout a semester. For this example, *W1P* is the abbreviated/short name.

These items can be added to a **Category** in the Gradebook. For more information on this process, refer to the documentation on "*How to Utilize the Gradebook*" located under Instructor Resources at http://www.uakron.edu/it/instructional_services/dds/springboard/springboard-resource.dot

7. Click to expand the "Show Description" link.

You can enter a description of the grade item as well as *Allow users to view Grade Item Description*.

Description: 

Allow users to view grade item description

8. The next section is titled, **Grading**.

Enter the **maximum points** possible for this *Week 1 Paper* assignment. Our example utilizes the default of 10 points.

If you will be awarding points above the maximum of 10 points, select '*Can Exceed*'.

If this assignment is being treated as extra credit, select '*Bonus*'.

You can exclude this grade item from the Final Calculated Grade.

And finally, select the Grade Scheme for the assignment. By default we are utilizing the *UA Grade Scheme*.

Grading

* Max. Points: ?

Can Exceed: ?

Bonus: ?

Exclude from Final Grade Calculation: ?

Grade Scheme: -- Default Scheme -- (UA Grade Scheme) ?


9. The final section is **Restrictions**. Here you can set date and time parameters for the access to the folder.


When done, click **Save**.

This will return you to the Properties tab where you will see that the Grade Item *Week 1 Paper* has been created.


Restrictions

Visibility: Grade item is always visible
 Hide this grade item
 Grade item is visible for a specific date range

Has Start Date 

January 1 2009  Now

Has End Date


January 1 2010  Now

Display in Schedule

Grade Item: [\[New Grade Item\]](#)

10. Next, we need to enter the point value for assignment *Week 1 Paper*. As defined on the Grade Item dialogue box, this item is worth 10 points.

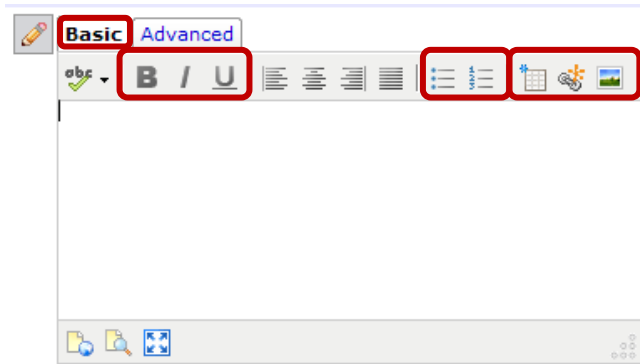
Out Of: ?

- If you like, you can enter Instructions for the assignment, *Week 1 Paper* by clicking on the pencil  to activate the Text Editor.

The Text Editor opens two tabs – **Basic** and **Advanced**.

The **Basic** tab has functionality similar to Notepad or Wordpad.

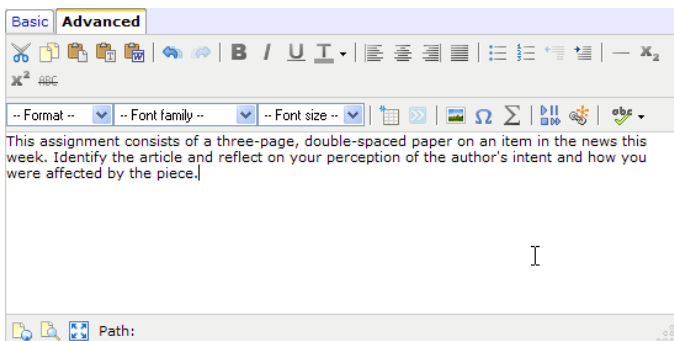
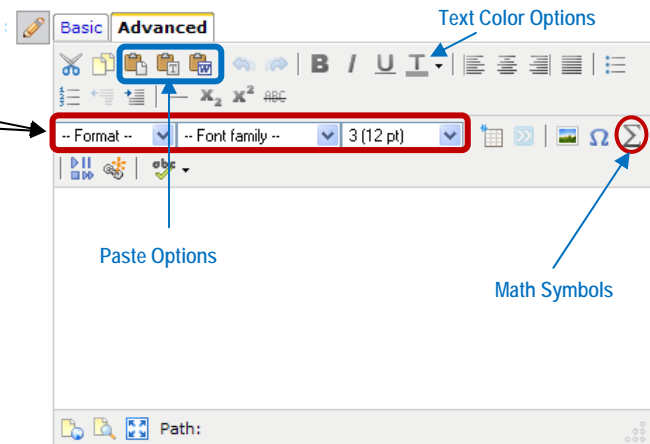
The features include bold, underline, italics, creating lists, inserting tables and creating links.



- The **Advanced** tab has all the features of the Basic tab plus the ability to:
 - Change the Paragraph Format,
 - Change Fonts and Font Size,
 - Change text colors,
 - Enter mathematical equations, and
 - Paste content from another text editor or Microsoft Word.

Both tabs include Spell check – certainly important in email communication.

Select the tab with the features you will need and enter your description.



- If necessary, you can **Add a File** to this folder. Click **Add File** and follow the prompts.

Attached Files

Attachments:

14. The final component of the Properties Tab is **Submission Options**.

This is a new feature to Springboard! version 8.4.2.

Files Allowed per Submission:

You can set the number of files a student can upload to the folder/assignment. For an unlimited number of files, you would select the first option. To restrict students to only one file per submission, select the second.

Submissions

Three options are available here:

- a. *Keep all submissions* – if you have selected unlimited files per submission, this option will retain all the files the student uploads.
- b. *Overwrite submissions* – if you select either unlimited or one file per submission, this option will allow the student to overwrite previously submitted files until the window for submitting the assignment has closed.
- c. *Only one submission allowed* – if you select one file per submission and this option, the student will be able to upload their completed work once.

Make your selections and click **Save**.

15. At the top of the Properties tab, you will receive a confirmation message that the changes you made have been saved.

To add Restrictions to this folder, click the **Restrictions tab**.

Submission Options


 [Hide Submission Options](#)

Files allowed per submission:

- Unlimited
- One file per submission

Submissions:

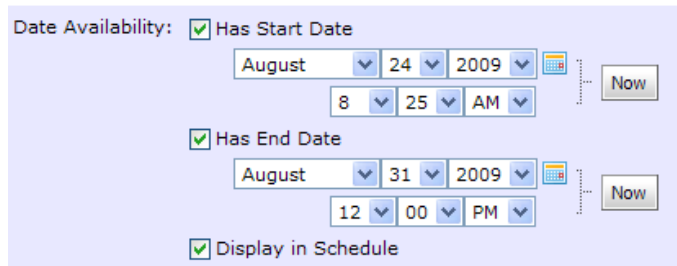
- Keep all submissions
- Overwrite submissions
- Only one submission allowed

 Saved Successfully (Aug 4, 2009 1:34 PM).

How to add Restrictions to a Dropbox Folder

1. The Restrictions tab is where you can limit the access to the Dropbox folder. You can select a Start and End Date as well as enforce time restrictions.

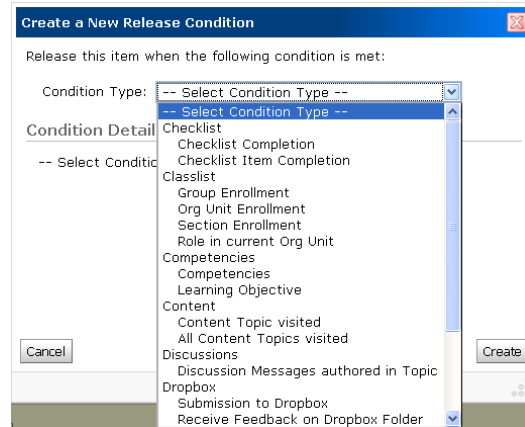
The Dropbox folder ([Week 1 Paper](#)) can also be displayed on the Course Schedule (calendar).



2. The **Restrictions** tab also enables the creation of Release Conditions (specific criteria) which must be satisfied before the materials will be released to students.

To create a Release Condition, click the button **“Create and Attach”**.

A new window will open with a dropdown menu of Condition Types. From this menu, you can select the Criteria by which you wish to restrict access to the Dropbox Folder.

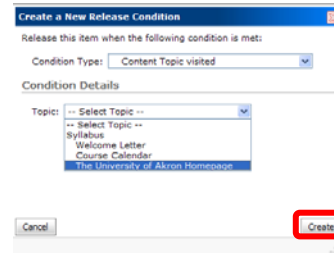
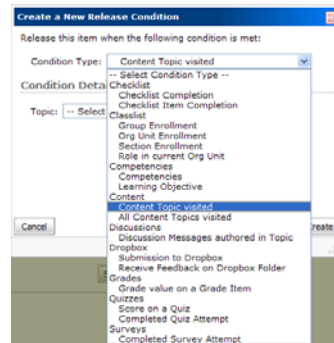


3. For this example, we have selected **Content Topic Visited** from the Condition Type dropdown.

In the Topic dropdown, we have selected the Syllabus Module, [The University of Akron Homepage](#) Topic.

In order for the Dropbox Folder **“Week 1 Paper”** to be accessed by the student, he/she must review the **Content Topic**, [The University of Akron Homepage](#).

Click **Create** to enter this Release Condition.



4. The release condition is now visible on the page.

To gain access to this item, the following conditions must be satisfied:
 Visits the content topic: **The University of Akron Homepage**

- The final section of the Restrictions tab is **Special Access**.

You can make special modifications for any student to access the Dropbox folder.

Click **Add Users to Special Access**

- The final section of the Restrictions tab is **Special Access**.

You can make special modifications for any student to access the Dropbox folder.

The **Special Access** tab has an area to add **Date & Time Restrictions**.

Once you have selected the special access Date & Time, select the User or Users from the list in the window below.

Once you have created the Special Access, click **Add Selection** and return to the Restrictions Tab.

Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder
 Only allow users with special access to see this folder

Special Access Properties

Date Availability: Has Start Date
 August 4 2009 2:58 PM

Has End Date
 August 11 2009 2:58 PM

Display in Schedule

View By:

Search For: [Show Search Options](#)

First Name ▲, Last Name

Select users for Special Access

Springboard Student 01
 Springboard Student 02

- The student and the defined special access will appear. Confirm the settings and click **Save**.

Return to **Folders List**.


Special Access


Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder
 Only allow users with special access to see this folder

Springboard Student 01
 Aug 4, 2009 at 2:58 PM - Aug 11, 2009 at 2:58 PM



- We have now created a **Category** in the Dropbox called "*Weekly Written Assignments*"

Within that **Category** we created a **Dropbox Folder** called "*Week 1 Paper*"

Week 1 Paper has **Restrictions** for access as shown by the diamond with arrows icon  to the right of the folder name.

In addition, we **linked this assignment to the Gradebook** as shown by the ruler icon .

Dropbox Folders

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Weekly Written Assignments <input type="button" value="Edit"/> <input type="button" value="Delete"/>					
<input type="checkbox"/> <i>Week 1 Paper</i>  	0	0	0	Aug 31, 2009 12:00 PM	<input type="button" value="Edit"/>

Grading a Submission to the Dropbox

1. Go to the Course Homepage.

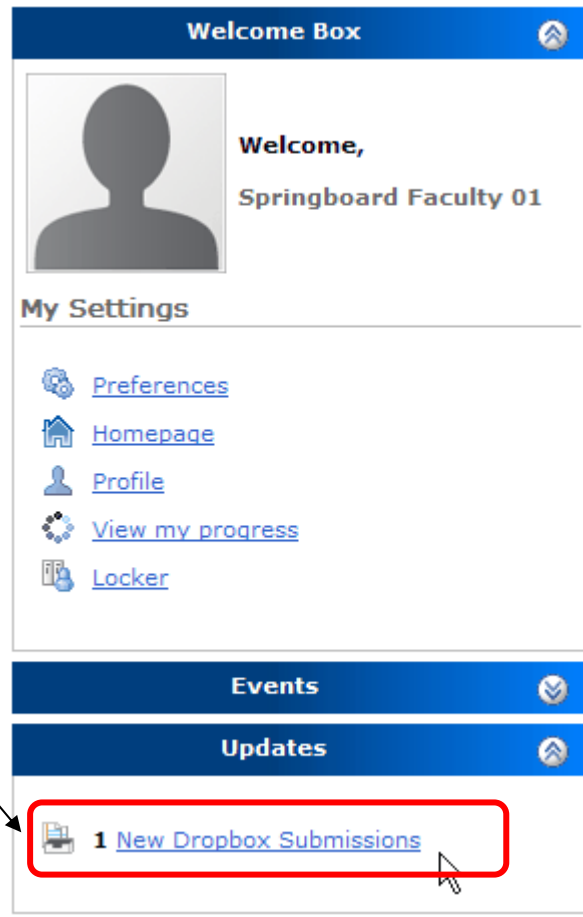
In the left column beneath the **Welcome Box** widget, you will see the **Updates** widget.

The **Updates** widget is connected to the **Dropbox** and will display the number of new Submissions since your last login.

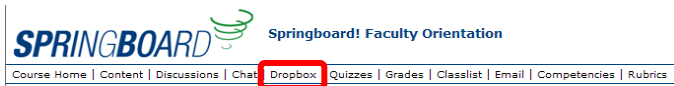
For this example, we see that there is **One New Dropbox Submission** available.

Click on the hyperlink, **New Dropbox Submissions** to go to the **Dropbox** tool

OR



2. Go to the Course Navigation Bar and locate the **Dropbox Tool**. Click on **Dropbox**.



3. **Week 1 Paper** now has one assignment posted.

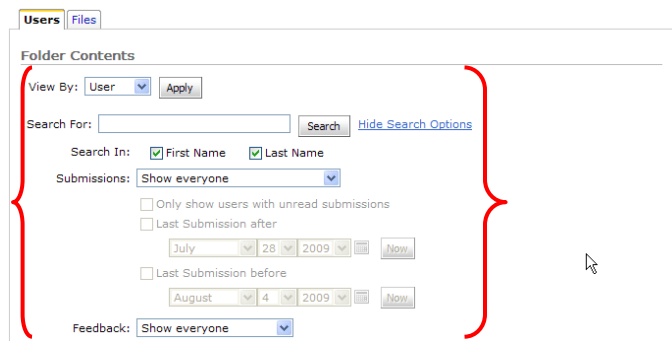
Click on the hyperlink **Week 1 Paper** to access the submissions list.

Dropbox Folders

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Weekly Written Assignments					
Week 1 Paper	1	1	0	Aug 31, 2009 12:00 PM	

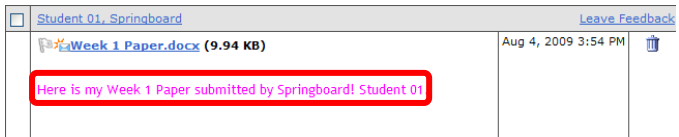
- The submissions page opens to the Users tab by default.

The top portion contains several different search parameters to locate folder submissions by user.



- The bottom portion displays the results of the search.

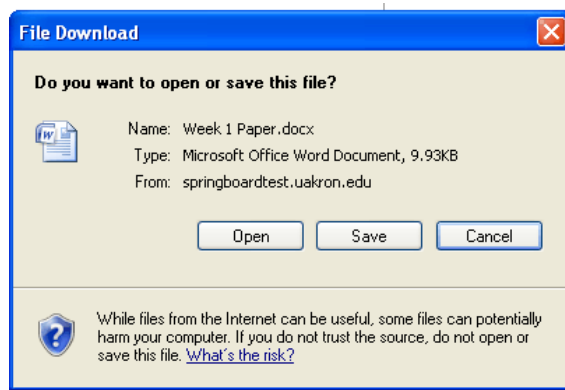
For this example, we retained the default settings of all users.



We noted that **Student 01** has submitted their assignment titled, *Week 1 Paper.docx* on *Aug. 4, 2009 at 3:54PM*.

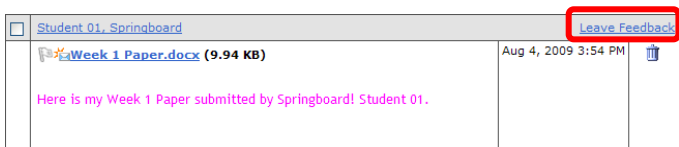
The student included a comment as shown.

Click on the paper name hyperlink to access the paper.



This will open a prompt for you to either open the document in MSWord or to save the file to your computer or USB device. If you do not see a prompt for a .doc or .docx file type, please check your Pop-up Blocker settings. For more information, refer to the documentation, "*Pop-up Blockers V1.pdf*" located under Instructor Resources at

http://www.uakron.edu/it/instructional_services/dds/springboard/springboard-resource.dot



To **Grade** and **Leave Feedback** for the student on this assignment, click **Leave Feedback**.

6. This takes you to the **Leave Feedback** portion of the Dropbox.

Here you see the **Submission** overview for User: Springboard! Student 01 as follows:

Filename: Week 1 Paper.docx

Size: 9.94KB

Student Comments: *"Here is my Week 1 Paper submitted by Springboard! Student 01."*

Date Submitted: Aug. 4, 2009 at 3:54PM

You can click on the filename hyperlink to Open or Download the file.

There is a text editor present so that you can enter any comments about the assignment you might have for the student.

If you have made edits to their original submission, you can attach the file by clicking **Add a File**.

And finally, you can enter the score achieved in the **Assessment** area.

We have scored the assignment 8 out of 10.

When all data has been entered, click **Save**.

Leave Feedback - Springboard Student 01

The screenshot shows the 'Leave Feedback' interface for a submission by 'Springboard Student 01'. At the top, there are navigation links: 'Folder List', 'Edit Folder', and 'Folder Submissions'. Below these is a 'Go Back' button and a 'Save' button. The 'Submission' section displays the folder name 'Week 1 Paper' and the user 'Springboard Student 01'. A table lists the submitted files:

Submitted Files	Comments	Date Submitted
Week 1 Paper.docx (9.94 KB)	Here is my Week 1 Paper submitted by Springboard! Student 01.	Aug 4, 2009 3:54 PM

Below the table is a 'Download All Files' button. The 'Feedback' section contains a text area for entering comments, with a 'Feedback:' label and a pencil icon. The 'Attachments' section has an 'Add a File' button. The 'Assessment' section shows a score of '8' out of '10' in a text input field. A 'Save' button is located at the bottom right of the interface.

7. Let's recap. In the **Dropbox Tool**, you can now:

- Create a Dropbox Category
- Create a Dropbox Folder
- Link the Dropbox Folder to the Gradebook
- Add Date & Time Restrictions
- Create Release Conditions
- Create and Add Special Access
- Locate Student Submissions
- Leave Feedback for a Submission
- Grade the Submission