

# Dropbox 8.3 and 8.4

**User Guide**  
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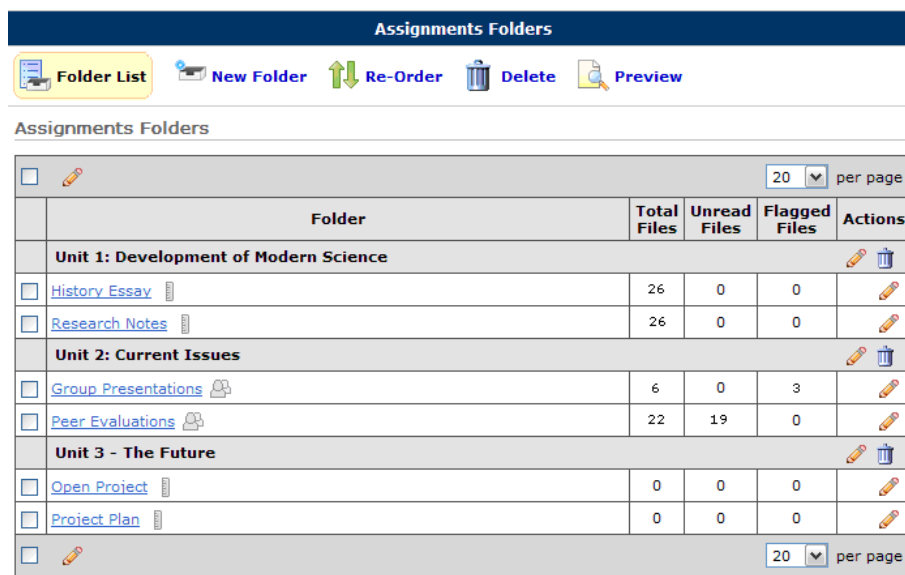
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## What Dropbox does

The Dropbox tool replaces the need for users to mail, fax, email, or physically deliver assignments. Users simply submit (upload) electronic versions of their assignments to the appropriate dropbox folder in the learning environment.

You can set up separate dropbox folders for each assignment and restrict access to the folders by date and time, group membership, or special access permissions. Once assignments are submitted, you can download assignments as zip files, sort assignments by users, check submission times, grade assignments, leave feedback, and return submissions with comments, all from within the Dropbox tool.



The screenshot shows the 'Assignments Folders' interface. At the top, there is a navigation bar with buttons for 'Folder List', 'New Folder', 'Re-Order', 'Delete', and 'Preview'. Below this is a table listing folders organized into three units. Each folder row includes a checkbox, a folder name with a link icon, and columns for 'Total Files', 'Unread Files', and 'Flagged Files'. The 'Actions' column contains icons for editing and deleting. The table is paginated with '20 per page'.

Folder	Total Files	Unread Files	Flagged Files	Actions
<b>Unit 1: Development of Modern Science</b>				
<a href="#">History Essay</a>	26	0	0	[Edit] [Delete]
<a href="#">Research Notes</a>	26	0	0	[Edit] [Delete]
<b>Unit 2: Current Issues</b>				
<a href="#">Group Presentations</a>	6	0	3	[Edit] [Delete]
<a href="#">Peer Evaluations</a>	22	19	0	[Edit] [Delete]
<b>Unit 3 - The Future</b>				
<a href="#">Open Project</a>	0	0	0	[Edit] [Delete]
<a href="#">Project Plan</a>	0	0	0	[Edit] [Delete]

A Dropbox folder List with categories and folders

## Accessing the Dropbox tool

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


**Tip** If you have dropbox folders that are associated with the Grades tool or Groups tool you can also access the Dropbox tool from those areas.

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## Creating a dropbox category

You can organize your dropbox folders into categories to make it easier for users to navigate the dropbox. For example, you could create separate categories for each course unit or for different types of assignments.

► **To create a dropbox category**


- 1 From the Folder List page, click  **New Folder**.
- 2 On the New Folder page, click the **New Category** link beside the **Category** field.
- 3 Enter a **Name** for the category.
- 4 Click **Save**.
- 5 Do one of the following after saving the category:
  - Click the **New Category** link again to create another category.
  - Fill in the New Folder page to create a new folder inside the category. (See *Creating a dropbox folder*, p. 3, for instructions on creating a folder.)
  - Click **Close** to return to the main Dropbox folders page.


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## Creating a dropbox folder

Dropbox folders are where users submit assignments. You can set up dropbox folders for each of your assignments and set start dates, end dates, and release conditions; set up special access; and associate folders with competency activities.

► **To create a new folder**

- 1 From the Folder List page, click  **New Folder**.
- 2 Enter a **Name** for the folder.
- 3 Choose a **Folder Type**:
  - **Individual submission folder** Select this option if you want each user to submit their own assignment.
  - **Group submission folder** Select this option if you want one assignment submitted per group. You must associate the folder with a **Group Category**.
- 4 Assign the folder to a **Category**, if desired.

**Note** Group dropbox areas are marked on the Folder List page with the  **Group Submissions for** icon. Any group member can submit and view files for a group dropbox.

Click the **New Category** link to create a new category.

- 5 Associate the folder with a **Grade Item** if you want submitted assignments to be tied to an item in your grade book.

Click the **New Grade Item** link to create a new grade item for the assignment. (See *Grades User Guide*, for more information.)

- 6 Add any instructions about submitting the assignment in the **Custom Instructions** text box.
- 7 Select whether you want users to be able to include dropbox submissions as artifacts in the ePortfolios.
- 8 Attach any files that you want to make available to users from the dropbox folder (for example, a sample lab report).
- 9 Click **Save**.

► **To set the availability dates for a folder**

- 1 Click the **Restrictions** tab.
- 2 Select the appropriate date options:
  - **Only allow submissions after this date** Use this option if you do not want users to access a folder before a project is assigned.
  - **Only allow submissions before this date** Use this option if you want to stop users from submitting assignments after a due date.
- 3 Set the appropriate dates and times.
- 4 Select **Add Event to Schedule** if you want the availability dates for a dropbox folder to appear in users' schedules.

► **To set release conditions for a folder**

Release conditions allow you to associate a dropbox folder with other items in the Learning Environment. For example, you can require that users meet some criteria, such as reading a set of lecture notes in the Content tool, before they can submit an assignment to the dropbox folder. Or, you could make submission of material to the dropbox folder the criteria for accessing some other item, like a quiz.



- 1 Click the **Restrictions** tab,
- 2 In the Additional Release Conditions section, click either **Attach Existing** or **Create and Attach**.

See *Release Conditions User Guide* for more information.

► **To add special access permissions**

Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the assignment. You can also add special access after a folder's end date has past for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography.

- 1 On the **Restrictions** tab, select either:
  - **Allow everyone to access this folder, but apply special access dates for users listed below**
  - **Only allow access to this folder for users listed below.**
- 2 Click the **Add Users to Special Access** button.
- 3 Select the **Date Availability** you want for the special access users.
- 4 Use the **View By** and **Search For** options to locate the users you want to give special access to.
- 5 Select the boxes beside the appropriate users' names in the grid.
- 6 Click **Add Selected**.


Once you have added special access permissions for users they are listed in the **Special Access** section. You can edit or delete users' special access by clicking the  **Edit** or  **Delete** icons beside their names.

▶ **To associate a dropbox folder with an activity**

Use the **Activities** tab to associate a dropbox folder with an activity. By associating a dropbox folder with an activity, you can tie the assignment to a set of learning objectives and a competency you want your users to master. You can also evaluate the assignment using a rubric.

- 1 Click the **Activities** tab.
- 2 Click **Add Activity**.

See the *Competencies and Rubrics User Guide* for more information.


You can edit an activity by clicking on its name or delete it by selecting the box next to its name and clicking the  **Delete** icon.

To view an illustration of the levels of a rubric, click the **View Rubric Levels** link beside the name of the rubric.

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## Editing a dropbox folder or category

▶ **To edit a dropbox folder**

- 1 From the Folder List page, click the  **Edit** icon beside the folder you want to edit.
- 2 Update the **Properties**, **Restrictions**, or **Activities** tab, as desired. (See *Creating a dropbox folder*, p. 3, for more information.)
- 3 Click **Save**.

▶ **To edit multiple dropbox folders**


- 1 From the Folder List page, select the dropbox folders you want to edit.

- 2 Click the  **Edit** icon at the top or bottom of the page.
- 3 Update the appropriate fields. (See *Creating a dropbox folder*, p. 3, for more information.)

**Note** Selecting the **Add Event to Schedule** checkbox adds **Submissions After** and **Submissions Before** dates to users' schedules.


- 4 Click **Save**.

► **To edit a dropbox category**

- 1 On the Folder List page, click the  **Edit** icon beside the name of the category you want to edit.
- 2 Edit the **Name** of the category.
- 3 Click **Save**.

---

## Re-ordering dropbox folders and categories

- 1 From the Folder List page, click  **Re-Order**.
- 2 Select the new position for a folder or category using the **Sort Order** drop-down list beside its name. The positions of other folders or categories adjust accordingly.


**Note** Items display in ascending order.

- 3 Click **Save**.


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## Deleting a dropbox folder or category

► **To delete a folder**

- 1 From the Folder List page, click  **Delete** on the top tool menu.
- 2 Select the folders you want to delete.
- 3 Click **Delete Selected**.

► **To delete a category**


On the Folder List page, click the  **Delete** icon beside the name of the category you want to delete.

**Note** Folders contained in the category are moved to the **No Category** area.

## Viewing submitted files

The Folder List page provides a summary of the Total Files, Unread Files, and Flagged Files within each folder. To view the files, including when they were submitted, use the Folder Submissions page.

### ► To view files using the Folder Submissions page

- 1 Do one of the following:
  - From the Folder List page, click the name of the folder you want to view submissions for.
  - Click  **Folder Submissions** on the Edit Folder page.
- 2 Select either the **Users** tab or **Files** tab depending on whether you want to view and search submissions by user or file name.
- 3 Enter search criteria in the **Search For** field to narrow the list of submissions.

Click **Advanced Search Options** to refine your search.


**Note** Preview submissions are only included in search results if the **Allow this preview submission to be available in the Dropbox** checkbox was selected when the assignment was uploaded. (See *Using Preview*, p. 9, for more information.)

## Retrieving (downloading) files

### ► To download a file

- 1 From the Folder Submissions page, click on the name of the file you want to open.
- 2 Use your browser's save dialog to open or save the file.

### ► To download multiple files at once


- 1 Do one of the following:
  - On the **Users** tab, select the users or groups you want to download assignments for.
  - On the **Files** tab, select the files you want to download.
- 2 Click the  **Download submissions** icon at the bottom of the list.
- 3 Click the name of the zip file that is created.
- 4 Use your browser's save dialog to save the file to the appropriate location.

### Notes

- Files are renamed to include the user or groups name and submission time when you download them.
- Downloading assignments changes their status to read.



## Emailing users about assignments


### ► To email users

- 1 From the Folder Submissions page, do one of the following:
  - Click on the name of the user you want to email
  - Select the users or groups you want to email and click  **Email selected users/groups** on the action bar at the top of the list.
- 2 Type your message in the Compose New Message pop-up. (See the *Email User and Reference Guide* for more information.)

**Note** The email addresses of the selected users populate automatically in the **To** field of the message.
- 3 Click **Send**.





### ► To email users who have not submitted an assignment to the dropbox folder

- 1 From the Folder Submissions page, click  **Email Unsubmitted Users** or  **Email Unsubmitted Groups** on the action bar.
  - 2 Type your message in the Compose New Message pop-up. (See the *Email User and Reference Guide* for more information.)

**Note** The email addresses of the selected users populate automatically in the **To** field of the message.
  - 3 Click **Send**.
- Note** If any member of a group submits an assignment to a group dropbox folder, no one in that group is emailed when  **Email Unsubmitted Groups** is selected.



## Marking assignments as read/unread

Do one of the following:

- From the Folder Submissions page, click the  **Read** or  **Unread** icon beside the name of the file you want to mark.
- Select the files you want to mark as read or unread, and click the  **Display submissions for selected users as unread** or  **Display submissions for selected users as read** icons at the top or bottom of the list.

**Note** When a file is opened or downloaded it is automatically marked as read.

## Flagging assignments

To flag a submission as significant or in need of further review, click the  **Flagged** or  **Unflagged** icon beside its name on the Folder Submissions page.

**Note** You can use the **Files** tab to search for flagged submissions.

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## Leaving feedback and grading an assignment

The Leave Feedback page allows you to leave a user feedback on their performance. You can also input a grade for assignments linked to a grade item and select a rubric level for assignments linked to an activity.

▶ **To leave feedback and grade assignments**

- 1 From the Folder Submissions page, click the **Leave Feedback** link beside the name of the user you want to leave feedback for.
- 2 Enter **Feedback**, if applicable.
- 3 Attach any files you want to associate with the feedback.  
**Tip** Attach an evaluated copy of a user's assignment for the user to review.
- 4 Enter the user's **Score** on the assignment, if applicable.
- 5 Select a rubric level, if applicable.
- 6 Click **Save**.


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## Using Preview

The preview option allows you to view the Dropbox tool as a user sees it. You can go through the steps that users go through to submit files, review their submissions, and check for grades and feedback.





You can make a preview submission visible on the Submissions page, but you cannot assign feedback, grades, or rubric scores to it because it is not tied to a real user.

▶ **To use the preview option**

Click  **Preview** on the Folder List page.

▶ **To submit a file as a user would**

- 1 While in preview, click the name of the folder you want to submit an assignment to.
- 2 Click the **Add a File** button.
  - a) **Browse** for the file you want to submit. You can attach files from your local computer or storage device, or from a personal or group locker.
  - b) **Click Upload**.
  - c) Click **Add a File** again to attach additional files.
- 3 Enter any **Comments** you want to submit with the file.

- 4 Select the **Allow this preview submission to be available in the Dropbox** option if you want to search for and view the file on the Folder Submissions page after you leave the Preview area.
  - 5 Click **Upload** to submit the file.
- ▶ **To view feedback as a user would**
- 1 Click the  **View Feedback** icon beside the name of a folder. This option only appears if you have left feedback on the submitted file.  
The Feedback includes feedback, grades, and rubric achievement.
  - 2 Click the **Download All Files** button to download any attachments left for you.
- ▶ **To view the Submission History as a user would**
- 1 Click the  **History** toolbar option.
  - 2 Select the **Folder** you want to review.
  - 3 A list of files displays, including: submission dates, comments, and read status.  
The following icons indicate whether a file has been retrieved:
    -  **Unread**
    -  **Read** (This symbol only indicates that a file was opened or downloaded.)
- ▶ **To exit preview**
- Click the **Exit Preview** button at the top of the page.

## Appendix A: Learning Environment Version 8.4.0

### Dropbox Plagiarism Detection

Plagiarism Detection enables you to monitor your Dropbox folders and identify potential cases of plagiarism by automatically comparing submissions to an online database of original content. You can then view Originality Reports which highlight key areas, show a breakdown of matching sources, and provide direct links to the matching content.

You can also take advantage of the integrated Online Markup tool which enables you to add comments, inline text, and highlight sections in file submissions, directly from the Dropbox tool.

**Note** Plagiarism Detection and Online Markup features are enabled through integration with Turnitin from iParadigms, LLC. To use these features, first obtain a valid Turnitin account, and then log in to your account to enable and configure the Desire2Learn integration and obtain your shared key. Visit <http://www.turnitin.com> for more information about obtaining a Turnitin account.

#### Activating Plagiarism Detection for your course Dropbox folders

By default, Plagiarism Detection is turned off for your organization. To activate Plagiarism Detection, the following DOME variables must be enabled and properly updated for your org unit:

DOME variable	Value
d2l.3rdParty.Turnitin.AccountID	Your Turnitin account id number
d2l.3rdParty.Turnitin.SharedKey	Your Turnitin shared key
d2l.3rdParty.Turnitin.URL	The API URL provided by Turnitin for your account (typically <a href="https://www.turnitin.com/api.asp">https://www.turnitin.com/api.asp</a> )
d2l.3rdParty.Turnitin.HasPlagiarismPrevention	On

Contact your site administrator to update these DOME variables and obtain the appropriate account id, shared key, and URL from Turnitin for your organization.

#### Creating a Dropbox folder that uses Plagiarism Detection

If Plagiarism Detection is activated for your org unit a checkbox appears in the properties tab of the New/Edit Folder page.

**Caution** You cannot disable Plagiarism Detection once it has been enabled for a Dropbox folder.

► **To enable Plagiarism Detection**

- 1 While creating or editing a Dropbox folder, select **Enable Plagiarism Detection for this folder**.
- 2 Click the Restrictions tab and update the start date and end dates to your desired range.


### Using Originality Reports for Dropbox submissions

When you enable Plagiarism Detection, an options area appears at the bottom of the New/Edit Folder page. Here you can enable detailed Originality Reports for Dropbox submissions, control end user visibility, and set the Originality Reports frequency.


► **To enable Originality Reports**

Select **Generate Originality Reports** in the Plagiarism Detection Options area.

► **To allow submitters to see Originality Reports**

- 1 Click  **Show Advanced Plagiarism Detection Options** to open the advanced options area.
- 2 Select **Allow submitters to see Originality Reports**.
- 3 Click **Save**.


► **To change the frequency of your Originality Reports**

- 1 Click  **Show Advanced Plagiarism Detection Options** to open the advanced options area.
- 2 Choose one of the following options:
  - Automatic plagiarism detection on all submissions
  - Identify individual submissions for plagiarism detection
- 3 Click **Save**.

### Manually submitting files for Plagiarism Detection




If your Dropbox folder has **Identify individual submissions for plagiarism detection** enabled then you need to manually submit file submissions for Plagiarism Detection. This is useful for when you don't want to check every file submission for plagiarism, but still want the ability to do so on a case by case basis.

► **To manually submit files for Plagiarism Detection**

- 1 Ensure that **Identify individual submissions for plagiarism detection** is enabled in the properties tab on the New/Edit Folder page.
- 2 From the Folder Submissions page, click the  **Submit file for Plagiarism Detection** icon. A message displays indicating the file has been submitted for review.
- 3 Check the Folder Submissions page to view the status of your Originality Report.

## Viewing Originality Reports

View Originality Reports from the Folder Submissions page. When a report is available, the status changes from **In progress** to a percentage rating, which indicates the level of matching content.

Files	Report	Submission Date	Delete
<a href="#">Frank Catcher</a>			<a href="#">Leave Feedback</a>
 <a href="#">History of Canada.docx</a> (30.05 KB)	94% 	Feb 25, 2009 13:46	

Viewing a file submission summary


A lower percentage rating indicates that the content is original and has not been copied; a higher percentage rating indicates the content is not original and has been copied from another source.

The percentage ranges are associated with colors:

- **Blue**  $\geq 0$  and  $< 20\%$
- **Green**  $\geq 20$  and  $< 40\%$
- **Yellow**  $\geq 40$  and  $< 60\%$
- **Orange**  $\geq 60$  and  $< 80\%$
- **Red**  $\geq 80$  and  $\leq 100\%$

### ► To view an Originality Report for a submission

Click the colored section beside the percentage rating to view the associated Originality Report.

Report	Submis:
94% 	Feb 25, 2

Opening Originality Reports

The Originality Report is comprised of two panes. The right pane lists all of the matching sources, including the percentage of text that matches and a link to the online content. The left pane displays the submission text using colored highlights to draw attention to the matching content.

**Tip** For more detailed help with Originality Reports, click the help link in the top-right corner of the report page.

## Plagiarism Detection file type compatibility

The following file types are compatible with Plagiarism Detection:

- MS Word
- WordPerfect
- PostScript
- Acrobat PDF
- HTML
- RTF
- Plain text

**Note** If your file type is incompatible with Plagiarism Detection the  **Information** icon displays instead of the percentage rating.

## Dropbox Online Markup

If Plagiarism Detection is enabled, you can use the Online Markup functionality to add comments, insert inline text, and highlight sections in file submissions, directly from the Dropbox tool.

### Activating Online Markup for your course Dropbox folders


By default, Online Markup is turned off for your organization. To activate Online Markup you must first activate Plagiarism Detection, and then enable the following DOME variable for your org unit:

DOME variable	Value
d2l.3rdParty.Turnitin.HasGradeMark	On

### Using Online Markup for Dropbox submissions


If Online Markup is activated for your org unit, when you enable Plagiarism Detection and choose to **Generate Originality Reports**, the Online Markup functionality is automatically enabled as well.

#### ► To open a version of your Dropbox submission in Online Markup

- 1 From the Folder Submissions page, click **Leave Feedback** for the applicable user.
- 2 Click the  **Markup** icon beside the applicable file. The Online Markup report opens in a new window.

Add comments, highlight text, save, and print your Online Markup report using the available tools in the menu bar. You can view a summary of the submission at the top of the page, including the total word count, submission date, and Originality Report rating.

**Paper Information**

ID#: 88161986	Word Count: 4934
Submitted: 02-25-09	Total Marks: 3
Last Saved: 03-02-09	Time spent: 00:25:33
Similarity: <input type="text" value="93%"/> 	Status: final

**Final Grade** (out of 0):


Viewing the Markup information section

**Tip** For more detailed help with Online Markup functionality, click the Help menu item on the report.

### Online Markup file type compatibility

The following file types are compatible with Online Markup:


- MS Word
- WordPerfect
- PostScript
- Acrobat PDF
- HTML
- RTF
- Plain text

If your file type is incompatible with Online Markup the  **Information** icon displays instead of the  **Markup** icon.


## Dropbox submission options

Submission options give you more control over your Dropbox folders and how they handle file submissions. You can set up your folders to allow only one file or unlimited files per submission. You can also control how subsequent submissions are handled; choose whether to keep all file submissions, to have subsequent submissions overwrite existing submissions, or to restrict submissions to a single event.

### ► To restrict the number of files allowed per submission

- 1 From the New/Edit Folder page, click  **Show Submission Options**.
- 2 Choose one of the following options:
  - Unlimited
  - One file per submission
- 3 Click **Save**.

▶ **To change how subsequent file submissions are handled**

- 1 From the New/Edit Folder page, click  **Show Submission Options**.
- 2 Choose one of the following options:
  - Keep all submissions
  - Overwrite submissions
  - Only one submission allowed
- 3 Click **Save**.

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