# Creating Folders in the Assignment Dropbox

The Assignment Dropbox allows exchange of files between the instructor and course users. Using electronic submission of files is a great way to organize submissions. No need for participants to mail, fax, or email assignments. You can provide feedback to the participants, return submissions, and tie grades to the grade book.

## To create an assignment folder,

* From the Evaluation group select Assignment Dropbox.
* From the Folder List page, click the New Folder button.
* Name the folder.
* Choose "individual submission folder" unless you have previously set up groups.
* If you want the grade to go to the grade book, select the item from the "Grade Item" dropdown list or click on "New grade item" and create a column in the grade book.
* Enter the possible number of points in the "Out of" column.
* If desired, you can add or create a rubric.
* Provide instructions for the assignment.
* Add a file or record audio, if desired.
* Select the submission options.
* Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

If a grade item is associated with the assignment dropbox, a ruler icon will display next to the folder name.

## Edit an Assignment Folder

Use these instructions if an assignment has been created but needs to be corrected or changed. To edit an existing assignment folder,

* Select Edit from the actions menu for the dropbox folder you want to edit.
* Update the assignment as desired.
* Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

## Set the Availability Dates for a Folder

Using the Availability Dates option, you can set start and end dates and times when an assignment folder can be accessed by students. To do so,

* Select Edit from the actions menu for the dropbox folder for which you want to set availability dates.
* Click on the Restrictions tab.
* Select the desired start date, due date and/or end date and time.
* Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

## Add Special Access Permissions

Use Special Access to override the availability dates for an assignment for specified individuals. Special Access allows you to accommodate students with special needs or students that deserve an opportunity to make up an assignment.

* Select Edit from the actions menu for the dropbox folder for which you want to set availability dates.
* Click on the Restrictions tab.
* On the Restrictions tab, select either:
* Allow users with special access to submit assignments outside the normal availability dates for this folder  
  or
* Only allow users with special access to see this folder.  
  NOTE: If you select "Only allow users with special access to see this folder," all other students will be unable to see the assignment.
* Click the Add Users to Special Access button.
* Select the Date Availability you want for the special access users.
* Select the boxes beside the appropriate users' names in the grid.
* Click on Save.
* Click on Save to save the changes or Save and Close to save and return to the Assignment Dropbox list page.

Once you have added special access permissions for users, they are listed below the Add Users to Special Access button. You can edit or remove special access by clicking the Edit or Remove icons next to a user's name.

## Associate an Assignment with a Grade Book Item

If you have created an assignment and it has not been associated with a grade book item, there will not be a textbox for you to enter the number of points assigned when you are grading the assignment. There are two ways to create a grade book item: from the grade book or from the assignment folder.

### From the Grade Book

With this method, you will go to the grade book and create a column then go back to the assignment and select the grade column from a dropdown list.

* From the Evaluation group, select Grades.
* Click the Manage Grades tab on the top navigation bar.
* Click the Actions arrow on the New button and select Item.
* Click on "numeric" or select another grade item type.
* Enter a name, short name if the name is more than a word or two, choose a category if categories have been created, enter the number of points for the assignment, and select other items as desired.
* Click on Save to save the changes or Save and Close to return to the Manage Grades list page.  
  THEN
* From the Evaluation group, click on Assignment Dropbox.
* From the Actions menu for the assignment dropbox, select Edit.
* Next to Grade Item, click the dropdown list and choose the item you created for the Grade Book.

### From the Assignment Folder

To create a grade item directly from the Assignment Dropbox Folder,

* From the Evaluation group, select Assignment Dropbox
* From the Actions menu for the assignment dropbox for which you wish to create a grade, select Edit.
* Below Grade Item, click the New Grade Item link.
* Enter a name, short name if the name is more than a word or two, choose a category if categories have been created, enter the number of points for the assignment, and select other items as desired.
* Click on Save. This saves the Grade Item.
* Click on Save to save the Assignment or Save and Close to save and return to the Assignment Dropbox folder page.

## Delete an Assignment Folder

To delete an assignment folder,

* From the Assignment Dropbox Folder List page, click the Actions arrow for the More Actions button and click on Delete.
* Check the boxes for the folders to be deleted.
* Click Delete Selected.