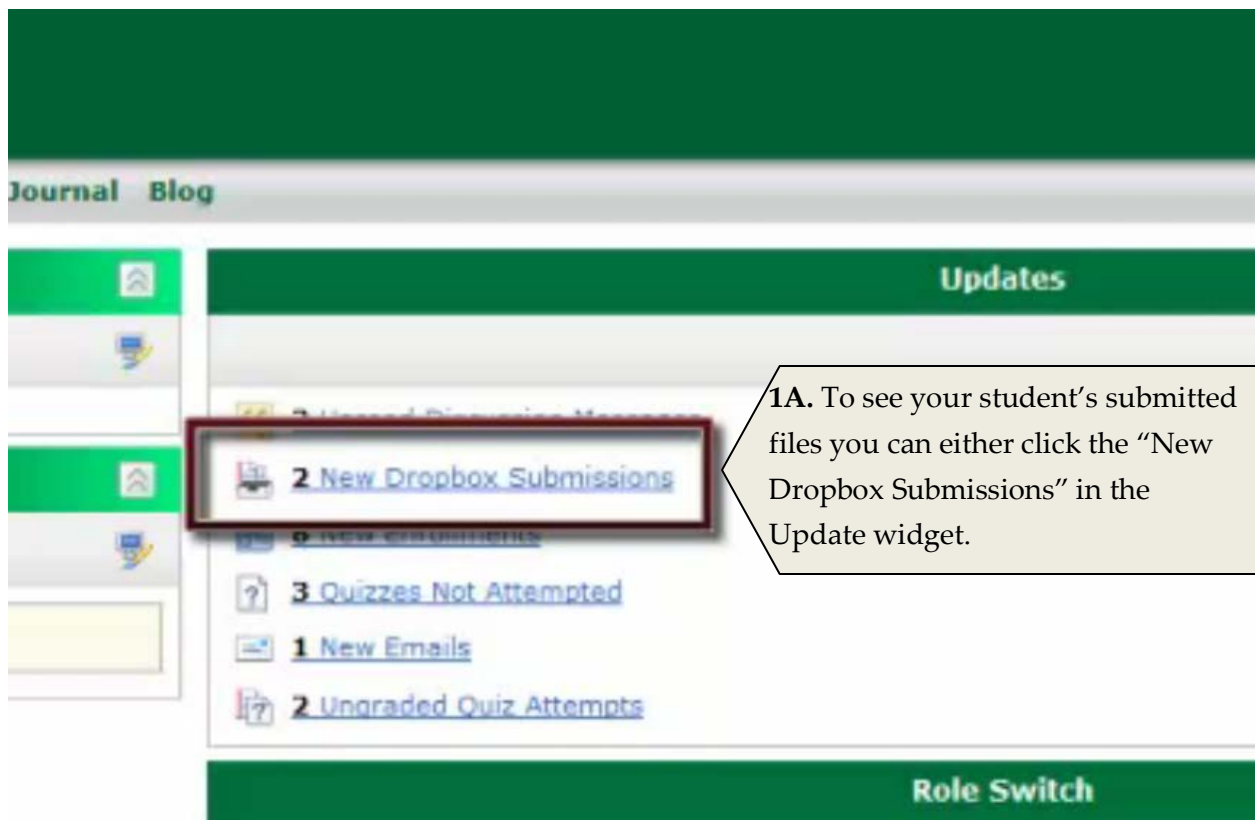


In this tutorial we will learn how to grade your dropbox assignments in D2L.

Step 1. Finding New Dropbox Submissions



The screenshot shows the D2L interface with the 'Updates' widget. The widget lists several items: '2 New Dropbox Submissions', '3 Quizzes Not Attempted', '1 New Emails', and '2 Ungraded Quiz Attempts'. The '2 New Dropbox Submissions' item is highlighted with a red box. A callout box points to this item with the text: '1A. To see your student's submitted files you can either click the "New Dropbox Submissions" in the Update widget.'

Journal Blog

Updates

2 New Dropbox Submissions

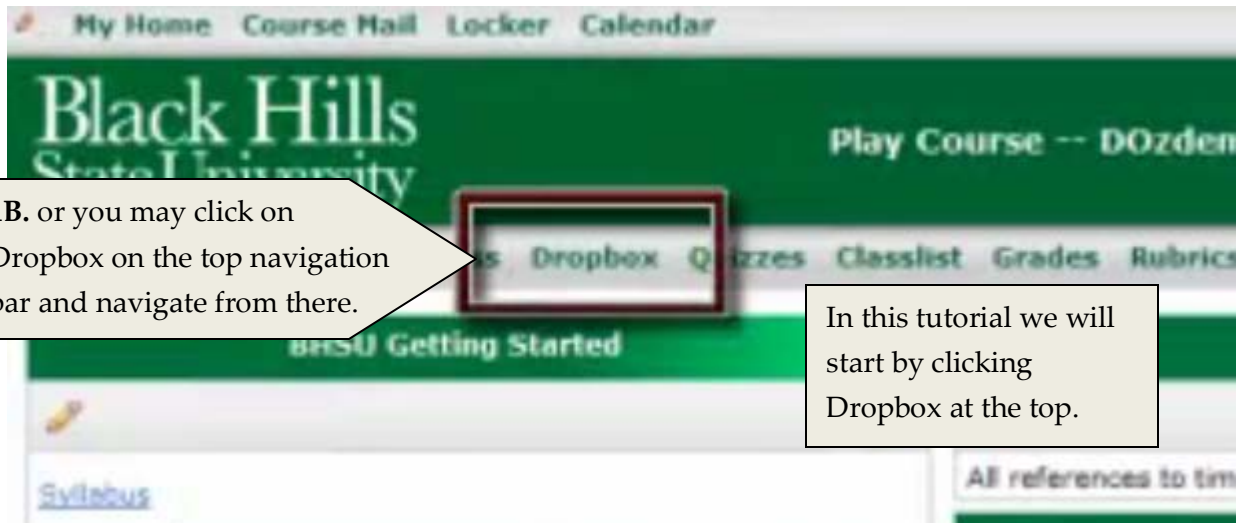
3 Quizzes Not Attempted

1 New Emails

2 Ungraded Quiz Attempts

Role Switch

1A. To see your student's submitted files you can either click the "New Dropbox Submissions" in the Update widget.



1B. or you may click on Dropbox on the top navigation bar and navigate from there.

In this tutorial we will start by clicking Dropbox at the top.

Step 2. Selecting Graded Assignments

You will see a grid listing of the Dropbox Folders. This will show the assignments and the number of total files submitted to those assignments, as well as the number of unread and flagged files within that assignment's submissions.

Dropbox Folders

<input type="checkbox"/>	
<input type="checkbox"/>	No Category
<input type="checkbox"/>	Assignment
<input type="checkbox"/>	Literature Reviews
<input type="checkbox"/>	Review of Revolutionary War
<input type="checkbox"/>	Major Battles
<input type="checkbox"/>	Gettysburg
<input type="checkbox"/>	Shiloh
<input type="checkbox"/>	

2A. Note that the assignments that can be graded are the ones linked as shown by the ruler symbol next to the assignment name. If you would like to know how to link assignments in the dropbox to the grade book refer to our tutorial on Managing Grades.



When you go to click on the assignment you wish to grade, make sure you are clicking on the assignment link and not the pencil button. If you click on the pencil button instead, it will take you to the editing options of the assignment.

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
No Category					
Assignment 1	2	2	0		
Literature Reviews					
Review of Revolutionary War	0	0	0		
Major Battles					
Gettysburg	0	0	0		
Shiloh	0	0	0		

2D. In this tutorial, we will view the assignment submissions by users.

2C. You will then see the folder submissions of that assignment. You can either view this by Users or Files.

Folder Contents

View By:

Search For: [Hide Search Options](#)

Search In: First Name Last Name

Submissions:

Only show users with unread submissions

Last Submission after:

United States - Chicago





Last Submission before:

United States - Chicago

Feedback:

	First Name, Last Name ▲	Submission Date	Delete
<input type="checkbox"/>	Pick, Caitlin		
<input type="checkbox"/>	Schmidt, Carly		

Feedback:

First Name, Last Name ▲		Submission Date	Delete
<input type="checkbox"/>	Pick, Caitlin		
<input type="checkbox"/>	Schmidt, Carly		
<input type="checkbox"/>	Gabriel, Gail		
<input type="checkbox"/>	Huber, Kylee		
<input type="checkbox"/>	Barman, Michelle		
<input type="checkbox"/>	Kraft, Mitch		
<input type="checkbox"/>	Ozdemir, Student		
 Workshop topics.docx (11.32 KB)		Nov 18, 2010 1:32 PM	
This assignment really helped to understand how to create workshops. Thank you so much. Student			
 Managing your dropbox.docx (11.9 KB)		Nov 18, 2010 1:34 PM	
This is the second paper for this assignment. Thank you.			
<input type="checkbox"/>	Schoenberger, Tamara		

2E. By scrolling down you will see all of the students' names and underneath will be the files they have submitted in the dropbox.

[Leave Feedback](#)

Step 3. Providing Feedback for Graded Assignments

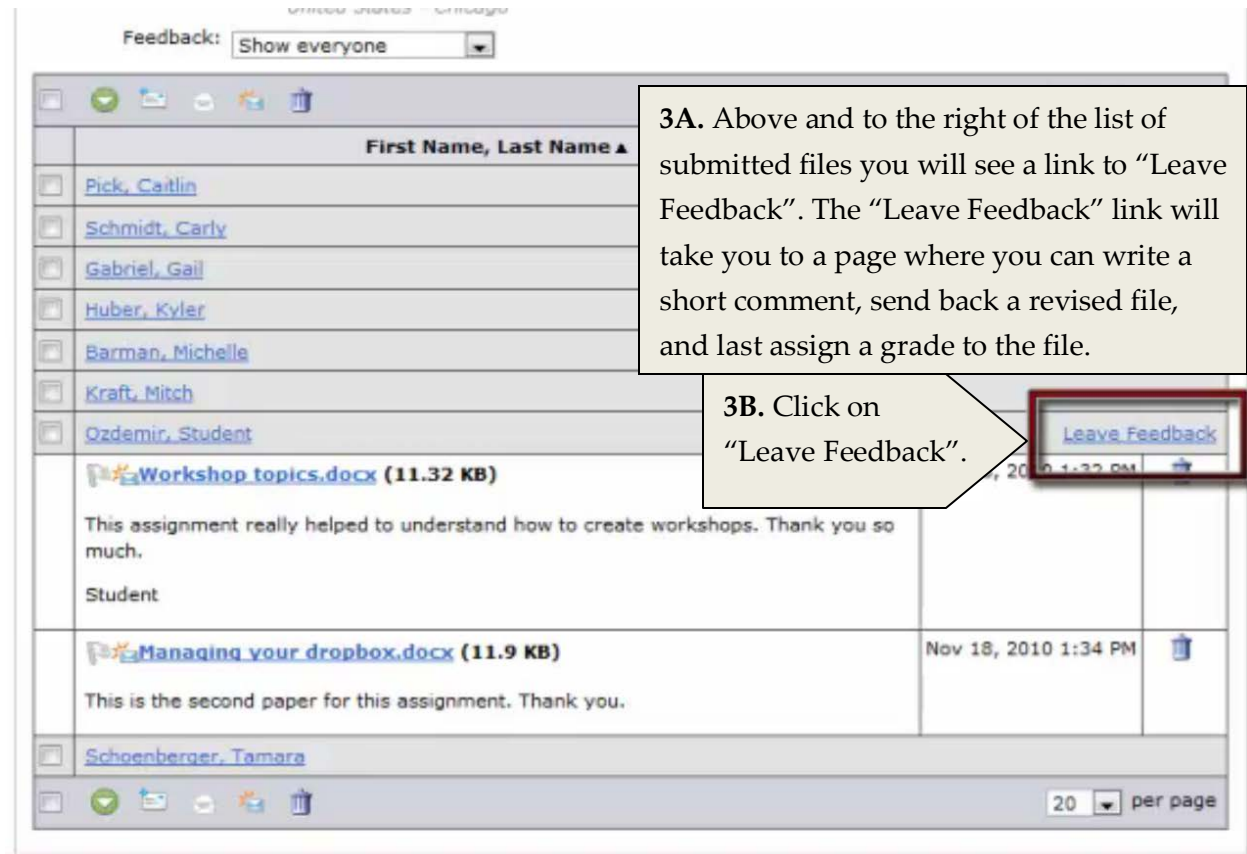
Feedback:

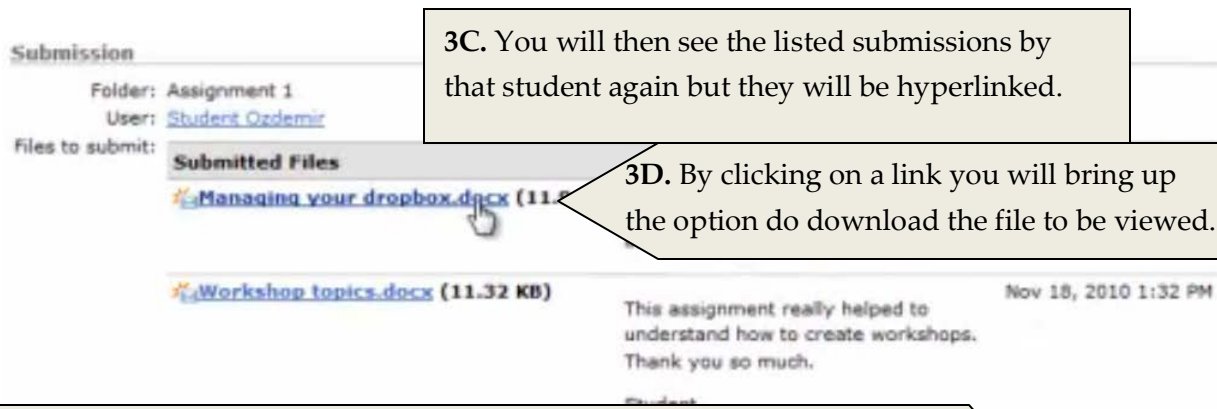
First Name, Last Name ▲	
<input type="checkbox"/> Pick, Caitlin	
<input type="checkbox"/> Schmidt, Carly	
<input type="checkbox"/> Gabriel, Gail	
<input type="checkbox"/> Huber, Kyler	
<input type="checkbox"/> Barman, Michelle	
<input type="checkbox"/> Kraft, Mitch	
<input type="checkbox"/> Ozdemir, Student	
<input type="checkbox"/> Workshop topics.docx (11.32 KB)	
This assignment really helped to understand how to create workshops. Thank you so much. Student	
<input type="checkbox"/> Managing your dropbox.docx (11.9 KB)	Nov 18, 2010 1:34 PM <input type="checkbox"/>
This is the second paper for this assignment. Thank you.	
<input type="checkbox"/> Schoenberger, Tamara	

20 per page

3A. Above and to the right of the list of submitted files you will see a link to “Leave Feedback”. The “Leave Feedback” link will take you to a page where you can write a short comment, send back a revised file, and last assign a grade to the file.

3B. Click on “Leave Feedback”.



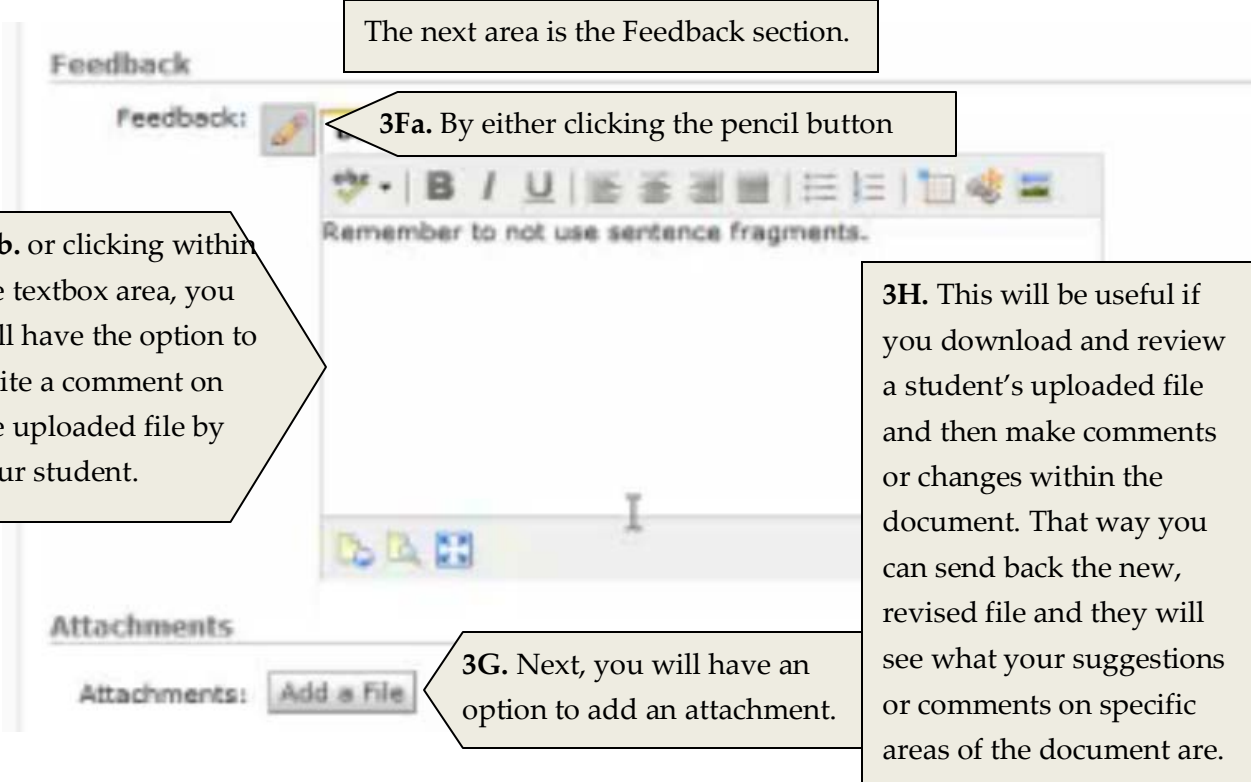


3C. You will then see the listed submissions by that student again but they will be hyperlinked.

3D. By clicking on a link you will bring up the option to download the file to be viewed.

3E. You will also have to option of downloading all files at once via a .zip file by clicking the "Download All Files" button below the submissions.

Download All Files



The next area is the Feedback section.

3Fa. By either clicking the pencil button

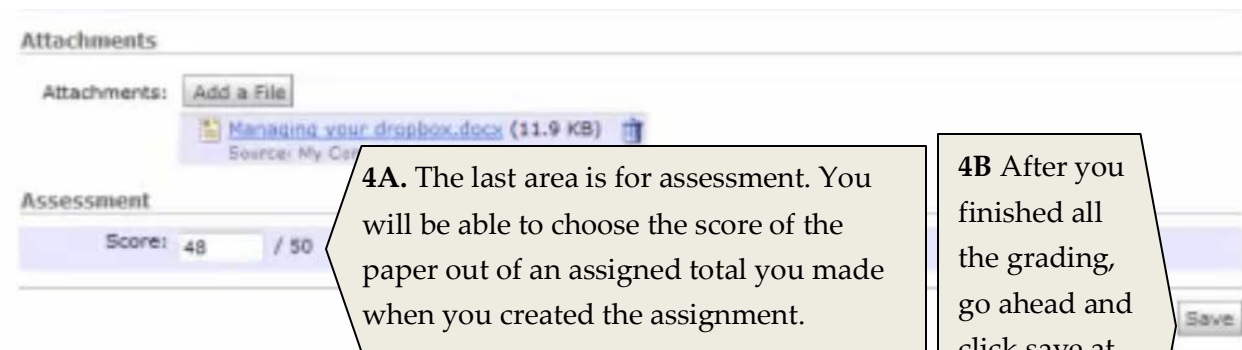
3Fb. or clicking within the textbox area, you will have the option to write a comment on the uploaded file by your student.

3H. This will be useful if you download and review a student's uploaded file and then make comments or changes within the document. That way you can send back the new, revised file and they will see what your suggestions or comments on specific areas of the document are.

3G. Next, you will have an option to add an attachment.

Add a File

Step 4. Assessing an Assignment

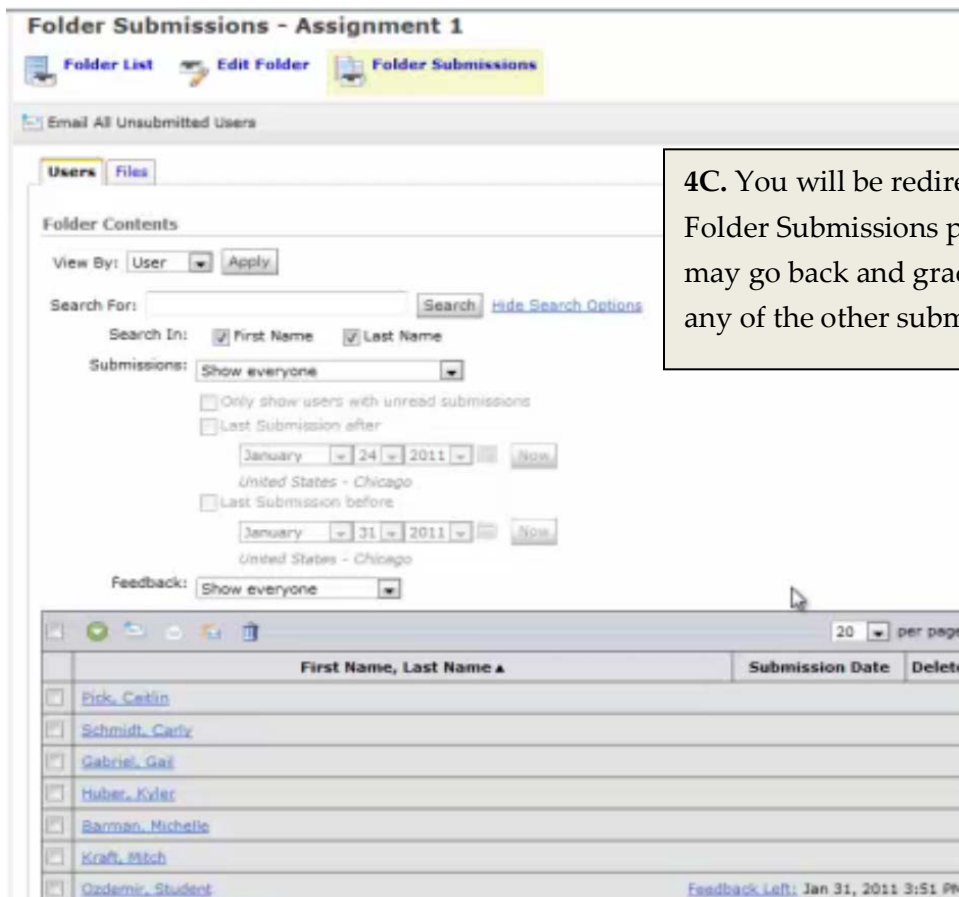


4A. The last area is for assessment. You will be able to choose the score of the paper out of an assigned total you made when you created the assignment.

4B After you finished all the grading, go ahead and click save at the bottom right of the page.



If you had assigned a grade to the particular assignment in the Grade book before this, the new grade you put in the Leave Feedback section will overwrite the previous grade.



4C. You will be redirected to the Folder Submissions page where you may go back and grade or review any of the other submitted files.

	First Name, Last Name ▲	Submission Date	Delete
<input type="checkbox"/>	Pirk, Caitlin		
<input type="checkbox"/>	Schmidt, Carly		
<input type="checkbox"/>	Gabriel, Gai		
<input type="checkbox"/>	Huber, Kyler		
<input type="checkbox"/>	Barman, Michelle		
<input type="checkbox"/>	Kraft, Mitch		
<input type="checkbox"/>	Ozdemir, Student		

Feedback Left: Jan 31, 2011 3:51 PM

Step 5 Emailing All Unsubmitted Users



Also on the Folder Submissions page is the option to "Email All Unsubmitted Users". This will be helpful if your students are approaching a deadline on an assignment and you would like to give them a reminder about the due date.

If you follow this tutorial, you will be able to grade from your dropbox as well as send out reminders to your students about upcoming assignments that are due.