

The Dropbox tool lets you submit assignments through the Learning Environment, eliminating the need to mail, fax, or email assignments to your instructor. Simply upload your assignment to the appropriate folder. Your instructor can pick up files, grade them, and leave feedback for you.

Sections in this Learning Aid

Accessing the Dropbox tool

Submitting assignments

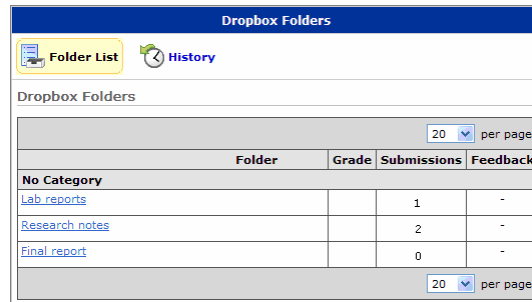
Group assignment folders

Reviewing your submission history

Viewing feedback

Accessing the Dropbox tool

To access the Dropbox tool, click the **Dropbox** link on your course's navigation bar.



The screenshot shows the 'Dropbox Folders' interface. At the top, there are tabs for 'Folder List' and 'History'. Below the tabs, there is a table with the following data:

Folder	Grade	Submissions	Feedback
No Category			
Lab reports		1	-
Research notes		2	-
Final report		0	-

The main Dropbox Folders page


From Folder List page you can view:

- A list of assignment folders and related attachments.
- Whether folders are for group or personal assignments.
- The number of assignments that you've submitted to each folder.
- Whether feedback, including grades and rubric scores, has been left for you.


Submitting assignments

- 1 On the main dropbox page, click the name of a folder.

- 2 Click **Add a File**.
- 3 **Browse** and attach the file you want to upload.
 - a) Click **Add** to attach additional files.
 - b) Click **Upload** when you are finished attaching files.
- 4 Enter any comments in the **Comment** field.

Tip Click the  **HTML Editor** icon to format the text.
- 5 Click **Upload**.



Group assignment folders

Group dropbox folders have a  **Group Folder** icon beside their name. Any student in your group can submit files to the group folder. The **Submissions** column in the Folder List lets you know how many files your group submitted. The Submission History page provides details on who submitted files and when. Feedback, including grades, associated with group folders applies to the entire group.


Reviewing your submission history

- 1 On the Dropbox Folders page, click **History**.
- 2 Click the **Folder** you want to view submissions for.

A list of submitted files displays on the Submission History page. You can check each file's size, when it was submitted, whether comments were included with it, and whether you instructor has retrieved it. For group dropbox folders you can check who submitted each file.

-  **Unread** The file has not been retrieved by an instructor.
-  **Read** The file has been retrieved by an instructor. (It may not have been read or graded.)

Viewing feedback

- 1 From the Dropbox Folders page, click the  **View** icon in the **Feedback** column for a folder.
- 2 View your comments, grades, and/or rubric achievement.

- 3 Click **Download All Files** to download any attachments left by your instructor.