

## Dropbox

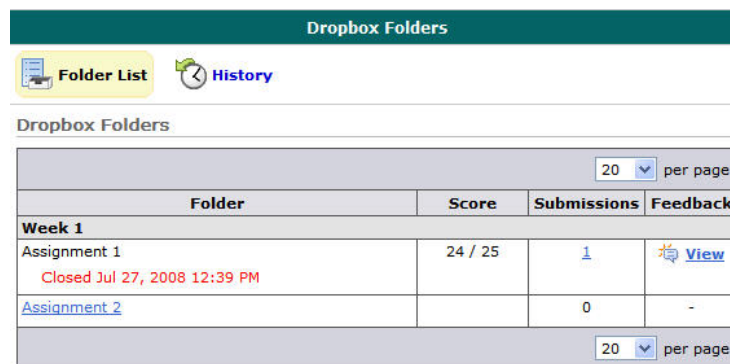
The Dropbox allows instructors and students to exchange electronic files through Online Campus. Students submit assignments by uploading files to folders in the Dropbox. Instructors view submitted files, provide grades and feedback all from within the Dropbox. The tool also keeps track of author, submission date and time, and any feedback associated with the assignments.

### Accessing the Dropbox Tool

Click the Dropbox tool on the course menu. You will be taken to the Assignment Folder list page.

From the Folder List page you can view:

- A List of assignments folders and related attachments
- Whether folders are for groups or personal assignments
- The number of assignments that you submitted to each folder.
- Whether feedback has been left for you and your score on assignments.
- View a history of files that you have submitted.

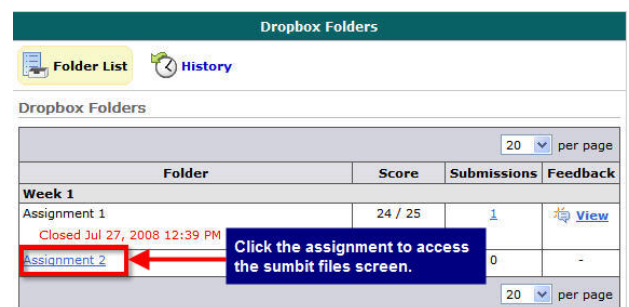


The screenshot shows the 'Dropbox Folders' interface. At the top, there are two buttons: 'Folder List' and 'History'. Below the buttons, the text 'Dropbox Folders' is displayed. A table is shown with columns for 'Folder', 'Score', 'Submissions', and 'Feedback'. The table is filtered for 'Week 1'. The first row is 'Assignment 1' with a score of '24 / 25', 1 submission, and a 'View' link. Below it, the text 'Closed Jul 27, 2008 12:39 PM' is shown. The second row is 'Assignment 2' with 0 submissions and a '-' in the feedback column. The table has a '20 per page' dropdown at the bottom right.

Folder	Score	Submissions	Feedback
Assignment 1	24 / 25	1	<a href="#">View</a>
Closed Jul 27, 2008 12:39 PM			
<a href="#">Assignment 2</a>		0	-

### Submitting an Assignment

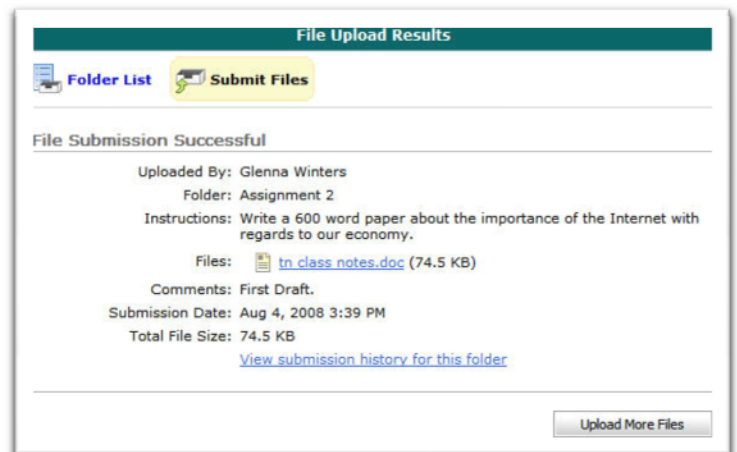
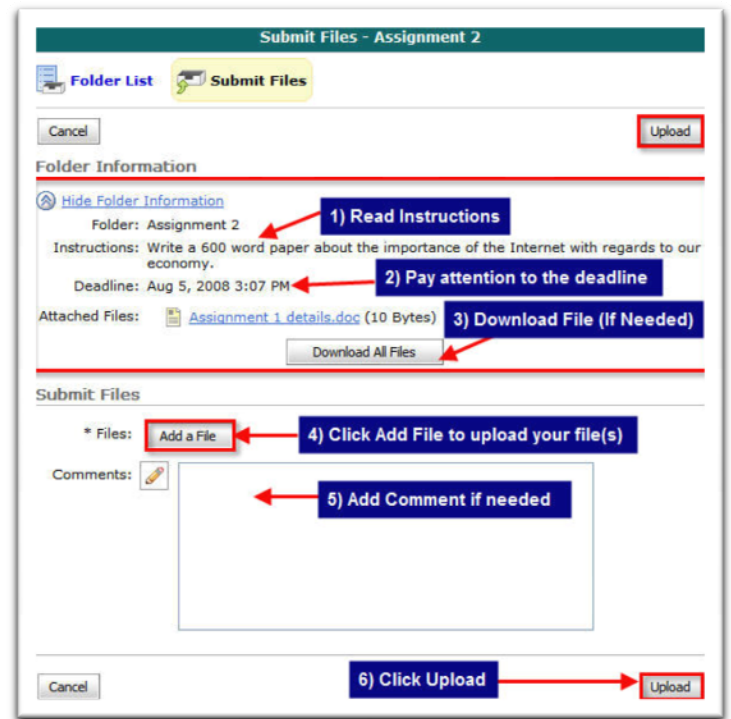
1. On the main Dropbox screen, click the name of the folder.
  - a. The Submit Files screen will open



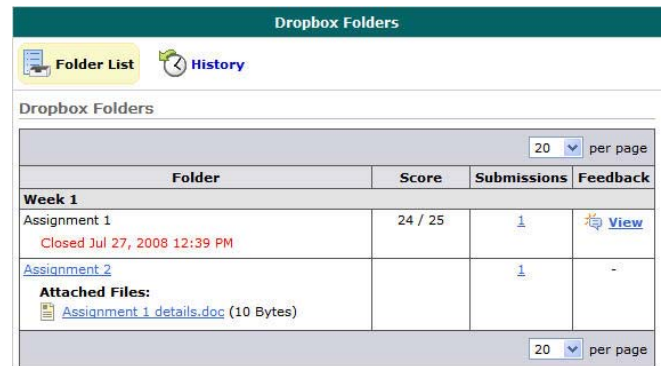
The screenshot shows the same 'Dropbox Folders' interface as above. A red box highlights the 'Assignment 2' link in the 'Folder' column. A blue callout box with a red arrow points to this link, containing the text: 'Click the assignment to access the submit files screen.'

Folder	Score	Submissions	Feedback
Assignment 1	24 / 25	1	<a href="#">View</a>
Closed Jul 27, 2008 12:39 PM			
<a href="#">Assignment 2</a>		0	-

2. Read the Instructions
3. Pay attention to the Deadline
4. Click Download All Files - This is dependent on your instructor. This would be a file your instructor uploads for you to access.
5. Click Add a File to upload your file
  - a. A dialogue box will open.
  - b. Browse for the file on your computer
  - c. Click add to add another file (optional)
  - d. Click upload
6. Add a comment if needed
7. Click Upload
  - e. The File Upload Results will be displayed



The Folder List will reflect your submissions.



Dropbox Folders

Folder List History

Dropbox Folders


20 per page

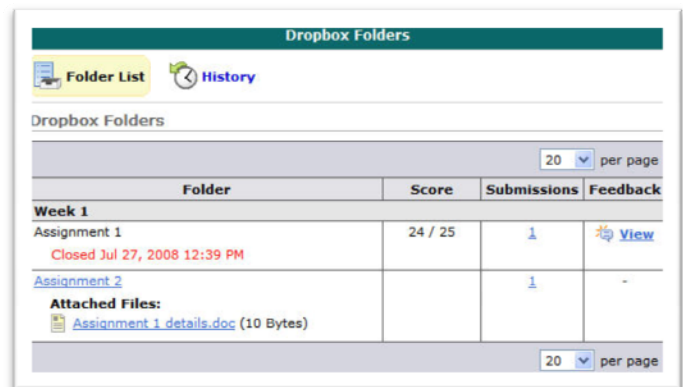
Folder	Score	Submissions	Feedback
<b>Week 1</b>			
Assignment 1 Closed Jul 27, 2008 12:39 PM	24 / 25	<a href="#">1</a>	<a href="#">View</a>
Assignment 2		<a href="#">1</a>	-
<b>Attached Files:</b> <a href="#">Assignment 1 details.doc</a> (10 Bytes)			

20 per page

## Viewing Grades and Feedback

To see your grades and/or feedback

1. Click on the View icon  [View](#) under in the Feedback column.
  - a. The Feedback screen will display



Dropbox Folders

Folder List History

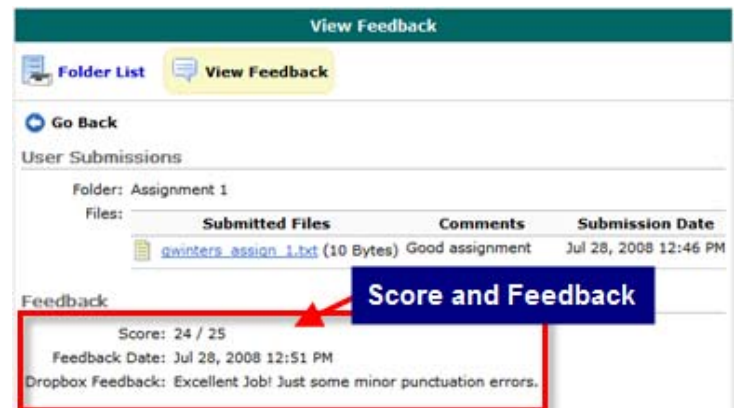
Dropbox Folders

20 per page

Folder	Score	Submissions	Feedback
<b>Week 1</b>			
Assignment 1 Closed Jul 27, 2008 12:39 PM	24 / 25	<a href="#">1</a>	<a href="#">View</a>
Assignment 2		<a href="#">1</a>	-
<b>Attached Files:</b> <a href="#">Assignment 1 details.doc</a> (10 Bytes)			

20 per page

If your instructor has uploaded a corrected document, you will be able to download it on this screen.



View Feedback

Folder List View Feedback

Go Back

User Submissions

Folder: Assignment 1

Files:

Submitted Files	Comments	Submission Date
<a href="#">gwinters_assign_1.txt</a> (10 Bytes)	Good assignment	Jul 28, 2008 12:46 PM

Feedback

**Score and Feedback**

Score: 24 / 25  
Feedback Date: Jul 28, 2008 12:51 PM  
Dropbox Feedback: Excellent Job! Just some minor punctuation errors.