

Dropbox-Faculty Full Text

This tool provides a central location where students can submit and retrieve assignments and graded activities. It is possible for an instructor to retrieve submitted assignments from students in the Inbox and to send graded assignments back to students in the Outbox. These two boxes are linked directly to the Gradebook, which makes it easy to open the graded item, grade it, and record the student's grade all from one place. It is possible to add an attachment to assignments when they are returned to the student.

Students have the capability of opening a graded item from either the Dropbox or the Gradebook to view the grade for the item.

CREATE DROPBOX

Before students can submit items to the Dropbox, a Dropbox Basket must be created for the Content Item. A Dropbox Basket can be created when the Content Item is created or after the item has been created. A Dropbox can only be created when a Content Item has been created.

Create a Dropbox Basket for a New Content Item

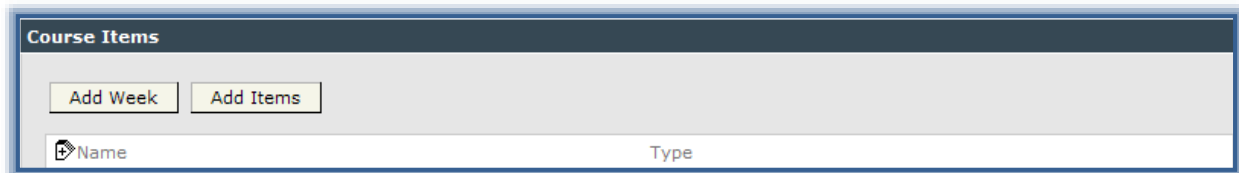
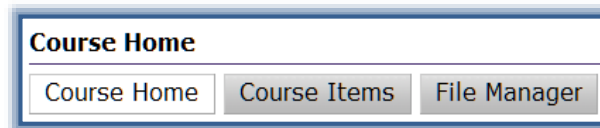
🖥️ Click the **Author** tab in the **Navigation Tree**.

🖥️ Click one of the following:

🖥️ Course Home.

★ Click **Course Items** (see illustration below).

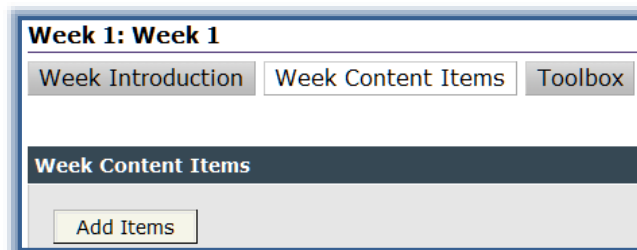
★ The **Course Items** window will display (see illustration below).



🖥️ The **Week** for which the **Dropbox Basket** is being created.

★ Click **Week Content Items** (see illustration below). This could say Unit or Session depending on the setup of the course.

★ The **Week Content Items** window will display (see illustration below).



🖥️ Click **Add Items**.

🖥️ The **Add Items** window will display (see illustration on next page).

🖥️ The red asterisk next to an item indicates that the item is required (something must be entered).

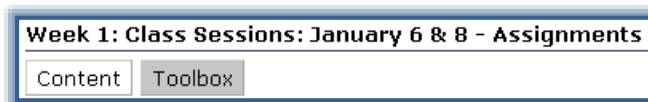
🖥️ In the other fields provided, enter information accordingly. The table on the next page explains the fields in this window.

Field	Explanation
Name	In this area, input a name for the new content item. When a new item name is entered, it displays in the Select Existing Item Name list.
Select Existing Item Name	This list displays names of previously created content items. Use this list to select an existing content item to use for the new content item.
Item Type	Use this list to select a content item type. An explanation of these items can be found in the Create Content Item document on the eCollege page of the Siena Training Web Site .
Add to	Select either Course Home or the Week to which the Content Item is to be added. If Week Content Item was used, the week where the item is being added will be selected. Additional weeks can be selected, if desired.
Hide Items from Students	Click the check box for this item if students are not allowed to view the item at this time. The Toolbox for the item can also be used to specify a specific date and time when the student will be allowed to view the item.
Create Dropbox Basket	This check box should be checked when a Dropbox Basket is to be created for the item.

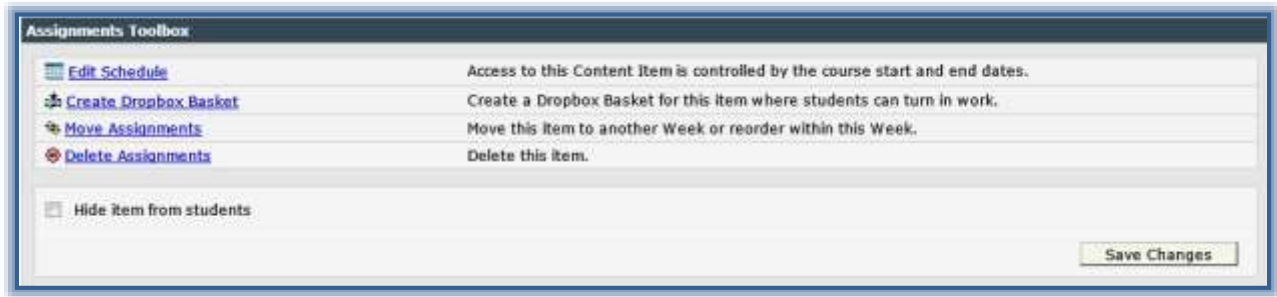
- Click the **Create Dropbox Basket** check box.
- Once all the options have been specified, click the **Add Items** button.
- To add more than one item, click the **Save & Add More Items** button.

Create a Dropbox Basket for an Existing Content Item

- Click the **Author** tab.
- Click the **Content Item** for which the **Dropbox Basket** is being created.
- Click the **Toolbox** button (see illustration below).

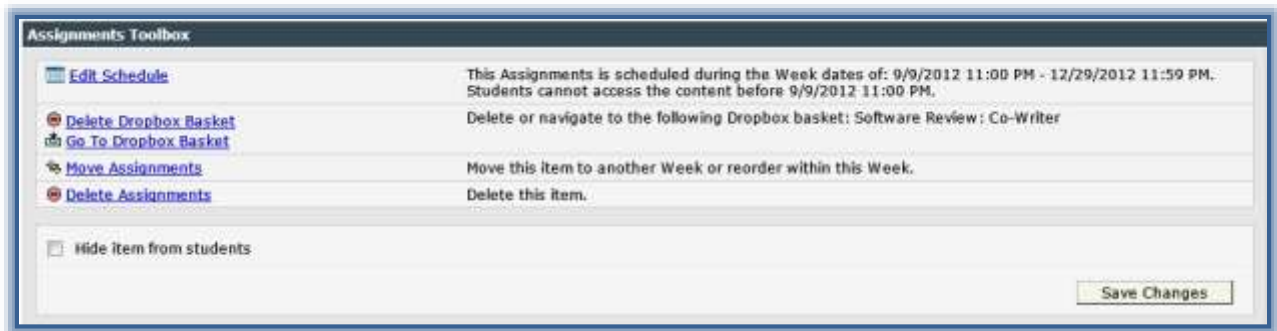


☞ The **Toolbox** window will display (see illustration below).



☞ Click the **Create Dropbox Basket** link.

- ☞ A **Dropbox** will be created for the selected assignment.
- ☞ If a **Dropbox** has already been created, **Go to Dropbox Basket** and **Delete Dropbox Basket** will appear here instead of **Create Dropbox Basket** (see illustration below).



☞ Click **Save Changes**.

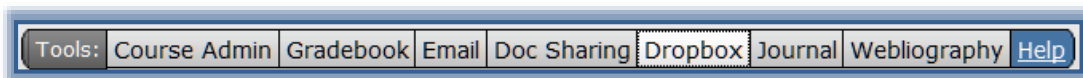
VIEW DROPBOX ITEMS

The views in the Dropbox enable the instructor to see the number of student submissions and unread items in the Inbox. The Outbox will display items to which a reply has been sent or to which grades have been distributed. It is also possible to see which students have not submitted anything to the Dropbox Basket by accessing the No Submissions box.

View the Inbox

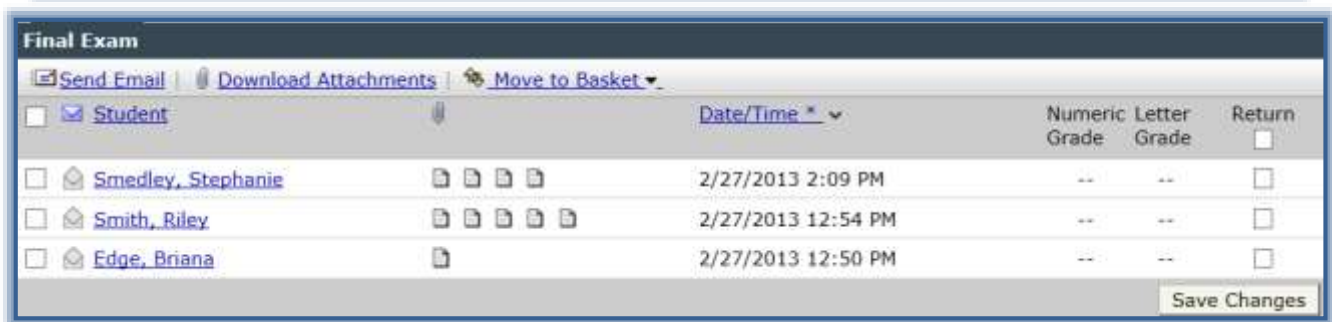
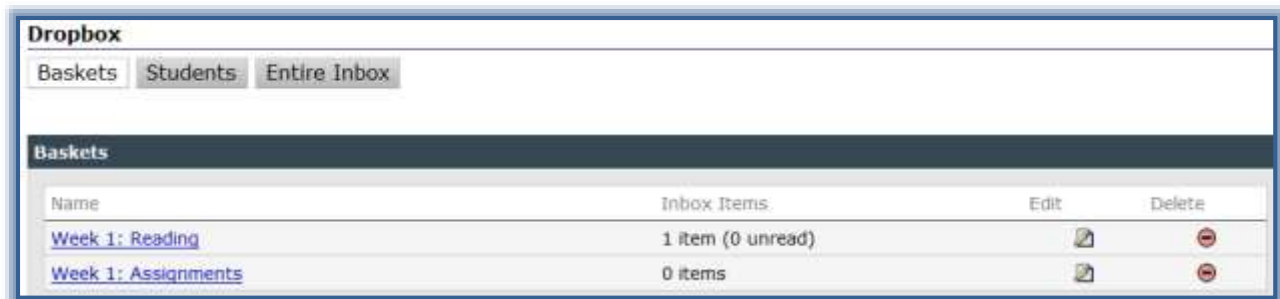
The Inbox displays all submissions from students including comments, notes, and attachments. The Attachments link appears when an attachment is included with the submission. The Inbox will **only** display the **most recent** submission for an individual student in a single basket. Additional items for a particular Dropbox Basket may be viewed by clicking on the student's name.

- ☞ Open the course where the **Dropbox** that is to be viewed is located.
- ☞ Click the **Dropbox** tab on the **Tools Menu**.



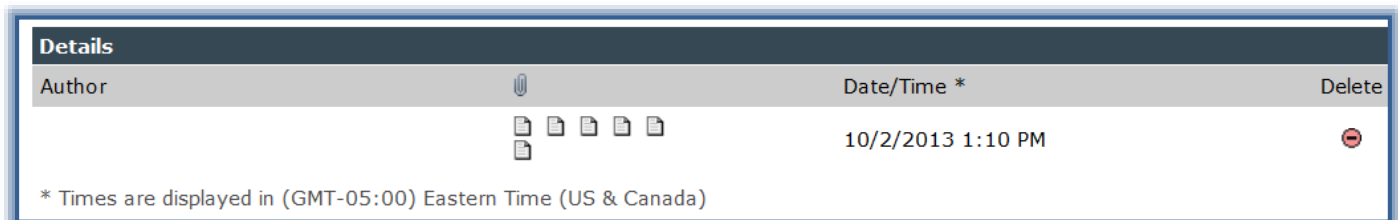
- ☞ The **Dropbox Baskets** window will display (see illustration on next page).
- ☞ Click the **Basket** for which the item is to be viewed.
- ☞ A list of the students who submitted an item to the **Dropbox** will be displayed (see illustration on next page).
- ☞ From the **Inbox**, it is possible to:
 - ☞ **Send Email** - To open the email window, click the **Send Email** button.
 - ★ Click the check box next to the student to whom the message is to be sent.

- ★ Click **Send Email**.
 - The **Email** window will display.
 - The name of the selected student(s) will display in the Recipient's List.
- 🔗 **Download Attachments** - Click the **Download Attachments** button to download the attachments for a group of students or a single student.
 - ★ Click the **Student** check box directly below **Send Email** to select all the students for whom a Dropbox Basket is displayed.
 - ★ To download the information for a single student, click the check box next to the student name.
- 🔗 **Move Items to Another Basket** - To move the selected student(s) information to another Dropbox Basket, click the **Move to Basket** button.
- 🔗 **Grade Submissions** - Click the **Name** of a student to open the **Gradebook Details** window for a student. You will then be able to assign a grade or insert a comment if the item is listed as a Gradable item in the Gradebook.
- 🔗 **Mark Items as Returned** - In the **Return** column, click the checkbox for any item that is being returned to a student. When this box is clicked, the item in the Dropbox Basket will be returned to the student.



View Additional Items in the Dropbox:

- 🖥️ Click the name of the student.
- 🖥️ The **Inbox** for that student will display.
- 🖥️ A listing of all the items the student has submitted to the selected Dropbox will display in the **Details** section of the window (see illustration below).



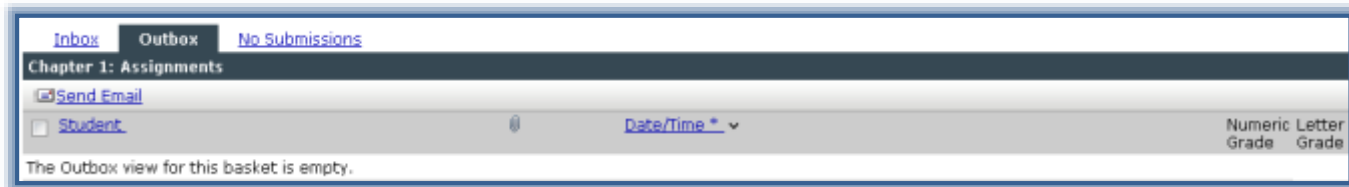
- ☞ Move the mouse pointer over the item to see the name of the submitted item.
- ☞ Click the item to either open it or to save it.

View the Outbox

The Outbox view lists all responses, attachments, and grades that have been sent to students.

When items are returned to students from the Dropbox, they are removed from the Inbox and added to the Outbox. If any of the items have been setup as gradable items in the Gradebook, the Letter or Numeric grade for student submissions will display.

- ☞ Click the **Dropbox** tab on the **Tools Menu**.
- ☞ Click on the **Dropbox Basket** that is to be viewed.
- ☞ Click the **Outbox** tab (see illustration below).

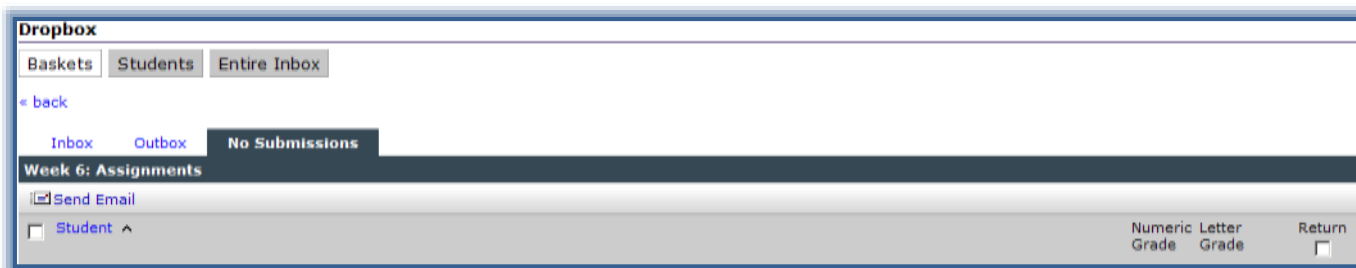


- ☞ From the **Outbox** it is possible to send email messages to students listed in the Outbox.
 - ☞ Click the check box next to the student to whom the message is to be sent.
 - ☞ Click **Send Email**.
 - ★ The **Email** window will display.
 - ★ The name of the selected student(s) will display in the **Recipient's List**.

No Submissions Box

This box provides a list of the students who have not submitted an item to the Dropbox Basket. If items have been set up as gradable in the Gradebook, the Letter or Numeric grade for student submissions will display.

- ☞ Click the **Dropbox** tab on the **Tools Menu**.
- ☞ Click on the **Dropbox Basket** that is to be viewed.
- ☞ Click the **No Submissions** tab.
- ☞ The **No Submissions** window will display (see illustration below).

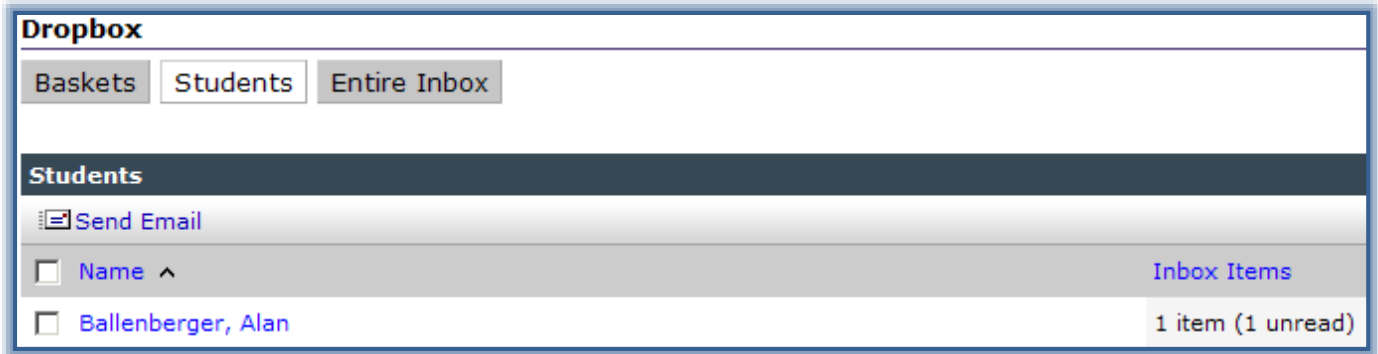


- ☞ A list of the students who have not submitted any items to the Dropbox Basket will display.
- ☞ To send email to the students:
 - ☞ Click the check box next to the student to whom the message is to be sent.
 - ☞ Click **Send Email**.
 - ★ The **Email** window will display.
 - ★ The name of the selected student(s) will display in the **Recipient's List**.

View Submission from All Students

It is possible to view a complete list of the students in the course. The number of items the student has submitted to the Dropbox will be displayed.

- 🖥️ Click the **Dropbox** tab on the **Tools Menu**.
- 🖥️ Click **Students**.
- 🖥️ The **Dropbox** window will display with the **Students** tab selected (see illustration below).



- 🖥️ A list of all the students in the class will display.
- 🖥️ From this view, it is possible to:
 - ✎ **Send Email** - Click the **Send Email** button to open the Email window. The Recipient's List will contain the name of the student who was selected.
 - 👁 **View Inbox Items by Student** - To view the items for each individual student, click the student's name.

View Entire Inbox

In this view, a list of all the students in the course will be displayed. The number of items that each student has submitted will display in the second column of the window. If the item has been setup in the Gradebook as a gradable item, the grade will display in the third and/or fourth column of the window.

- 🖥️ Click the **Dropbox** tab on the **Tools Menu**.
- 🖥️ Click the **Entire Inbox** tab.
- 🖥️ The **Dropbox** window will display with the **Entire Inbox** tab selected (see illustration below).



- 🖥️ From this box, it is possible to:
 - ✎ **Send Email** - To send the email to the student, click the **Send Email** button in the **Outbox** window.
 - ★ Click the check box next to the student to whom the message is to be sent.
 - ★ Click **Send Email**.
 - The **Email** window will display.
 - The name of the selected student(s) will display in the **Recipient's List**.

- 🖱️ **View all Inbox Items** – Click the **Inbox** tab to display all the items in the Inbox.
 - ★ Unread items are marked with a closed envelope icon.
 - ★ Read items are marked with an open envelope icon.
 - ★ Place a check mark in the Return column to keep track of the items that have been returned.
- 🖱️ **View all Outbox Items** – Click the **Outbox** tab to display all the items in the Outbox. This box will show all the students for which assignments have been returned.
- 🖱️ **Grade Submissions** – To assign a grade or input a comment, click the Name of the student in the Names column.
- 🖱️ **Mark Items as Returned** – To mark the item as returned, click the check box for the student in the Returned column. When this box is clicked, the item in the Dropbox Basket will be returned to the student.

Sort Items

How the Dropbox items can be sorted depends on the Dropbox View. For example, the Inbox and Outbox can be sorted by Student and Date/Time. The No Submissions box can only be sorted by Student. The table below explains the sorts for the different baskets.

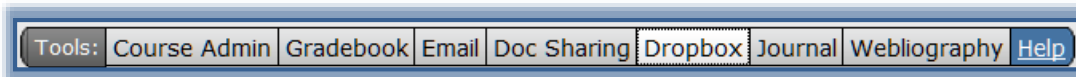
Sort Order	Description
Student	Clicking this option will sort the Inbox and the Outbox by the last name of the student. Under the Students tab, the items can be sorted by Name or by the Number of Submissions.
Date/Time	This option is used to sort the items in the Dropbox by the date and time the item was submitted.
Items	Use this option to sort all student submissions in the Student view by the item that was submitted.
Basket	In the Entire Inbox view, this option will sort the items by the Basket.

DELETE DROPBOX BASKETS AND ITEMS

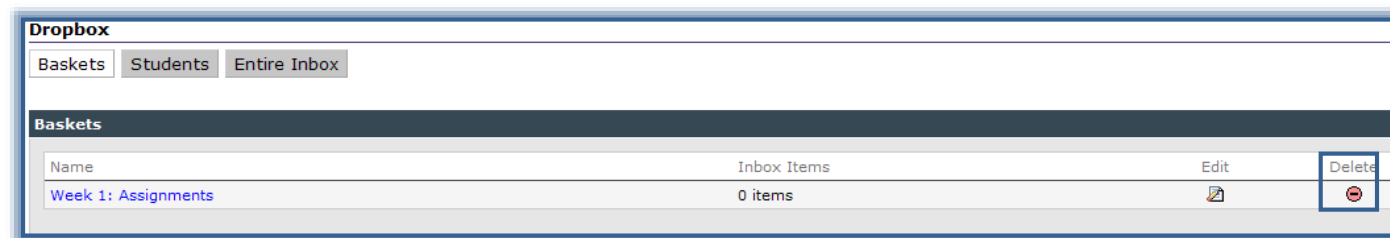
Instructors can delete Dropbox Baskets while in the Dropbox or through the Toolbox.

Delete a Dropbox Basket-Dropbox

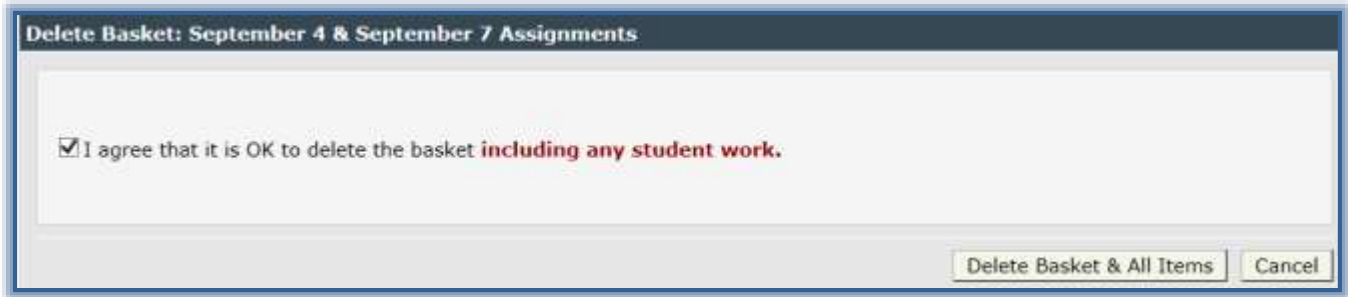
- 🖱️ Click the **Dropbox** tab on the **Tools Menu** (see illustration below).



- 🖱️ The **Dropbox** window will display (see illustration below).

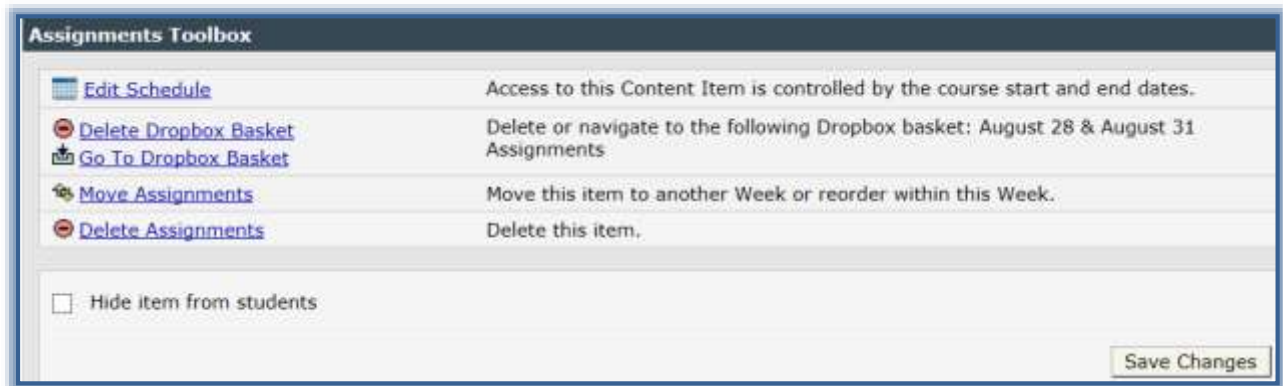


- 🖱️ In the **Delete** column, click the **Delete** button.
- 🖱️ The **Delete Basket Confirmation** window will display (see illustration below).
- 🖱️ Click the **I agree that it is OK to delete the basket** check box.
- 🖱️ Click the **Delete Basket and All Items** button to remove the basket from the **Dropbox**.



Delete a Dropbox Basket-Toolbox

- ☞ Click the **Content Item** for which the **Dropbox Basket** is to be deleted.
- ☞ Click the **Toolbox** button.
- ☞ The **Toolbox** window will display (see illustration below).

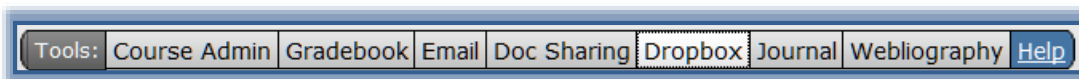


- ☞ Click the **Delete Dropbox Basket** link.
- ☞ The **Dropbox Delete Basket** window will display.
- ☞ Click the **Delete Basket** button to remove the **Basket** from the **Dropbox**.
- ☞ Click the **Cancel** button to return to the **Toolbox** window.

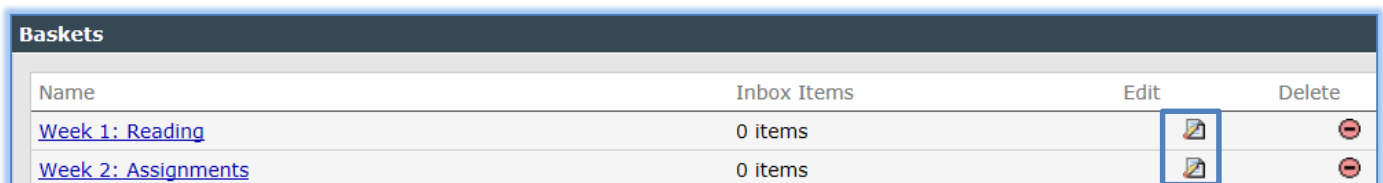
EDIT DROPBOX BASKET NAME

All Dropbox Baskets, by default, are created and named the same as the Week/Unit Content Item name. When the Edit button is selected for one of the items, a list of every Dropbox will appear. Instructors can rename Dropbox Baskets using the list that displays. When renaming a Dropbox Basket using this method, the name will not change in the Gradebook. If the name is to appear in the Gradebook it is a good idea to create a Content Item with a Dropbox.

- ☞ Click the **Dropbox** tab on the **Tools Menu** (see illustration below).



- ☞ The **Dropbox** window will display (see illustration below).



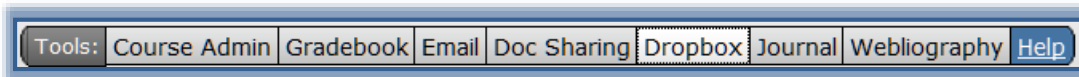
- ☞ In the **Edit** column, click the **Edit** button for the **Dropbox** that is to be renamed.
- ☞ The **Edit Basket Names** window will display (see illustration on next page).

- ☞ In the **Custom Basket Name** box, input the new name(s) for the **Basket(s)**.
- ☞ Click **Save Changes**.
- ☞ The name for the **Dropbox Basket** will be changed.

MOVE ITEMS TO ANOTHER BASKET

If a student submits an assignment to the wrong basket, the instructor can move the item to another basket unless the student has already added an item to the other basket. It is only possible to move a student submission to a basket that does not already contain items from the student.

- ☞ Click the **Dropbox** tab on the **Tools Menu** (see illustration below).



- ☞ The **Dropbox** window will display (see illustration below).

Name	Inbox Items	Edit	Delete
Week 1: Reading	0 items		
Week 2: Assignments	0 items		

- ☞ Click the **Basket** that is to be opened.
- ☞ Another **Dropbox** window will display (see illustration below).

Student	Date/Time *	Numeric Grade	Letter Grade	Return
<input type="checkbox"/> Student				<input type="checkbox"/>
<input type="checkbox"/> Smedley, Stephanie	2/27/2013 2:09 PM	--	--	<input type="checkbox"/>
<input type="checkbox"/> Smith, Riley	2/27/2013 12:54 PM	--	--	<input type="checkbox"/>
<input type="checkbox"/> Edge, Briana	2/27/2013 12:50 PM	--	--	<input type="checkbox"/>

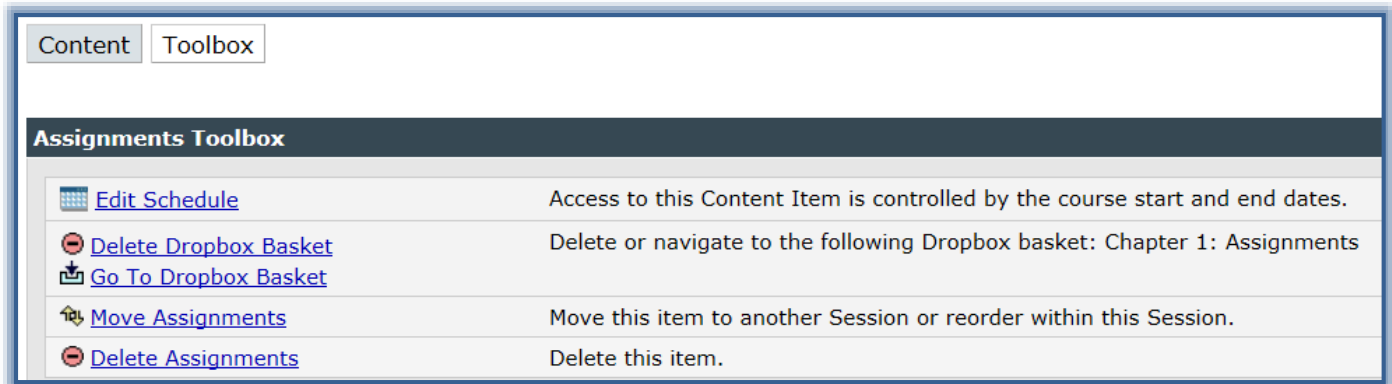
- ☞ In the **Student** column, click the check box next to the student(s) whose submission is to be moved.
- ☞ Click the **Move to Basket** link.
- ☞ In the list of items that appears, select a **Basket** destination for the submission.
- ☞ The item will be moved to the specified **Basket**.
 - ☞ If a Dropbox basket for the designated item or student already exists in the targeted area, an error message will appear.

- ☞ An item cannot be moved to a Dropbox where the designated student previously submitted an item.

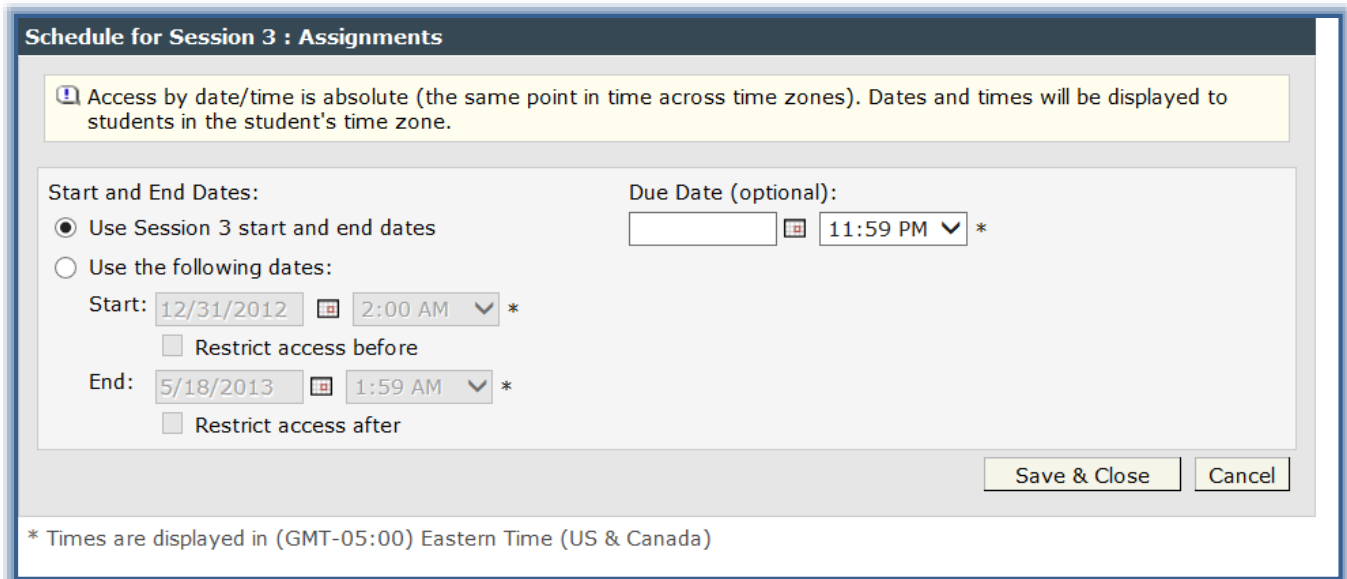
DROPBOX-RESTRICT ACCESS AFTER DEADLINE

A Dropbox basket is created and tied to a particular content item in the course navigation using the item Toolbox. To block the submission of late assignments for that Dropbox:

- ☞ Click the **Author Tab** (see illustration at right).
- ☞ Click the **Content Item** that has the **Dropbox** basket to which access is to be restricted.
- ☞ Click the **Toolbox** button (see illustration below).



- ☞ Click the **Edit Schedule** link (see illustration above).
- ☞ The **Edit Schedule** window will display (see illustration below).



- ☞ Click the **Use the Following Dates** radio button.
- ☞ Do one of the following:
 - ☞ Click the **Calendar Icons** to set **start** and **end dates** for the content item.
 - ☞ Input the date into the text box.
- ☞ Place a check in the checkbox for **Restrict access after** the date.
- ☞ Click the **Save and Close** button.

NOTE:

- When a student opens the **Dropbox** tool and tries to access a Dropbox basket **after** the **end date** for the assignment submission they will see that the basket is **grayed out**.
- If a student attempts to submit an assignment to a grayed out basket they will be prevented from submitting an assignment to the Dropbox.
- They will receive a message stating: **You do not have access to upload to the basket. Please select a new basket and click Submit to continue.**

LINK CONTENT ITEMS TO DROPBOX

In eCollege, it is possible to create links to the Dropbox within the Content Area. Before this can be done, the Dropbox basket must be created. Dropbox baskets cannot be created for Exams, Threaded Discussions, or Custom Content Item types.

- In the **Navigation Tree**, click the **Content Item** that is to be linked to the **Dropbox**.
- Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
- The **Add a Link** window will display (see illustration below).



Add a Link

Select type of link:

- Link to Content or Files
- Insert an Image
- Link to a Website
- Link to a Course Tool
- Link to Course Content

Continue > Cancel

- Click the **Link to a Course Tool** option.
- Click **Continue**.
- The **Add a Link: Link to Course Tool** window will display (see illustration below).

Add a Link: Link to a Course Tool

Text to display: *

Tool to link to: *

- Gradebook
- Email
- Chat
- Document Sharing
- Dropbox
- Journal
- Webliography

* Indicates a required field

< Back Add Link Cancel

- In the **Text to Display** field, input the text for the link.
 - This text will appear in the Visual Editor.
 - This is the text students will click to open the **Dropbox** and submit the assignment.
- In the **Tool to Link to** field, click the **Dropbox** option button.
- Click **Add Link**.
 - The link will be added to the Content Item.
 - When the students view the Content Item, they can click on the link to access the Dropbox.

☞ Once in the Dropbox, the students must select the basket to which the item is to be submitted.

🖥️ To return to the previous window, click **Back**.

🖥️ Click **Save Changes** in the **Content Item** window to complete the process of adding the link.

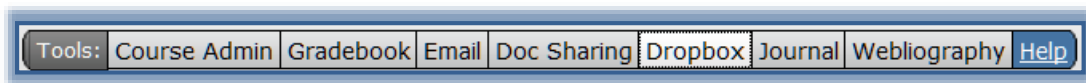
GRADE DROPBOX ITEMS FROM THE DROPBOX

The Dropbox makes it easy to grade assignments and return the graded work to students. In fact, it is possible to open and grade assignments from the Dropbox without having to go to the Gradebook.

- ✓ It is only possible to enter grades through the Gradebook for assignments that have been added as gradable items in the Gradebook.
- ✓ Items that have not been marked as gradable are displayed as NA in the Number/Letter Grade columns of the Dropbox.
- ✓ Any grades that are saved through the Dropbox are saved in the Gradebook.

Assign Grades to a Single Student

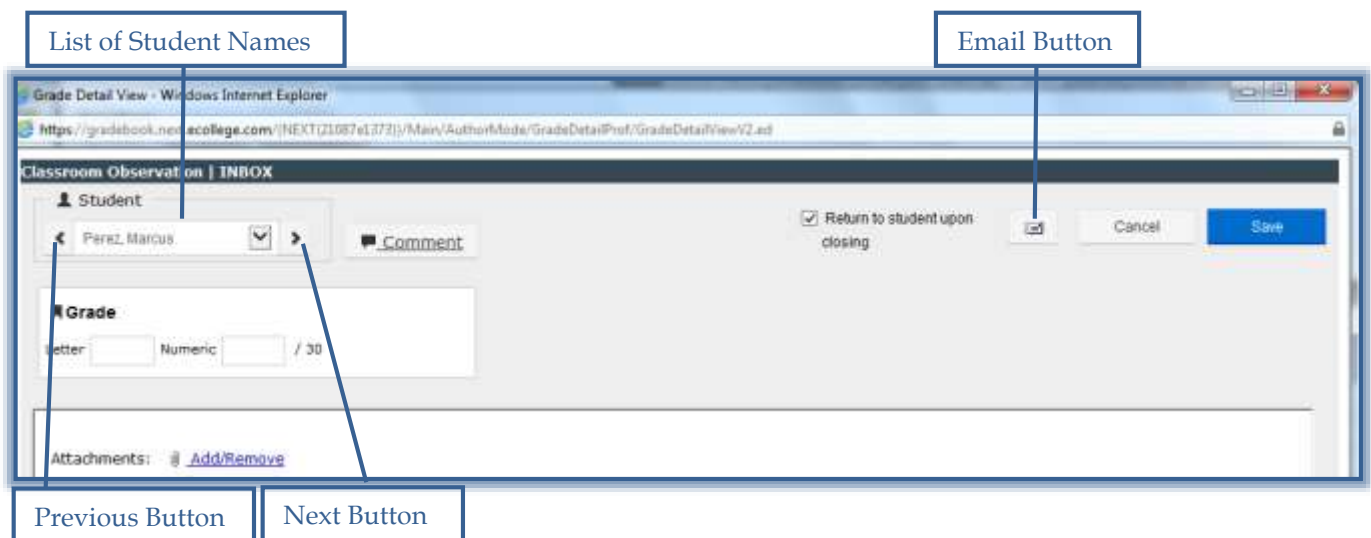
🖥️ Click **Dropbox** on the **Tools Menu** (see illustration below).



🖥️ In the **Name** column, click the **Dropbox Basket** that is to be opened.

🖥️ Click the **Inbox** tab, if necessary.

☞ Click the student's name to open the **Gradebook Details** window (see illustration below).



☞ Enter information into the appropriate fields. An explanation of these fields is provided in the table below.

or

☞ Type a grade for the assignment in either the **Numeric Grade** or the **Letter Grade** field, or both.

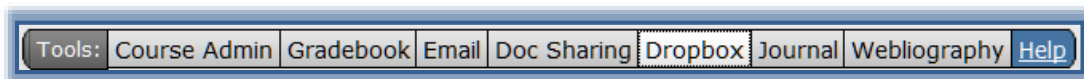
🖥️ Click **Save Changes**.







Quick Grade View (Grade Details) Window

The table below explains the fields in the **Quick Grade View (Gradebook Details) Window**.

Field	Explanation
Student Name	To view the list of the students in the course or to select a specific student in the course, click the list arrow and select the student name.
Next	This button is used to save the grade and then open the next student's assignment. When this button is clicked, the current student grade will be saved and the next record in the list will display.
Previous	Select this option to return to the record that was being graded previously; to return to the previous record.
Letter Grade	This field is used to input a letter grade for a student. Either this field and/or the next field can be used for entering grades.
Numeric Grade	In this field, type a grade for the submission. Either this field and/or the previous field can be used for entering grades.
Weighted Average	If weighting has been added for the Gradebook item, this field will display the weighted average for the submission. This grade is based on the values entered in the Gradebook.
Return to Student Upon Closing	This field is used to save the grade and return the assignment to the student. The assignment will move from your Inbox to your Outbox. You will not be able to view the assignment in the Inbox once it is moved to the Outbox. The student will be able to view the assignment in his/her Inbox.
Email	Use this feature to send an email message to the selected student.
Comment	To input a comment or suggestions that you might have about the assignment select this option. Once the comment or suggestion has been input click the Close (red x) to close the window.
Attachments: Add/Remove	This link appears under the Grade box. It is used to attach a file to the review when the assignment is returned to the student.
Cancel	This button is used to close the Grade Details window without saving changes.
Save	Use this button to save the grade without returning the assignment to the student.
Details	This area appears at the bottom of the Grade Details window. It contains the name of the student who submitted the assignment, the date and time the assignment was submitted, and any comments or notes the student entered.

Assign Grades to Multiple Students



-  Click **Dropbox** on the **Tools Menu** (see illustration below).
-  Click the **Dropbox Basket** that is to be opened.
-  Click the **Name of the Student** on the **Inbox** tab to open the **Gradebook Details** window.
-  Enter the **Grade** and **Comment** for the student.
-  Click the **Next** button.
 -  The **Grade** will be saved in the **Gradebook**.

- ☞ The **Assignment** will remain in the **Inbox**.
- ☞ The **Assignment** is shared with the student.
- 🖥️ Continue to grade additional assignments in the same way.
- ☞ The **Next** button cycles through **Inbox** items until there aren't any more assignments to grade.
- ☞ The **Next** button will be disabled when the last item is graded.
- 🖥️ Click **Close** (red X in upper-right corner of window) to return to the **Inbox**.
- 🖥️ After **Assignments** have been graded and the **Next** button has been clicked, the **Assignment** will be stored in the **Outbox** instead of the **Inbox**.