

Dropbox Workshop

The Dropbox tool allows the uploading and storing of assignments to folders in the Learning Environment. These files are made accessible to you and designated users, removing or supplementing the need to physically distribute, collect, or email important assignment information.

Users can also submit content into the Dropbox in folders you designate.

Use this tool to:

- Create a place for students to submit their assignments

Help Topics:

- What pedagogical principles does Dropbox support?
- How do I access the dropbox tool?
- How do I create a dropbox folder?
- How do I create a dropbox category?
- How do I manage dropbox folders or categories?
- How do I manage dropbox submissions?
- How do I view submitted dropbox files?
- How do I preview the Dropbox?
- How do I leave feedback and grades?



What Pedagogical Principles does Dropbox support?

The Dropbox tool supports all seven of the teaching principles:

- Encourage Student-Faculty Interaction
- Encourage Student-Student Interaction
- Encourage Active Learning
- Give Prompt Feedback
- Emphasize Time on Task
- Communicate High Expectations
- Respect Diverse Talents and Ways of Learning



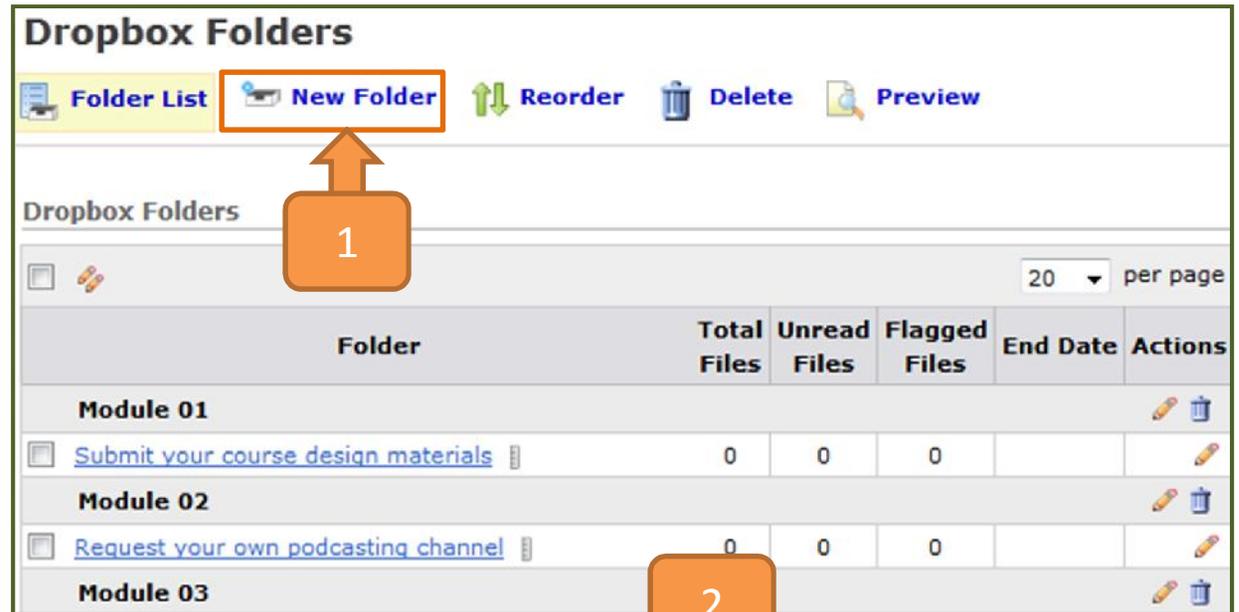
How do I access Dropbox?

1. Click Dropbox from the nav bar.



How do I create a Dropbox folder?

1. Click **New Folder**.
2. Name the folder.
3. Optional: Associate the folder with a category.
4. Click **Save**.



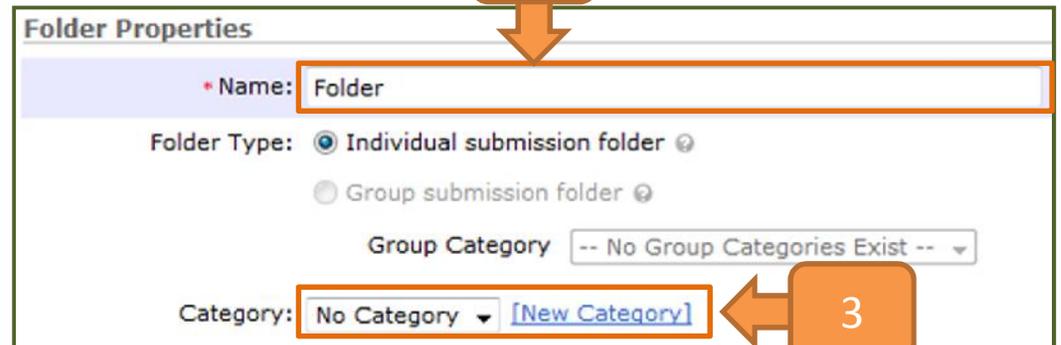
Dropbox Folders

Folder List **New Folder** Reorder Delete Preview

Dropbox Folders

20 per page

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Module 01					
<input type="checkbox"/> Submit your course design materials	0	0	0		
Module 02					
<input type="checkbox"/> Request your own podcasting channel	0	0	0		
Module 03					



Folder Properties

* Name:

Folder Type: Individual submission folder Group submission folder

Group Category: -- No Group Categories Exist --

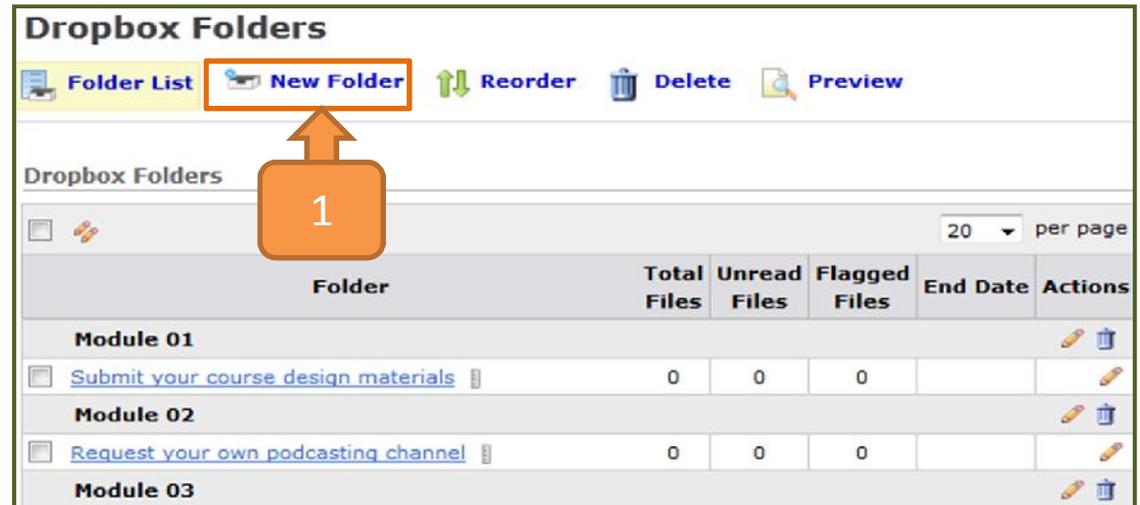
Category: [\[New Category\]](#)



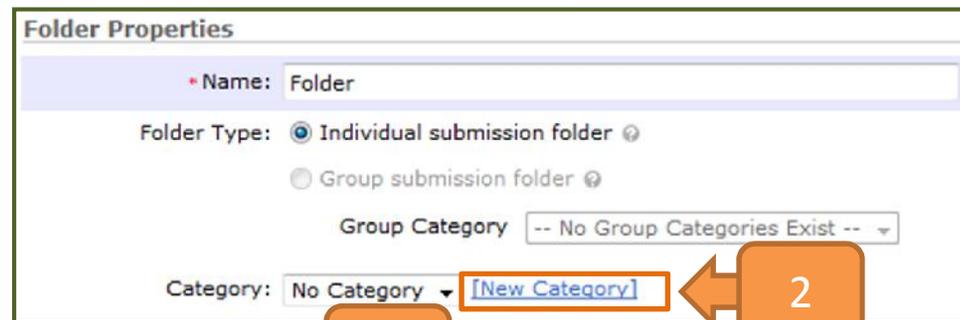
How do I create a Dropbox category?

1. Click **New Folder**
2. Click **New Category**.
3. Name the category.
4. Click **Save**.

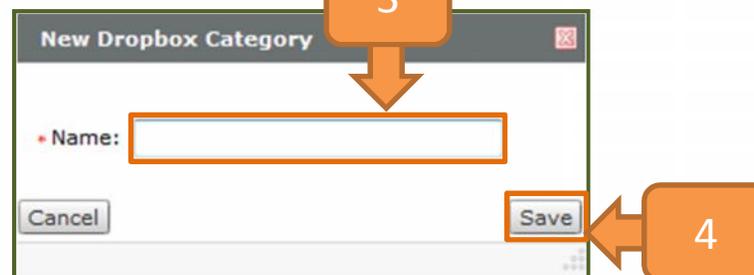
Protip: You can keep creating categories and develop course structure while you're here and just selecting the appropriate one for the folder you made when you're done.



The screenshot shows the 'Dropbox Folders' interface. At the top, there are navigation buttons: 'Folder List', 'New Folder', 'Reorder', 'Delete', and 'Preview'. The 'New Folder' button is highlighted with an orange box, and an orange callout box with the number '1' and an arrow points to it. Below the navigation bar, there is a table of folders. The table has columns for 'Folder', 'Total Files', 'Unread Files', 'Flagged Files', 'End Date', and 'Actions'. The folders listed are 'Module 01' (with sub-folder 'Submit your course design materials'), 'Module 02' (with sub-folder 'Request your own podcasting channel'), and 'Module 03'.



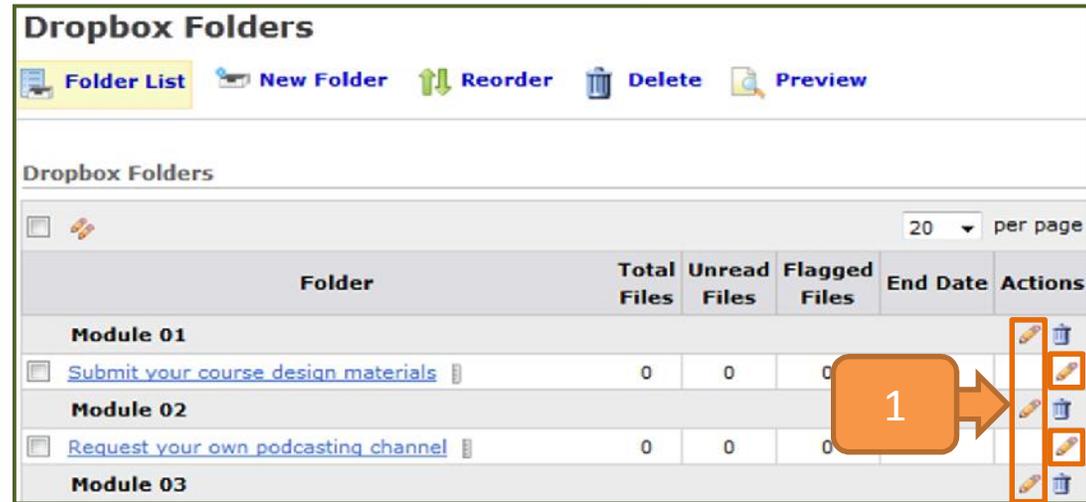
The screenshot shows the 'Folder Properties' dialog box. The 'Name' field is set to 'Folder'. The 'Folder Type' is set to 'Individual submission folder'. The 'Group Category' dropdown is set to '-- No Group Categories Exist --'. The 'Category' dropdown is set to 'No Category', and the text '[New Category]' is entered in the dropdown menu. An orange callout box with the number '2' and an arrow points to the '[New Category]' text.



The screenshot shows the 'New Dropbox Category' dialog box. The 'Name' field is empty and highlighted with an orange box. An orange callout box with the number '3' and an arrow points to the 'Name' field. The 'Save' button is highlighted with an orange box, and an orange callout box with the number '4' and an arrow points to it. There is also a 'Cancel' button.

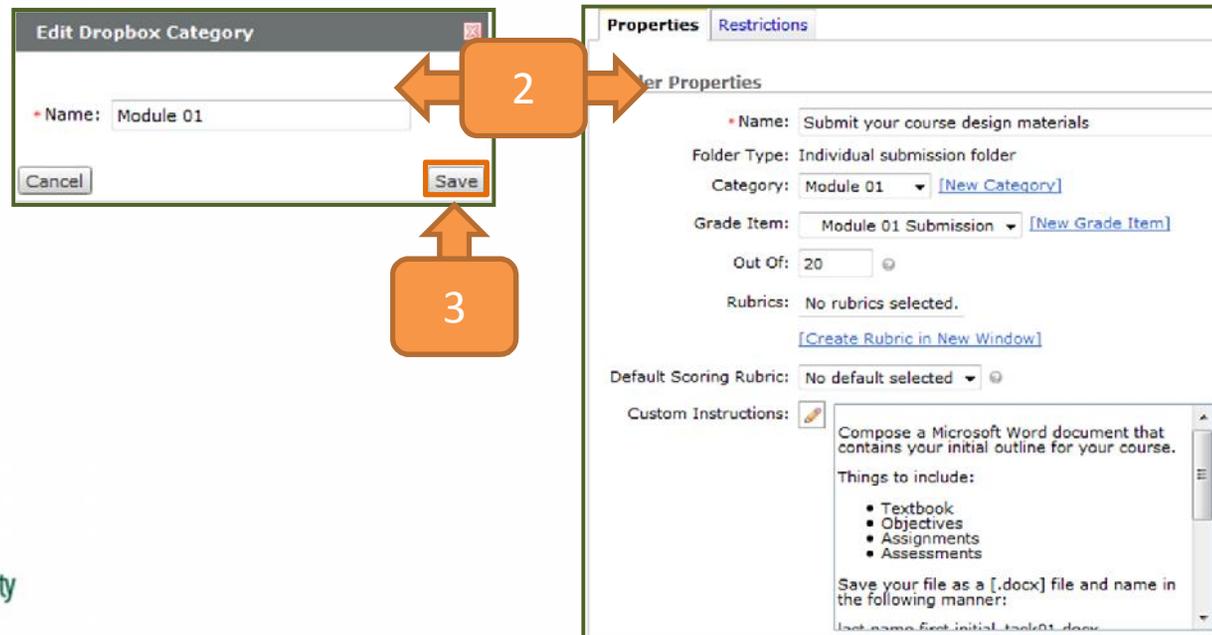
How do I edit a Dropbox folder or category?

1. Click the edit icons in the **Actions** menu.
2. Make your edits.
3. Click **Save**.



The screenshot shows the 'Dropbox Folders' interface. At the top, there are buttons for 'Folder List', 'New Folder', 'Reorder', 'Delete', and 'Preview'. Below this is a table of folders. The table has columns for 'Folder', 'Total Files', 'Unread Files', 'Flagged Files', 'End Date', and 'Actions'. The 'Actions' column contains edit and delete icons. An orange box with the number '1' and an arrow points to the edit icon for the folder 'Submit your course design materials'.

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Module 01					
<input type="checkbox"/> Submit your course design materials	0	0	0		
Module 02					
<input type="checkbox"/> Request your own podcasting channel	0	0	0		
Module 03					

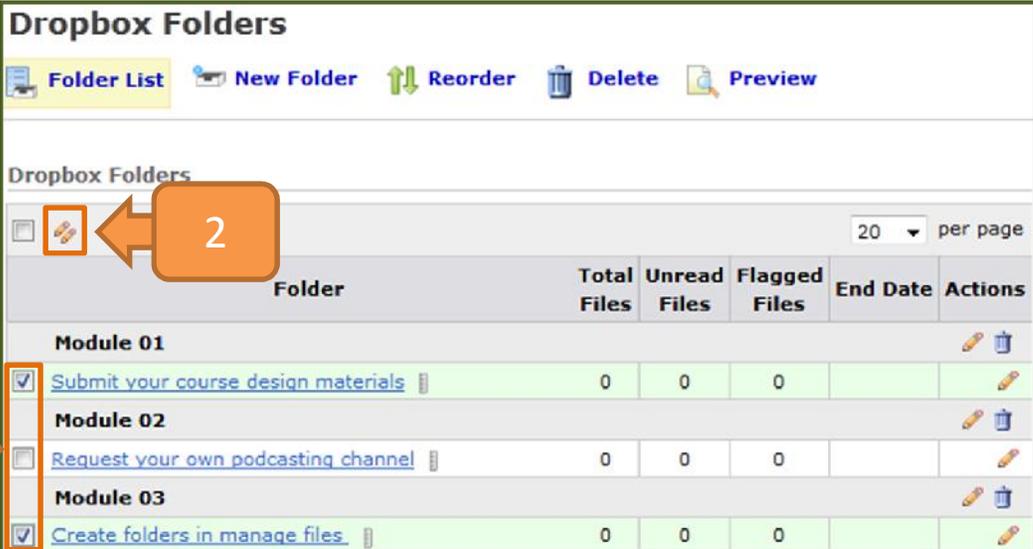


The screenshot shows two windows. On the left is the 'Edit Dropbox Category' dialog box with a text field for 'Name' containing 'Module 01' and a 'Save' button. An orange box with the number '2' and arrows points to the 'Save' button. On the right is the 'Folder Properties' window. The 'Name' field contains 'Submit your course design materials'. The 'Category' dropdown is set to 'Module 01'. The 'Out Of' field is set to '20'. The 'Custom Instructions' field contains the text: 'Compose a Microsoft Word document that contains your initial outline for your course. Things to include: • Textbook • Objectives • Assignments • Assessments. Save your file as a [.docx] file and name in the following manner: last_name_first_initial_lastname.docx'. An orange box with the number '3' and an arrow points to the 'Save' button in the dialog box.



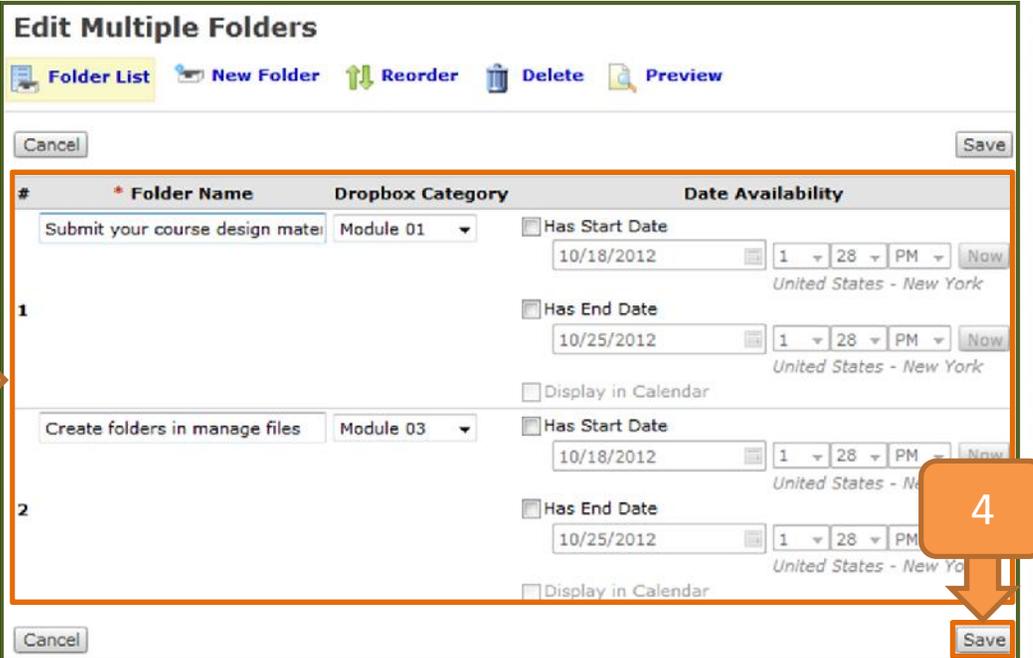
How do I bulk edit Dropbox folders?

1. Check the boxes beside the folders you want to edit.
2. Click the **Bulk Edit** icon at the top of the table.
3. Make your edits.
4. Click **Save**.



The screenshot shows the 'Dropbox Folders' interface. At the top, there are navigation buttons: 'Folder List', 'New Folder', 'Reorder', 'Delete', and 'Preview'. Below this is a table of folders. The table has columns for 'Folder', 'Total Files', 'Unread Files', 'Flagged Files', 'End Date', and 'Actions'. The folders listed are 'Module 01' (containing 'Submit your course design materials'), 'Module 02' (containing 'Request your own podcasting channel'), and 'Module 03' (containing 'Create folders in manage files'). Checkboxes are present in the 'Folder' column for each folder. An orange arrow labeled '2' points to the Bulk Edit icon (a square with a pencil and eraser) at the top of the table. Another orange arrow labeled '1' points to the checkboxes in the 'Folder' column.

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Module 01					
<input checked="" type="checkbox"/> Submit your course design materials	0	0	0		
Module 02					
<input type="checkbox"/> Request your own podcasting channel	0	0	0		
Module 03					
<input checked="" type="checkbox"/> Create folders in manage files	0	0	0		



The screenshot shows the 'Edit Multiple Folders' dialog box. It has a 'Cancel' button at the top left and a 'Save' button at the top right. The dialog contains a table with columns for '#', 'Folder Name', 'Dropbox Category', and 'Date Availability'. The table has two rows. The first row is for 'Submit your course design materials' in 'Module 01'. The second row is for 'Create folders in manage files' in 'Module 03'. Each row has checkboxes for 'Has Start Date', 'Has End Date', and 'Display in Calendar'. The 'Has Start Date' and 'Has End Date' fields have date pickers and time zone dropdowns. An orange arrow labeled '3' points to the table area. Another orange arrow labeled '4' points to the 'Save' button at the bottom right.

#	* Folder Name	Dropbox Category	Date Availability
1	Submit your course design materi	Module 01	<input type="checkbox"/> Has Start Date 10/18/2012 1:28 PM Now United States - New York <input type="checkbox"/> Has End Date 10/25/2012 1:28 PM Now United States - New York <input type="checkbox"/> Display in Calendar
2	Create folders in manage files	Module 03	<input type="checkbox"/> Has Start Date 10/18/2012 1:28 PM Now United States - N <input type="checkbox"/> Has End Date 10/25/2012 1:28 PM United States - New Yo <input type="checkbox"/> Display in Calendar

How do I reorder Dropbox folders?

1. Click **Reorder**.
2. Use the drop down menus to select the desired sort order.

Dropbox Folders

Folder List New Folder **Reorder** Delete Preview

Dropbox Folders

20 per page

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Module 01					
<input type="checkbox"/> Submit your course design materials	0	0	0		
Module 02					
<input type="checkbox"/> Request your own podcasting channel	0	0	0		
Module 03					

Reorder

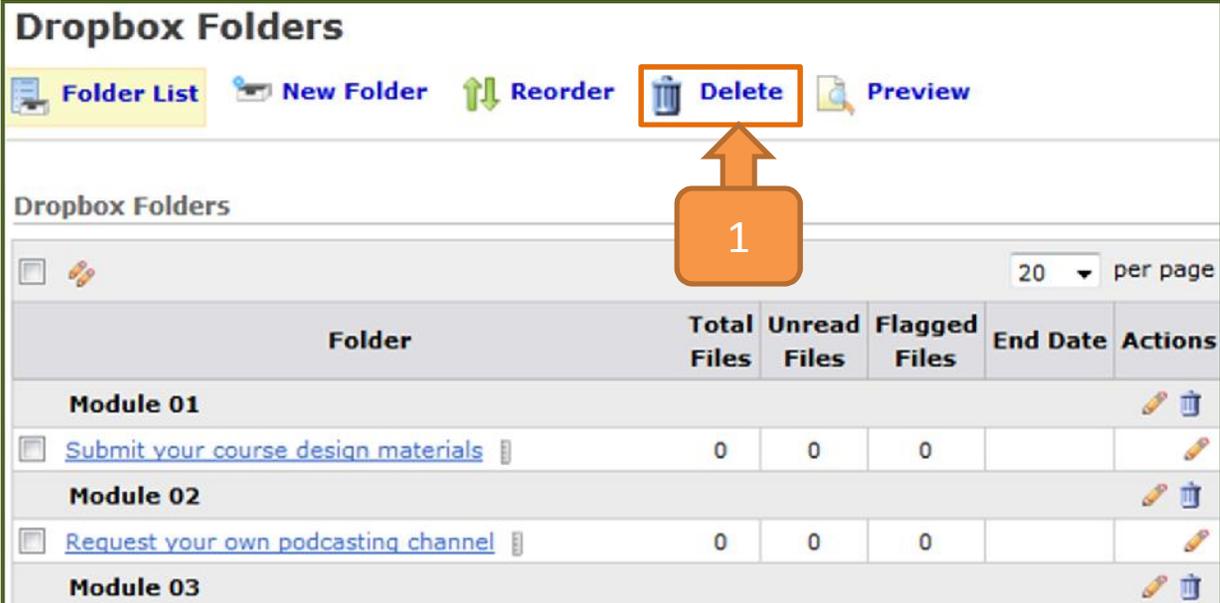
[Expand All](#) [Collapse All](#)

Categories/Folders	Sort Order
Module 01	1
Submit your course design materials	1
Module 02	2
Request your own podcasting channel	1
Module 03	3
Create folders in manage files	1



How do I delete Dropbox folders?

1. Click **Delete**.
2. Select the checkboxes beside the folders to delete.
3. Click **Delete Selected** at the top or bottom of the list.



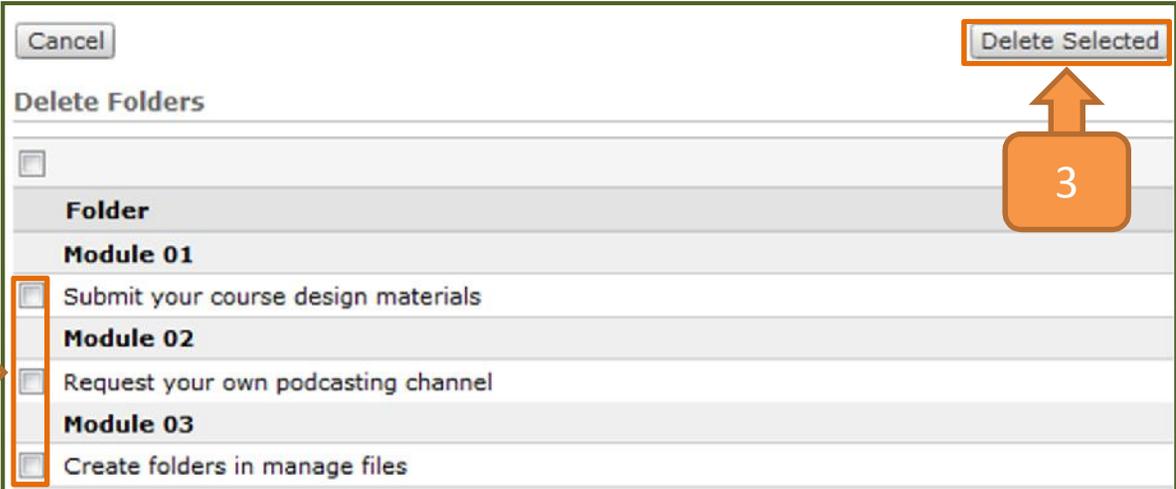
Dropbox Folders

Folder List New Folder Reorder **Delete** Preview

Dropbox Folders

20 per page

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Module 01					
<input type="checkbox"/> Submit your course design materials	0	0	0		
Module 02					
<input type="checkbox"/> Request your own podcasting channel	0	0	0		
Module 03					



Cancel **Delete Selected**

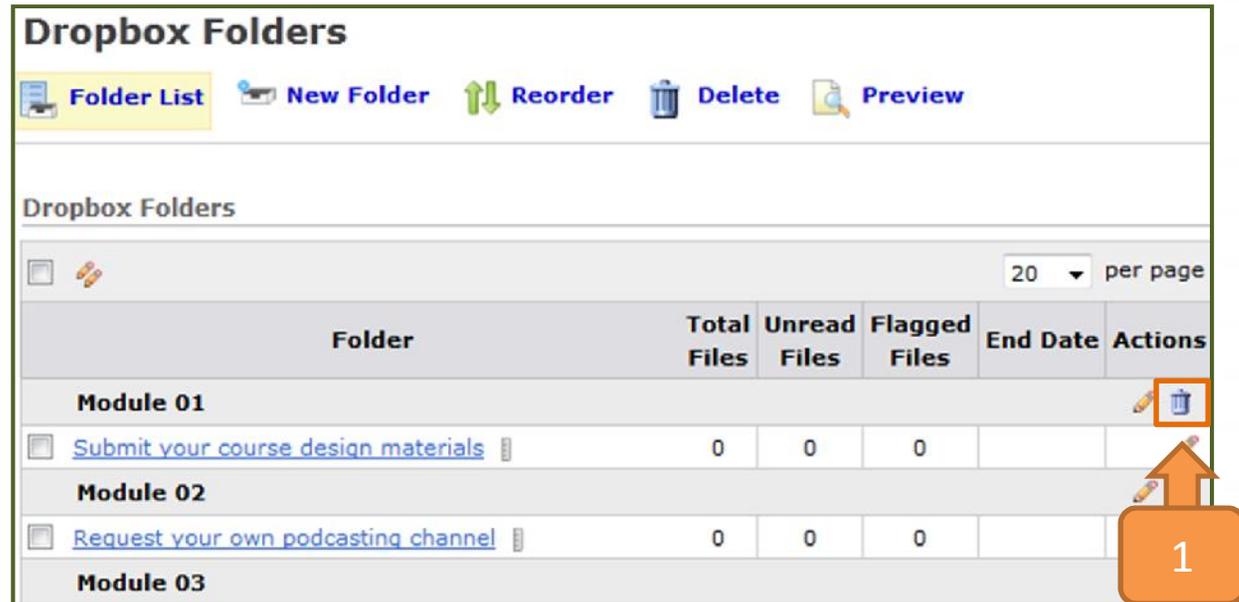
Delete Folders

Folder
Module 01
<input checked="" type="checkbox"/> Submit your course design materials
Module 02
<input type="checkbox"/> Request your own podcasting channel
Module 03
<input type="checkbox"/> Create folders in manage files



How do I delete Dropbox categories?

1. Click the **Delete Item** icon in the Actions menu.
2. Click **Delete** in the confirmation window.



Dropbox Folders

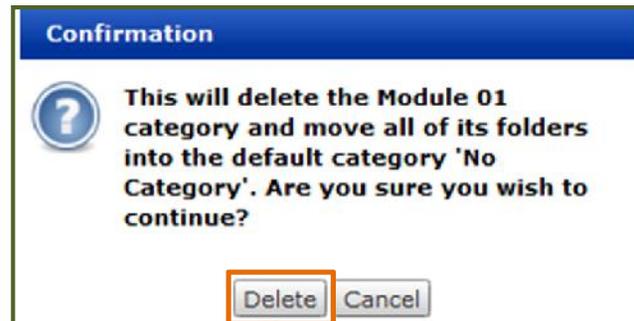
Folder List New Folder Reorder Delete Preview

Dropbox Folders

20 per page

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Module 01					
<input type="checkbox"/> Submit your course design materials	0	0	0		
Module 02					
<input type="checkbox"/> Request your own podcasting channel	0	0	0		
Module 03					

1



Confirmation

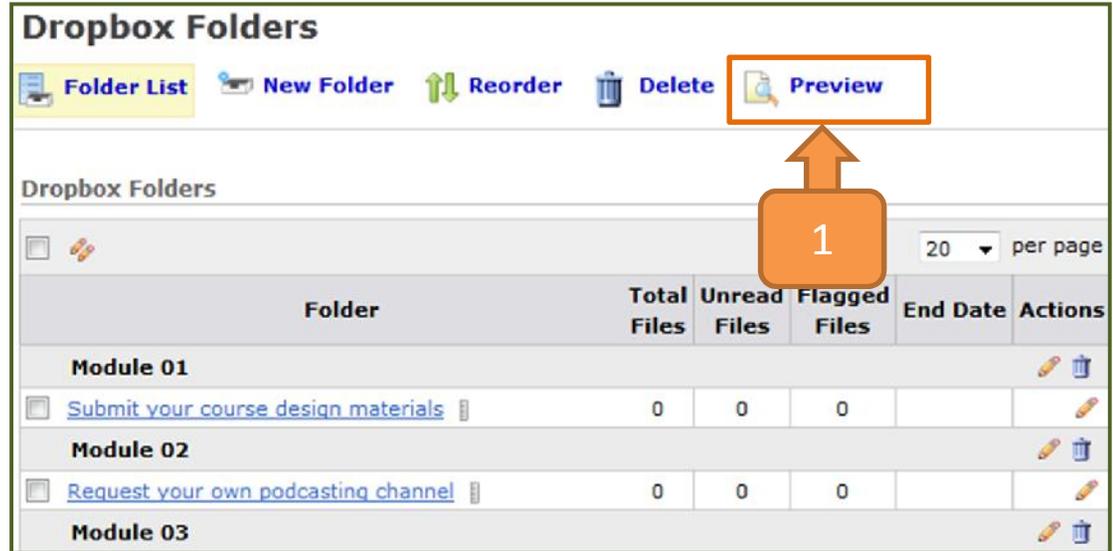
 This will delete the **Module 01** category and move all of its folders into the default category 'No Category'. Are you sure you wish to continue?

Delete Cancel

2

How do I preview the Dropbox?

1. Click **Preview**.
2. Optional: If you want to preview restrictions, clear the checkbox to make them apply during the preview.
3. Click **Exit Preview** when you are done.



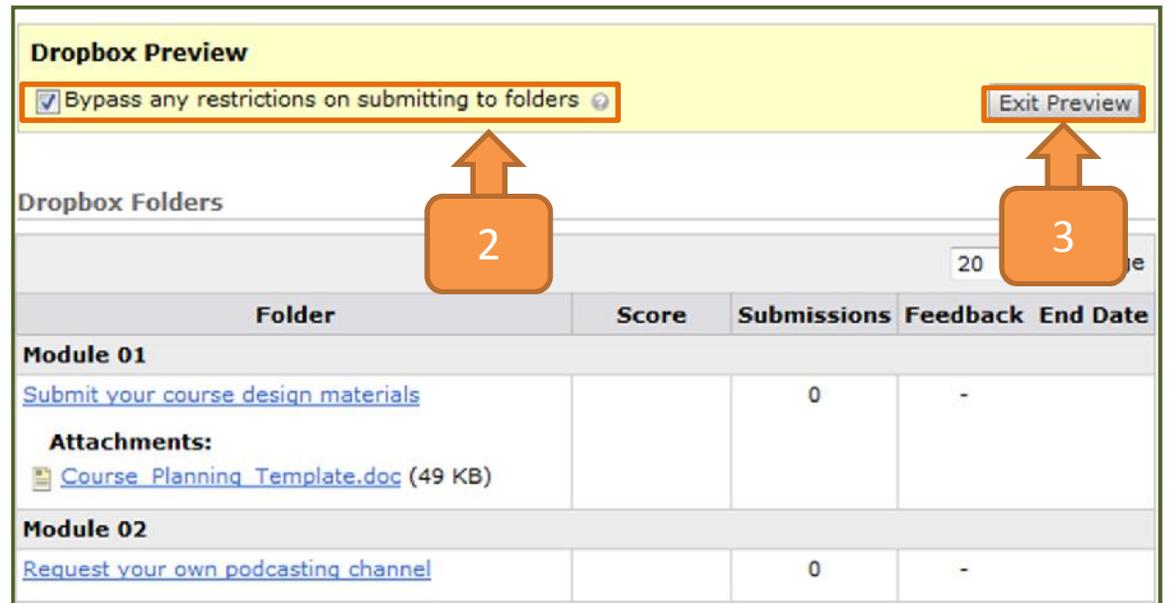
Dropbox Folders

Folder List New Folder Reorder Delete Preview

Dropbox Folders

20 per page

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Module 01					
<input type="checkbox"/> Submit your course design materials	0	0	0		
Module 02					
<input type="checkbox"/> Request your own podcasting channel	0	0	0		
Module 03					



Dropbox Preview

Bypass any restrictions on submitting to folders Exit Preview

Dropbox Folders

20 per page

Folder	Score	Submissions	Feedback	End Date
Module 01				
Submit your course design materials		0	-	
Attachments:				
Course Planning Template.doc (49 KB)				
Module 02				
Request your own podcasting channel		0	-	

How do I leave grades and feedback?

1. Select the folder the submission is in.
2. Narrow your search.
3. Click **Leave Feedback** above a user's submission.

Note: The ruler icon beside a Dropbox folder means it is associated with a grade item.

Dropbox Folders

Folder	Total Files	Unread Files	Flagged Files	End Date	Actions
Module 01					
Submit your course design materials	0	0	0		
Module 02					
Request your own podcasting channel	0	0	0		

Users Files

Folder Contents

View By: User

Search For: [Hide Search Options](#)

Search In: First Name Last Name

Submissions: Show everyone

Only show users with unread submissions

Last Submission after

United States - New York

Last Submission before

United States - New York

Feedback: Show everyone

Last Name, First Name	Submission Date	Delete
Sterling, Derrick		
SPSURubric updated.doc (134.5 KB)	Oct 19, 2012 3:44 PM	

How do I leave grades and feedback?

4. Type in the score.
5. Type in your feedback.
6. Click **Save**.
7. Move to the next user to grade.
8. When you're done grading and leaving feedback, click **Finish**.

The screenshot shows the 'Leave Feedback' interface for a submission by Derrick Sterling. The interface includes a navigation bar with 'Previous Student', 'User 1 of 1', and 'Next Student' (highlighted with a red box and callout 9). The main content area shows the submission details, including the file 'SPSURubric_updated.doc (134.5 KB)' and a comment 'Here's my file.' (highlighted with a red box and callout 5). The 'Evaluation' section shows a 'Score out of 20:' field (highlighted with a red box and callout 4) and a 'General feedback:' text area (highlighted with a red box and callout 6). At the bottom, there are 'Save' (highlighted with a red box and callout 7) and 'Finish' (highlighted with a red box and callout 8) buttons, along with a 'Delete this Feedback' link.

