

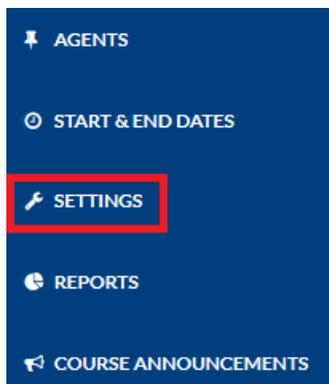
# How to Setup Dropbox

The Dropbox allows instructors to create multiple folders or “inboxes” to which learners submit assignments. The Dropbox tool is located in Courses/Trainings and Communities. The availability of the Dropbox tool depends on whether or not the site administrator has enabled this feature.

## How to Enable Dropbox Tool

If enabled by the site administrator instructors have the option to enable/disable the Dropbox tool.

1. Navigate to **Courses/Trainings** > Select desired Course/Training
2. Scroll down to **Settings**



### 3. Select the **Module Tab** > Ensure Status is **Active** > **Save**

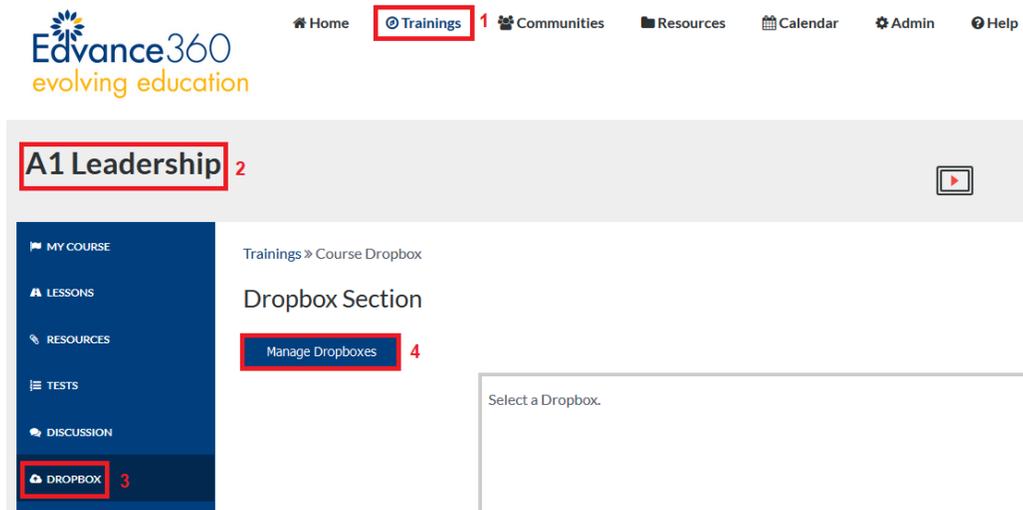
The screenshot shows a web interface for course setup. At the top, there are three tabs: 'Modules' (highlighted with a red box), 'Details', and 'Other'. Below the tabs is a blue bar with the text 'Show inactive course modules to Instructor'. Underneath, there are radio buttons for 'On' (selected) and 'Off'. A table with three columns: 'Name', 'Order', and 'Status' is displayed. The 'Name' column has a green plus icon. The table contains two rows: 'Lessons' with order '1' and status 'Active', and 'Dropbox' with order '5' and status 'Active'. The 'Dropbox' row is highlighted with a red box. Below the table is a 'Save' button, also highlighted with a red box.

Name	Order	Status
Lessons	1	Active
Dropbox	5	Active

Note: Instructors can change the order in which the course tools display and enable/disable course tools by selecting “Active” or “Inactive” from the Status dropdown menu.

## How to Access the Dropbox

1. Navigate to 1-Courses/**Trainings** > 2-Select desired **Course** > 3-**Dropbox** > 4-**Manage Dropboxes**



2. Select **Add New**  (green plus sign)

### Dropbox Section



### 3. General Information

The screenshot shows a form titled "General Information" with the following fields and options:

- Name:** A required text field with a question mark icon.
- File Prefix:** An optional text field.
- Auto Create Gradebook Item:** A checked radio button.
- Link to Existing Gradebook Item:** An unchecked radio button.
- Gradebook Category:** A dropdown menu with "Dropbox" selected.
- Gradebook Possible Points:** A required text field.
- Groupby Items for Grading:** A checked checkbox.

- *Name:* It is recommended that users name the particular dropbox with either the type of assignment or the name of the learner.
- *File Prefix:* If the instructor specifies a file prefix for a dropbox, it will attach that prefix to any file submitted to the dropbox, when the instructor or teaching assistant downloads all the files to a zip file. This helps instructors organize files that are downloaded to their computer and is optional.
- *Auto Create Gradebook Item:* Select this option to automatically create a Gradebook Item.
- *Gradebook Category:* Category assigned to the item (i.e., Quiz) created in Gradebook.
- *Gradebook Possible Points:* The possible points for the item.
- *Groupby Items for Grading:* Setting for Grouped Gradebook Items in Gradebook tool.
- *Link to Existing Gradebook Item:* Select this option to link to a Gradebook Item you have already created. A list of available options is provided via the dropdown menu (See screenshot below).

## QuickStart Guide: How to Setup Dropbox

**General Information**

\* Name 

File Prefix

Auto Create Gradebook Item  Link to Existing Gradebook Item

Gradebook Item

Select Gradebook Item

Groupby Items for Grading

### 4. Display Restrictions

Instructors can “hide” the Dropbox until the due date or always display the Dropbox.

**Display Restrictions**

Restrict Display

Always Display

Start Date

End Date

- **Restriction Display:** Select Always Display to enable the Dropbox always or select Between the Following Dates. Enter the desired start and end date below.
- **Start Date:** The desired start date for the display between the following dates option.
- **End Date:** The desired end date for the display between the following dates option.

### 5. Submission Restrictions

Instructors can restrict when and how many times learners submit Dropbox items.



The screenshot shows a form titled "Submission Restrictions" with a blue header. Below the header, there are four input fields: a dropdown menu for "Restrict Submissions" (currently set to "Always Display"), a text input for "Start Date", a text input for "End Date", and a text input for "Number of submissions allowed". A blue "Submit" button is located below the form.

- *Restrict Submissions*: Select Always Display to enable the Dropbox always or select Between the Following Dates. Enter the desired start and end date below.
- *Start Date*: The desired start date for the display between the following dates option.
- *End Date*: The desired start date for the display between the following dates option.
- *Number of Submissions Allowed*: Enter the number of times learners are permitted to submit the Dropbox item.

### 6. Select **Submit** after setting up Dropbox settings

## 7. Below is what learners see in their Dropbox section

### Dropbox Section

- Gradebook Connect Test  
Open: No Date Assigned  
Close: No Date Assigned
- Homework Week #1  
Open: No Date Assigned  
Close: No Date Assigned
- Successful Delegation Assignment  
Open: No Date Assigned  
Close: No Date Assigned
- Organizational Flow Chart  
Open: No Date Assigned  
Close: No Date Assigned

Upload a submission for: Gradebook Connect Test

[+ Upload File](#) [+ Upload Multiple Files](#)

## How to Use Additional Dropbox Features

1. In the operations section instructors can reorder dropboxes by enter the desired number next to the dropbox item and select Reorder

### Dropbox Section

The screenshot shows the 'Dropbox Section' interface. At the top, there is a dark blue bar labeled 'Operations' with two buttons: 'Reorder' and 'Delete selected'. Below this is a 'Dropbox' section with a table. The table has columns for 'Sort Order', 'Folder Name', and 'Actions'. The first row is 'Gradebook Connect Test' with a '0' in the 'Sort Order' field. The second row is 'Homework Week #1' with a '1' in the 'Sort Order' field. A red box highlights the 'Reorder' button and the 'Sort Order' input fields. A red arrow points from the 'Reorder' button to the '0' input field.

	Sort Order	Folder Name	Actions
<input type="checkbox"/>	0	Gradebook Connect Test	
<input type="checkbox"/>	1	Homework Week #1	

2. In the operations section instructors can delete selected dropboxes by selecting the checkbox next to the dropboxes to be deleted then select Delete Selected

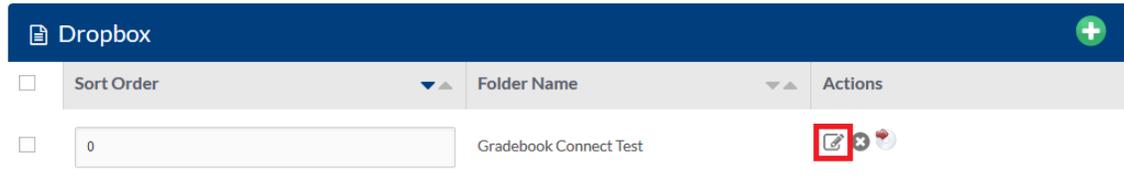
### Dropbox Section

The screenshot shows the 'Dropbox Section' interface. At the top, there is a dark blue bar labeled 'Operations' with two buttons: 'Reorder' and 'Delete selected'. Below this is a 'Dropbox' section with a table. The table has columns for 'Sort Order', 'Folder Name', and 'Actions'. The first row is 'Gradebook Connect Test' with a '0' in the 'Sort Order' field. The second row is 'Homework Week #1' with a '1' in the 'Sort Order' field. A red box highlights the 'Delete selected' button and the checkboxes in the first column of the table. A red arrow points from the 'Delete selected' button to the checkboxes.

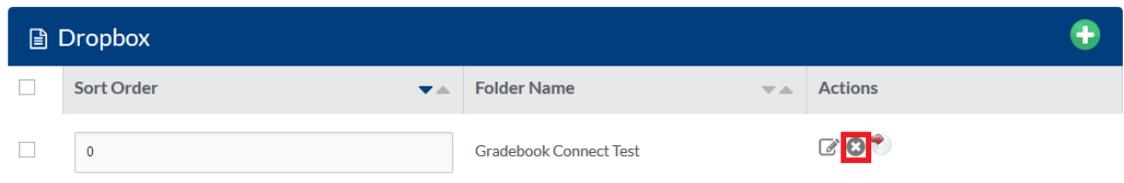
	Sort Order	Folder Name	Actions
<input type="checkbox"/>	0	Gradebook Connect Test	
<input type="checkbox"/>	1	Homework Week #1	

## QuickStart Guide: How to Setup Dropbox

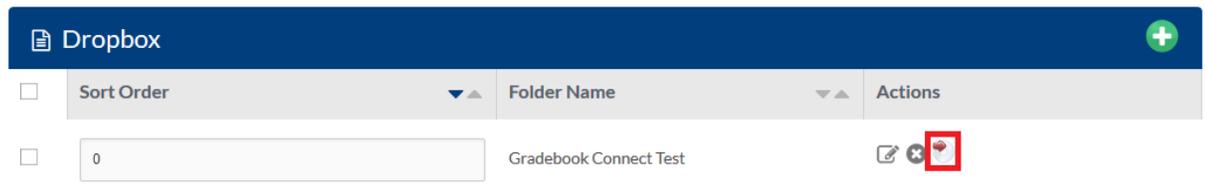
### 3. Select the **pencil icon** to edit dropbox



### 4. Select **X** to delete dropbox



### 5. Select **red arrow icon** to Empty dropbox to allow additional submissions



6. Video and Audio Notes allows instructors to create short video and audio recordings for learners throughout Edvance360.
- Instructors may create audio and video notes for students to review in the dropbox by selecting the “**Record**” button in the top right-hand corner of the Add/Edit Dropboxes page. Once the instructor has recorded content, students will view a “Play” button in the right hand corner of the course Dropbox and should click the button to review the instructor message.
  - Instructors may also create individualized audio/video feedback for each dropbox submission in the Feedback area by selecting the “Record” button within a turned in assignment in the Dropbox. Learners will then be able to review private feedback that the instructor has provided to them on their assignment by selecting the “**Play**” button that will appear.

A1 Leadership

Trainings » Course Dropbox » Manage Dropboxes » Add/Edit Dropboxes

**General Information**

\* Name ⓘ  
Gradebook Connect Test

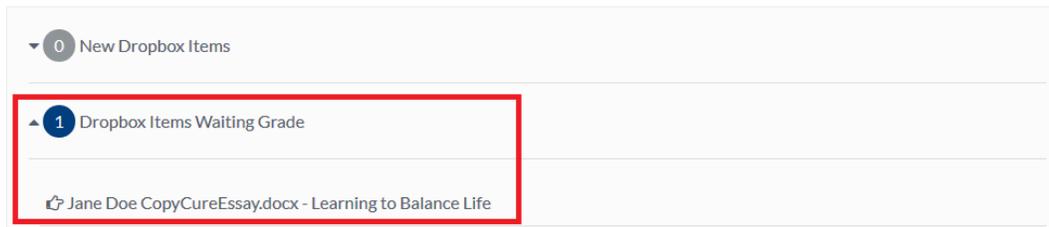
File Prefix  
Gradebook Item  
Gradebook Connect Test

Groupby Items for Grading

### Dropbox Notifications

1. If the widget is enabled Dropbox notifications will display on the instructor's homepage in the Course Alerts section.

#### Course Alerts



- The Course Alerts section provides a hyperlink to the actual file within the dropbox or instructors may click on the dropbox desired from within the course itself. While in the dropbox, the instructor will see the associated learner information, photo, file submitted, notes from the learner, and the date and time the file was submitted.

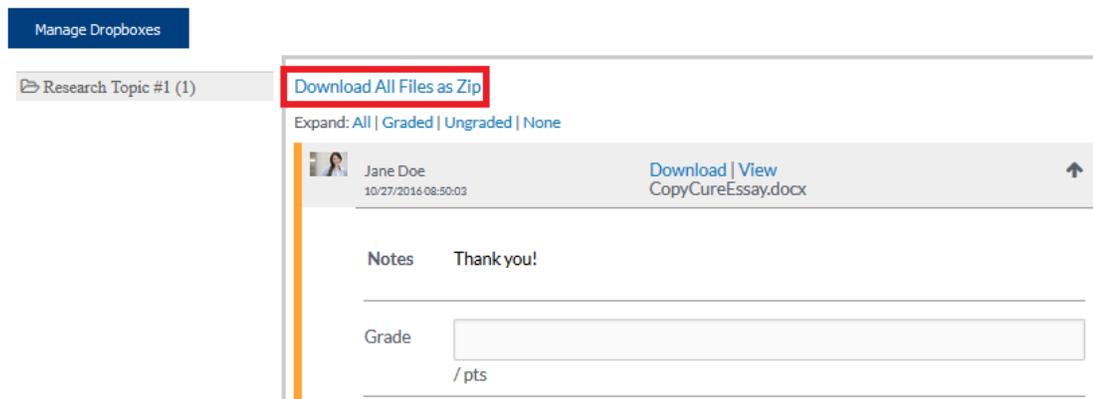
## QuickStart Guide: How to Setup Dropbox

2. Grading Dropbox items: If the dropbox is associated with a Gradebook item, the instructor may submit a grade inside the Dropbox, which then updates the Gradebook. The instructor may download and/or save the file to their computer by clicking on the hyperlinked file provided by the learner.

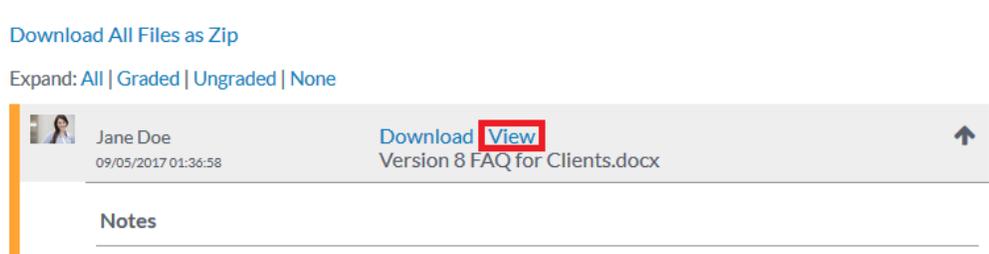
The screenshot displays the Edvance360 interface for managing a Dropbox item. On the left, there is a sidebar with a blue button labeled "Manage Dropboxes" and a breadcrumb trail "Research Topic #1 (1)". The main content area is titled "Download All Files as Zip" and includes a sub-menu "Expand: All | Graded | Ungraded | None". A user profile for "Jane Doe" (10/27/2016 08:50:03) is shown with a "Download | View" link and the filename "CopyCureEssay.docx". Below this, there is a "Notes" section with the text "Thank you!". A "Grade" input field is present, followed by a "/ pts" label. A rich text editor is available for responding, with a toolbar containing icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, and source. The editor shows "Paragraphs: 0, Words: 0". An "Attachments" section includes a "Browse..." button and the text "No file selected.". A blue "Submit Feedback" button is located below the attachments. The "Current Feedback:" section shows "No Date Assigned". At the bottom right, there are "Move | Delete" links.

## QuickStart Guide: How to Setup Dropbox

3. If there are several files to download, instructors and teaching assistants may choose to download them all at once by clicking on the “Download All Files as Zip File” hyperlink at the top of the page. This will bundle all the files into a zip file that the user may open on their computer instead of having to download each file individually.



4. Select **View** to use the Inline Grading feature



- After selecting View a new window will open allowing instructors to highlight, comment, strikeout, draw and delete information on the Dropbox assignment submitted.
- If you do not see the information you added ensure the Show Annotations option is selected
- Depending on how many highlights, comments, strikeouts and drawings it can take a little while for the system to process and display to learners.

# QuickStart Guide: How to Setup Dropbox

Example of how Inline Grading Looks for instructors

