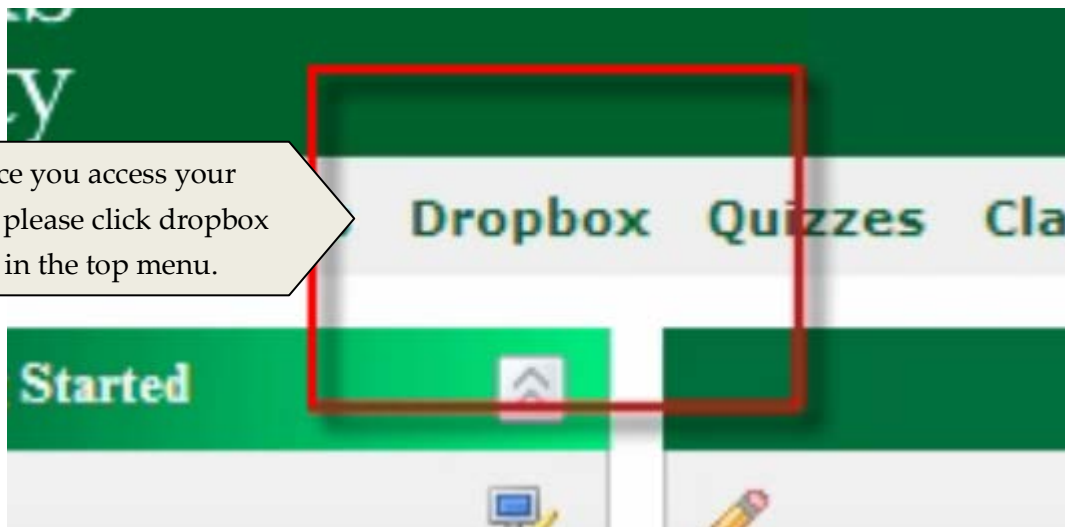


In this tutorial, we will learn how to create and manage dropbox assignments. The dropbox section can be used for both individual and group assignments. Group dropbox assignments will be covered in another tutorial. The dropbox section is not designed to conduct tests, quizzes, exams, and surveys. D2L has different sections for these kinds of activities. The dropbox is designed to submit written assignments which the instructor can provide feedback to students regarding their submission and grade their assignments.

Step 1. Creating a Dropbox Assignment

1A. Once you access your course, please click dropbox located in the top menu.



1B. On this page, please click New Folder to create the first assignment.



Properties Restrictions Activities

1C. Please type the name of your assignment.

Properties

* Name:

Folder Type: Individual submission folder
 Group submission folder

1D. Since we have not created any groups for this tutorial, we will choose individual submission folder as the folder type.

Category:

1E. We will create a category called "Literature Reviews" by clicking "New Category".

[New Category](#)

Grade Item:

Out Of:

Custom Instructions:

New Dropbox Category ✕

* Name:

Cancel

Save



Group Category: -- No Group Categories Exist --

Category: Literature Review

Grade Item: None

Out Of:

Custom Instructions:

1F. We will choose the particular grade item.

1G. If you have not created a grade item for this particular assignment you may click "New Grade Item" to create a grade item.

New Grade Item

General

Type: Numeric

* Name: Re

Short Name:

Category: None

Show Description

Grading

* Max. Points: 10

Can Exceed:

Bonus:

Exclude from Final Grade Calculation:

Grade Scheme: -- Default Scheme -- (Percentage)


Restrictions

Visibility: Grade item is always visible
 Hide this grade item

Category: Literature Review [New Category]


Grade Item: Review of Revolutionary War


Out Of: 10

Custom Instructions: 

1H. Please make sure that the score you enter into the "Out of "section matches with the maximum score assigned to the grade item.

Out Of: 10

Custom Instructions:  Basic Advanced



Read the chapter and submit your paper

1I. In the custom instructions, you may provide additional information to your students about the particular assignment.

1J. You can also create links to other files or external resources such as websites. You can also attach a file if you have already prepared a rubric for grading or any separate instructions in advance.

Attached Files

Attachments:

Submission Options

[Show Submission Options](#)

Attached Files

Attachments:

Add a File

Submission Options

 [Hide Submission Options](#)

Files allowed per submission:

Unlimited

One file per submission

Submissions:

Keep all submissions

Overwrite submissions

Only one submission allowed


1K. For submission options, we will choose one file per submission since we asked students to submit only one document.

1M. We will also choose “overwrite submissions” not to see a crowded list of submissions.

1L. However, you may choose unlimited if you ask them to submit multiple files like a separate list of references in addition to the review.

Step 2. Setting Availability for Assignments

 Folder List

 Edit Folder

Properties

Restrictions

2A. Most of the time, our assignments will have deadlines. In order to set deadlines for the assignments, please click Restrictions tab.

Properties Restrictions Activities

Under this tab, you can set a start date and an end date for the availability of the assignment.

Availability

Date Availability: Has Start Date

July 15 2010 12:38 PM United States - Denver Now

Has End Date

July 22 2010 12:38 PM United States - Denver Now

Display in Schedule

2B. If both dates are set, the assignment will be visible all the time, however, your students will only be able to submit a file between the dates set for the assignment.

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder

Only allow users with special access to see this folder

Add Users to Special Access

Special Access

Special Access: Allow users with special access to submit assignments outside the normal availability dates for this folder

Only allow users with special access to see this folder

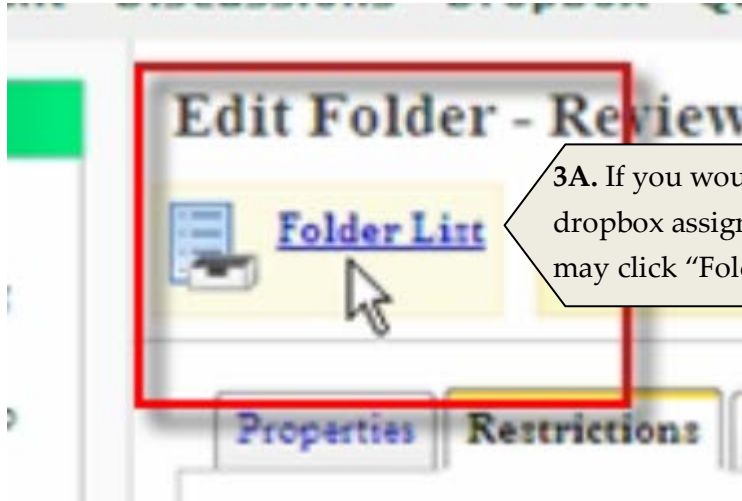
Add Users to Special Access

Cancel

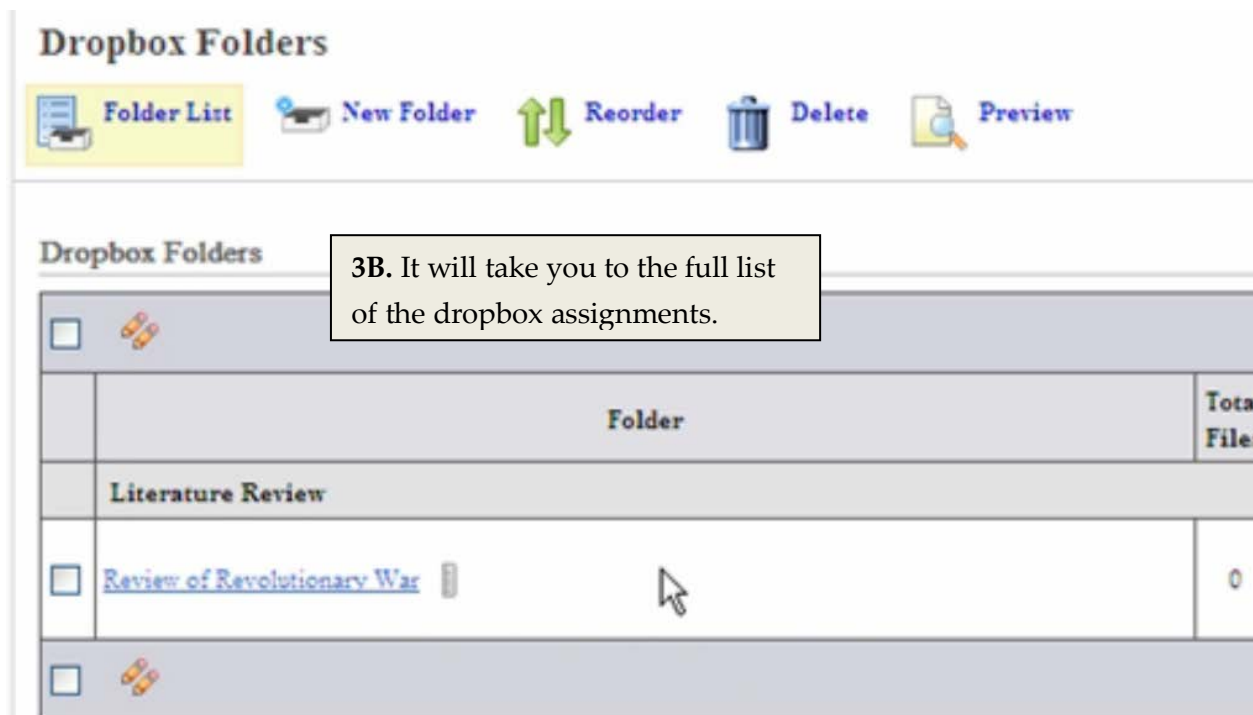
2C. After you set the date, click Save to create the dropbox assignment.

Save

Step 3. Viewing Created Assignments



3A. If you would like to view the dropbox assignment you created you may click "Folder List".



3B. It will take you to the full list of the dropbox assignments.