# Dropbox

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Introduction to Dropbox Management

The dropbox allows the student to upload assignment files to the instructor without loss in transit via the Internet. Dropbox assignments replace email attachments. Using the dropbox, you and the student can track when a file was uploaded by the student and downloaded for grading by the instructor. There is also a plagiarism detection feature that is enabled through integration with Turnitin. This integration allows direct access to Turnitin features without having to leave the course. You do not need additional login information to use this tool. The following file types are compatible with Plagiarism Detection: MS Word, WordPerfect, PostScript, Acrobat PDF, HTML, RTF, and Plain Text.

A best practice is to make the assignment names and numbers exactly match the grade book and course schedule in the syllabus.

If you will have only one dropbox item per week, set up your dropbox as follows:

- Week 1 Assignment or name or # of the assignment (folder)
- Week 2 Assignment or name or # of the assignment (folder)
- Week 3 Assignment or name or # of the assignment (folder)

If you have more than one dropbox item per week, you can set up a categories and folders as follows.

- Week 1 Assignments (category)
  - Assignment 1 (folder)
  - Assignment 2 (folder)

- Week 2 Assignments (category)
  - Assignment 3 (folder)
  - Assignment 4 (folder)

In order to add a category, you must add a folder first, and then the Category into which the folder is placed. Once the Category appears, you can add folders to it.
Add a Category
You can organize your dropbox folders into categories to make it easier for students to navigate the dropbox. For example, you could create separate categories for different types of assignments.


2. Click New Category.

3. Type the Name of the Category and click Save.
Add a Folder
1. On the Dropbox Folders page, click **New Folder**.

2. Type the name of the folder in the **Name** field.

3. Add any instructions about submitting the assignment in the **Instructions** field. This message will be displayed to the course participants when submitting their assignments.

4. Click **Add a File** and attach any files that you want to make available to students from the dropbox folder (example, a sample case study paper). Click **Record Audio** to record a short audio clip for students. This audio clip will be available to the student as an attachment on their Dropbox page.
5. Select an Assignment Type.

- **Individual assignment** – Select this option if you want each student to submit their own assignment.

- **Group assignment** – Select this option if you want one assignment submitted per group. You must have groups set up and associate the folder with a Group Category.

6. Check the Originality Checking box if you would like to enable detection with Turnitin.

7. If you would like to classify your folders, select the category from the drop-down list or click the New Category link to create a new one.

8. In the Score Out Of box, enter the total number of points the assignment is worth (this should match the number of points entered for the assignment in the Grades area).
9. If you want to tie the results entered in the Dropbox area to a grade item, choose the item from the Grade Item drop-down list or create a new grade item by clicking the New Grade Item link.

10. If you want to attach a rubric, click Add Rubric and select a rubric from the list (See the Rubrics Documentation for more information on attaching rubrics to Dropboxes). Click Create Rubric in New Window to create a new rubric for the assignment.

11. If you do not see the Submission Options, click select File Submission from the Submission type dropdown.

12. Select whether to allow Unlimited submissions or One file per submission.
13. Select whether you would like to keep all submissions, keep only the most recent submission, or only allow one submission.

![Submission type]

14. If you chose to enable **Originality Checking**, you will have some additional options choose from. Please see the [Advanced Originality Checking Options] section for more information about these options.

![Originality Check® Options]

15. Click **Save**.
Set Availability for Dropbox Folders

1. Select **Edit Folder** from the context menu of the folder you want to edit.

2. Click **Restrictions**.

3. Selecting **Has Due Date** will show the Due Date to the student in the dropbox folder. If a student submits a file past the due date, it will be marked “1 day late,” “2 days late,” etc.
4. If you chose to set **Availability**, check the **Has Start Date** and/or **Has End Date** and enter the dates or use the calendar to select the appropriate dates. Select the times using the drop-down lists. **Note:** Setting an **End Date** will close the dropbox and students will no longer be able to submit files.

5. Add **Additional Release Conditions** if necessary. Please see documentation on conditional release for more information.

6. **Add Users to Special Access** if necessary. Please see the next section for more information.

7. Click **Save and Close**.
Add Special Access

1. Select Edit Folder from the context menu of the folder.

2. Click Restrictions.

3. Scroll down to Special Access and select one of the options:

   **Allow selected users special access to this quiz** – For most cases, you will leave this option selected. This option allows selected students to have special access as specified and all other students will have regular access.

   **Allow only users with special access to see this quiz** – This option will hide the quiz completely from the rest of the students. ONLY the students that you add to the special access list will be able to see and access this quiz.

4. Click Add Users to Special Access.
5. **Special Access Properties** – You only have to set the options that differ from the original quiz setup.
   a. **To Assign Special Date Availability** – click the *Has Start Date* and/or *Has End Date* boxes and enter the appropriate dates and times.

   ![Properties Window](image1)

   ![List of Students](image2)

   b. In the bottom half of the window, check the box next to the student(s) you would like to give special access to and click **Save**.

6. **Click Save and Close.**
Reorder Folders and Categories

1. Click **More Actions** on the Dropbox page.

2. Click **Reorder**.

3. Select the new position for a folder or category using the **Sort Order** drop-down lists. The positions of other folders or categories adjust accordingly.

4. Click **Save**.
Delete a Folder
1. Select the folders you want to delete by checking the box next to the folder name.

2. Click **More Actions** on the Dropbox page.

3. Click **Delete**.
4. Click **OK** in the confirmation message.
Delete a Category
When a category is deleted, folders within the category are moved to the No Category area.

1. Click the Delete icon to the far right of the category.

2. Click OK.
View Submitted Files
1. Click on the name of the applicable folder from the Dropbox Folders page.

2. Select either the Users tab or Submissions tab, depending on whether you want to view and search submissions by user or file name.

3. Enter search criteria in the Search For field, select other criteria as desired, and click Search to narrow the list of submissions.
Download Submitted Files

1. Click on the name of the file you want to open.

2. Click Download.

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Internet Sales Tax

The internet sales tax has been a topic of debate among government officials for some time now. It has been an issue for a while because states have so many different regulations on taxes and there is no way to come up with a set plan. I do not support the internet sales tax because I believe we are taxed too much as it is. If you think about it, we are being taxed on the same money twice. To start off with we are taxed for going to work every day and earning our money. Then we are taxed again for spending that same money. Do you ever think about how much money is being acquired through our taxes? To give you an idea let’s look at property taxes in Missouri. The census for 2011 puts Missouri’s population around 6,000,000. Let’s say...
3. Chose **OK** in the dialog box.

![Image of a dialog box with options to open or save a file]

4. To download multiple files:

   a) From the Folder Submissions page, select the files you want to download

   ![Image of a table showing multiple submissions]

   b) Click 📄 **Download** at the top of the list.

   ![Image of a table showing the download option highlighted]

   ![Image of a table showing the download option selected and download progress bar]
c) Click the name of the zip file that is created.

![Image of Downloading Files dialog box]

**Assignment 1 Listening Skills Download Jun 17, ...** (25.17 KB)

![Image of Opening Assignment 1 Listening Skills dialog box]

d) Click Save in the browser’s dialog box to save the file to the appropriate location.
Email Users about Assignments

1. From the Folder Submissions page, click the name of the user you want to email or click Email Users Without Submissions to email all students who have not submitted a file.

2. Type your message in the Compose New Message pop-up window.

3. Click Send.
Mark Assignments as Read/Unread

1. Click on the name of the applicable folder from the Dropbox Folders page.

2. Files are either marked with the 📥 Unread icon or the 📧 Read icon before the file name.

3. Click the 📥 Unread icon to mark as read, or click the 📧 Read icon to mark as unread.
Flag and Unflag Assignments

1. Click on the name of the applicable folder from the Dropbox Folders page.

2. Files are either marked with the Flagged icon or the Unflagged icon.

3. Click the Flagged icon to mark as unflagged or click the Unflagged icon to mark as flagged.
Grading and Leaving Feedback

1. On the Folder Submissions page, click **Evaluate** beside the name of the student you want to leave feedback for.

2. In the left panel, click the file name to open the file as an image in the document viewer. If you prefer to download the file, click the down arrow next to the name and select **Download**.
3. Above the image of the file, you have the options to Zoom Out or Zoom In. You can also Download the file.

4. In the right panel you have the option to view dropbox folder information and folder dates. There are links to Edit Dropbox, Preview Student View, and Edit special access dates.
5. If you have attached a rubric to this dropbox, you can fill out the rubric in the right panel and click **Append feedback** and/or **Transfer Score**. This will place the score and feedback in the boxes below the rubric. When saved, the feedback and score will be transferred to the grade book. (See Rubrics Documentation for more information).

6. If the dropbox is linked to a grade item, make sure you have either transferred the score from the rubric or enter the score manually in the **Score** text box.

7. Enter feedback in the **Feedback** text box, if applicable.
8. Click **Add a File** to attach any files you want to associate with the feedback. For example, an evaluated copy of a student’s assignment can be attached for the student to review. You can also click **Record Audio** to record and attach an audio clip.

9. Click **Publish** to release your feedback to the student. Click **Save Draft** to save feedback and continue grading submissions.

10. Click **Back to Folder Submissions** to return to the Folder Submissions page.
Uploading and Attaching Feedback
If you download user submissions and leave feedback within the files, you can upload them back to the appropriate dropbox folder so they appear as attachments within each user’s feedback. For information on downloading user submissions, see Download Submitted Files.

Note: To ensure successful feedback upload and distribution back to students, do not rename the downloaded files' names after you enter feedback and save changes. The downloaded submissions are assigned a unique identifier, enabling the system to recognize the files upon upload.

1. On the Dropbox Folders page, click on the folder you want to view submissions for.

2. Click Add Feedback Files.
3. You can drag and drop files from your computer or click **Upload** to select them.

4. By default, the system overwrites duplicate upload files. Clear the **Overwrite duplicate files** check box if you want to keep duplicates.

5. Click **Add**.
**Turnitin Feedback Studio Integration**

When a dropbox folder is set up with Feedback Studio, the students will see the **OriginalityCheck enabled** icon next to the folder name.

**Enable OriginalityCheck**

1. Select **Edit** from the context menu of the folder you want to add originality checking.

2. Check the **OriginalityCheck** box to enable detection for the dropbox folder.

3. Scroll down to the bottom of the page to the **OriginalityCheck Options**. Click **Show Advanced OriginalityCheck Options**. Set the options as desired and click **Save and Close** (see the next section for descriptions of each option).
Advanced Originality Check Options

Display
Allow submitters to see Originality Reports – students will not be able to view their originality report unless this box is checked.

GradeMark Available to Students
If you choose to use Feedback Studio to provide feedback on student papers, the students will not be able to see the feedback until the specified date.

Frequency
Automatic originality checking on all submissions – files will be sent to Turnitin upon submission and the report will be generated automatically.

Identify individual submissions for originality checking – files will not automatically be sent to Turnitin upon submission. This is useful for when you don’t want to check every file submission for plagiarism, but still want the ability to do so on a case by case basis.

Check submissions against
These options allow you to select which Turnitin repositories students’ submissions will be checked against when processing Originality Reports for papers. The similarity index percentage may decrease if a repository option is de-selected.

- User paper database
- Current and archived internet
- Periodicals, journals, & publications

Index files for originality checking
Allow other files to be checked against submission – the submission will be added to Turnitin repository so that future submissions can be checked against this submission.

Grammar Check Settings
Grammar check provides instructors with instant diagnostic feedback on grammar, usage, mechanics, style and spelling to augment their assessment of student work. The grammar check marks appear in a single view within GradeMark. You can access the Grammar Check tool in GradeMark through the grammar check e-rater icon in the bottom right corner.

Enable Grammar Check – this must be checked before

Select Handbook – This is the grammar handbook that will be included as a link in the grammar check for students so they can view more detailed descriptions of the marks that are left.

Select English Dictionary – You have the option of selected US, UK, or both.

Categories Enabled by Default – You can enable or disable each category as desired.
Manually Submit Files for Plagiarism Detection

In order to manually submit selected files instead of automatically submitting all files to Feedback Studio, you must select the option to **Identify individual submissions for plagiarism** under **Frequency** when setting up your dropbox folder.

1. Click on the name of the applicable folder from the Dropbox Folders page.

![Dropbox Folders](image)

2. Click the **Submit file for originality checking** icon. When you click the icon, it will disappear.

![Submit file for originality checking](image)

3. It will take some time for the report to generate. If you return to the list of files in the dropbox, and the report has not been generated yet, it will say **In-Progress**.

![In-Progress](image)

4. Once the report has been generated, the status will change from In-Progress to a percentage rating.

![Percentage rating](image)
**View Similarity Reports**

View Similarity Reports from the Folder Submissions page. When a report is available, the status changes from **In-Progress** to a percentage rating, which indicates the level of matching content. A lower percentage rating indicates that the content is original and has not been copied from another source.

The Similarity Report is comprised of two panes. The right pane lists all of the matching sources, including the percentage of text that matches and a link to the online content. The left pane displays the submission text using colored highlights to draw attention to the matching content.

The percentage ranges are associated with colors as follows:

- **Blue**  No matching text
- **Green**  One word to 24% matching text
- **Yellow**  25 to 49% matching text
- **Orange**  50 to 74% matching text
- **Red**  75 to 100% matching text

1. Click on the name of the applicable folder from the Dropbox Folders page.

2. Click the colored section beside the percentage rating to view the associated Similarity Report. You can also view the Similarity Report from the Leave Feedback page.
Student View of Dropbox Page

When students view the Dropbox page, Folder, Completion Status, Score, Evaluation Status, and Due Date display for each assignment. These changes allow students to easily identify assignments that require their attention, or contain feedback from their instructors.