

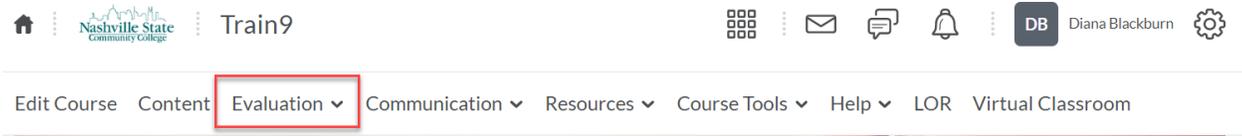
Using Assignment Dropbox

Become familiar with creating an assignment drobox, setting availability dates and restrictions, associating assignments with the gradebook, deleting assignments, and grading assignments.

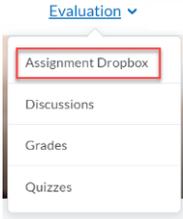
The Assignment Dropbox allows students to submit files to the instructor. Using the electronic submission of files is a great way to organize student submissions. There is no need for participants to email assignments where submissions are often difficult to keep track of or organize. This tool allows instructors to provide feedback to the participants, return submissions, and tie grades to the gradebook.

Create an Assignment folder

- 1. In the course navbar, click the "Evaluations" group:



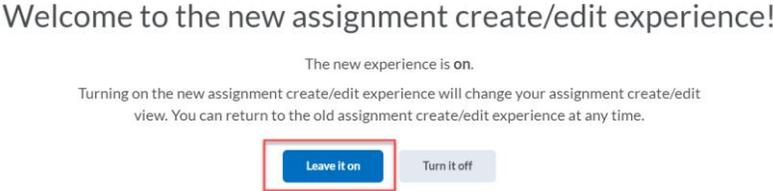
- 2. From the dropdown menu, select "Assignment Dropbox":



- 3. From the Dropbox Folders page, click the blue "New Folder" button:



- 4. If prompted with the "Welcome to the new assignment create/edit experience!" click the blue "Leave it on" button:



5. Type the name of your Dropbox in the “Name” text box:

Name*

Remember that the name of your Dropbox should be consistent with the associated Gradebook item and the assignment title as listed on your course syllabus.

6. If your Dropbox is a graded assignment, type a score in the “Score Out Of” text box. Note that once you place your cursor in the text box, it will open up an additional panel:

Score Out Of

 → points | ▼

7. Once you have input a “Score Out Of,” click the “In Grades” button to open up the dropdown menu. Select “Choose from Grades” to associate this Dropbox with a Grade Item in your Gradebook. Note that this will open up an additional window:

Score Out Of

 points | ▼

Choose from Grades

Remove from Grades

Reset to Ungraded

8. In the new window, select “Link to an existing grade item”:

Choose from Grades

Create and link to a new grade item

🔑 Untitled
Points: 100

Link to an existing grade item

OK

Cancel

9. Select the appropriate gradebook item from the available dropdown options, and then click the “OK” button:

Choose from Grades

Create and link to a new grade item

Link to an existing grade item

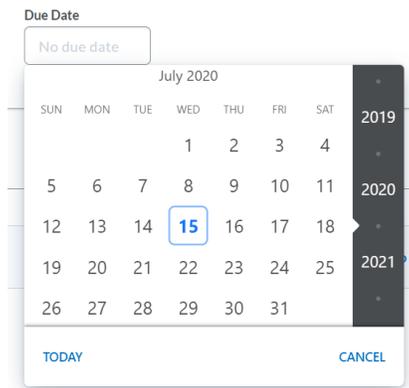
Paper 1 ▼

Points: 100 • Weight: 10%

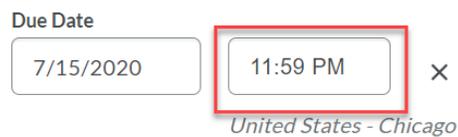
OK

Cancel

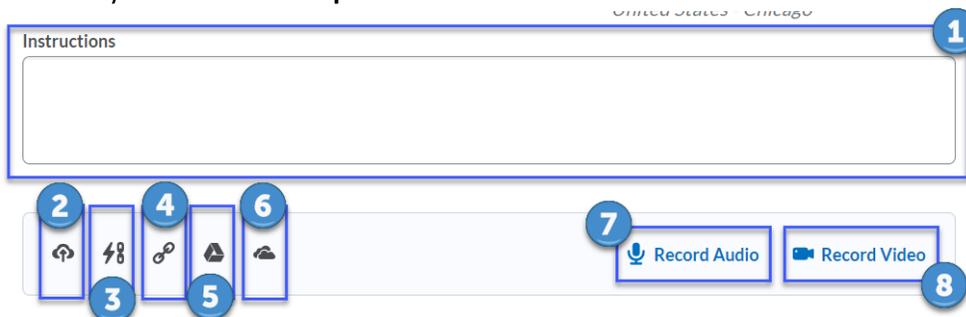
10. Assign a Due Date by placing your cursor in the “Due Date” textbox, and then selecting a date from the dropdown menu:



11. Change the time of the due date, if desired:

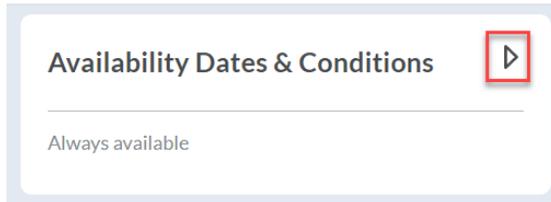


12. Utilize any of the available **optional** features:



- 1) Instructions
- 2) File Upload
- 3) Attach Link to Existing Activity
- 4) Attach Weblink
- 5) Attach from Google Drive
- 6) Attach from OneDrive
- 7) Record Audio
- 8) Record Video

13. Click the expand arrow in the “Availability Dates & Conditions” panel. Note that the default setting is “Always Available”:



14. Input Start and/or end dates, if applicable.
15. Click the expand arrow in the “Submission & Completion” panel.
16. Select your preferences in the following categories:

- Assignment Type
 - i. Individual Assignment
 - ii. Group Assignment
- Submission Type
 - i. File Submission
 - ii. Text Submission
 - iii. On Paper Submission
 - iv. Observed Submission
- Files Allowed Per Submission
 - i. Unlimited
 - ii. One File
- Submissions
 - i. All Submissions are kept
 - ii. Only one submission allowed
 - iii. Only the most recent submission kept

17. Click the expand arrow in the “Evaluation & Feedback” panel.

18. Select your preferences in the following categories:

- Rubrics
 - i. Add Rubric via “Create New”
 - ii. Add Rubric via “Add Existing”
- Learning Objectives: if your course contains Learning Objectives, you can associate them here.
- Annotation Tools:
 - i. Check or uncheck “Make annotation tools available for assessment”
- Turnitin:
 - i. For additional assessment and feedback functions, click “Manage Turnitin” (and see next section for instructions)

19. To make the Assignment Dropbox immediately visible to students, toggle the visibility option from “Hidden” to “Visible”:



20. Click the blue “Save and Close” button:



Turnitin Integration

To enable additional turnitin integration features, click “Manage Turnitin.” Select your preferences in the following categories:

1. Evaluation
 - Check “Enable GradeMark for this folder” to enable further Turnitin functions
2. Transfer
 - “Automatically sync grades as Draft in Brightspace”: when there are multiple submissions, the score on the most recently submitted assignment will be transferred. Instructors have the option of manually updating to another score.
 - “Manually sync grades as Draft in Brightspace”
3. Originality Check
 - Check or uncheck “Enable Originality Check for this folder”: enabling originality check will scan student submissions and generate a percentage based on how much of the students’ submissions were plagiarized. If Originality Check is enabled, you can opt to allow students to see their similarity scores (i.e. the percentage of their paper that has been plagiarized) by checking the “Allow learners to see Turnitin similarity scores in their dropbox folder” box.
4. Frequency
 - Automatic originality checking on all submissions
 - Identify individual submissions for originality checking
5. Click “Save”