# Table of Contents

About the Dropbox ................................................................. 2

Setting Up the Dropbox .......................................................... 2
  Creating a Dropbox Category .................................................. 3
  Creating a Dropbox Folder ...................................................... 5

Setting Restrictions on a Dropbox Folder ................................. 8
  Editing a Dropbox Folder or Category ...................................... 11
  Re-ordering dropbox folders and categories ......................... 14
  Deleting a dropbox folder or category ..................................... 15

Viewing Submitted Files ......................................................... 16
  Retrieving Files ..................................................................... 18
  Emailing Users About Assignments ....................................... 19
  Marking Assignments as Read/Unread .................................... 21
  Flagging Assignments .......................................................... 21

Leaving Feedback and Grading an Assignment ......................... 22
  To leave feedback and grade assignments ............................ 22

Using Preview ........................................................................ 23
About the Dropbox
The Dropbox tool replaces the need for users to mail, fax, email, or physically deliver assignments. Users simply submit (upload) electronic versions of their assignments to the appropriate dropbox folder in BOLT.

You can set up separate dropbox folders for each assignment and restrict access to the folders by date and time, group membership, or special access permissions. Once assignments are submitted, you can download assignments as zip files, sort assignments by users, check submission times, grade assignments, leave feedback, and return submissions with comments, all from within the Dropbox tool.

Setting Up the Dropbox
After logging into BOLT and entering a course, you will access the Dropbox from the course navigation bar.

The dropbox can be set up by categories with folders (see image on next page).

Recommendation
Draft an idea of the type of categories you want and the folders within each category before entering them into BOLT.
Creating a Dropbox Category

To create a dropbox category:

1. Click **New Folder**
2. Click **New Category** link beside the **Category** field
3. A new window will open - Enter **Name** for the category

4. **Click** **Save**

5. You have the following 3 options:
   a. Click the New Category link again to create another category
   b. Complete the New Folder page to create an assignment within this category (instructions to follow)
   c. Click Cancel to return to the main dropbox page
Creating a Dropbox Folder

The Dropbox Folders are where students submit their work. To set up a folder:

1. Click **New Folder**

*Complete the Folder Properties*

2. Enter a **Name**
3. Select the checkbox to enable **Plagiarism Detection** by Turnitin - see Turnitin documentation for more information (Optional)
4. Choose a **Folder Type**
   a. **Individual submission folder** - Select this option if you want each user to submit his/her own assignment.
   b. **Group submission folder** - Select this option if you want one assignment submitted per group. You must associate the folder with a Group Category.
5. Assign the folder to a **Category** (Optional)
   See *Creating a Dropbox Category* on page 3 for adding a new category.
6. Associate the folder with a **grade item** and enter the points **Out Of** (Optional)
7. Add instructions in the Custom Instructions text box (optional)

**Attached Files**

<table>
<thead>
<tr>
<th>Location</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Computer</td>
<td>The file is located on your computer, network drive, or some external device.</td>
</tr>
<tr>
<td>Course Offering Files</td>
<td>The file is located in your course.</td>
</tr>
<tr>
<td>My Locker</td>
<td>The file is located in your locker which is not course specific.</td>
</tr>
<tr>
<td>Group Locker</td>
<td>The file is located in a group locker in which you are a member of the group within the course.</td>
</tr>
</tbody>
</table>
### Submission Options

#### Files allowed per submission

<table>
<thead>
<tr>
<th>Submission Option</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited</td>
<td>Student can attach as many files as needed to complete the assignment. For example, a student may need to submit a Word document and a PowerPoint file for this one assignment.</td>
</tr>
<tr>
<td>One file per submission</td>
<td>Students can only attach one file for this assignment.</td>
</tr>
</tbody>
</table>

#### Submissions

<table>
<thead>
<tr>
<th>Submission Option</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep all submissions</td>
<td>The student can keep submitting files up until the due date if one is set. All of the files are saved in BOLT.</td>
</tr>
<tr>
<td>Overwrite submissions</td>
<td>The student can submit up until the due date (if one is set) but only the most recent submission is retained.</td>
</tr>
<tr>
<td>Only one submission allowed</td>
<td>The student can only submit one time.</td>
</tr>
</tbody>
</table>

9. Select the **Submission Options** (you may need to click ![Show Submission Options](https://example.com))

10. Click **Save** or the **Restrictions** tab

You’ll receive a notice at the top stating **Successfully Saved**.
Setting Restrictions on a Dropbox Folder
You can set restrictions based on dates, release conditions, and special access.

Edit Folder - Week 4

Availability
- Has Start Date: May 14, 2010
- Has End Date: May 18, 2010

Additional Release Conditions
- Remove All Conditions

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

Descriptions of each area are on the next page.
Restriction Options | Function
--- | ---
**1. Availability** | Select the appropriate Date Availability:
- **Has Start Date**: Use this option if you do not want users to access a folder before a project is assigned.
- **Has End Date**: Use this option if you want to stop users from submitting assignments after a due date.

Select Display in Schedule
- If you want the availability dates for a dropbox folder to appear in users’ Events and Calendar widgets.

**2. Additional Release Conditions** | Release conditions allow you to associate a dropbox folder with other items in the course. For example, you can require that users meet some criteria, such as reading a set of lecture notes in the Content tool, before they can submit an assignment to the dropbox folder. Or, you could make submission of material to the dropbox folder the criteria for accessing some other item, like a quiz. See Additional Release Conditions documentation for more information.

**3. Special Access** | Special access permissions allow you to set different availability dates and times for specific users. For example, you could extend the deadline for users who require remedial help or who are submitting work beyond the original scope of the assignment. You can also add special access after a folder’s end date has past for users who have a legitimate excuse for missing the deadline or for users you want to submit additional material, such as planning notes or a bibliography. See below for steps.

**Special Access**

1. To allow special access, click one of the following:
   a. Allow users with special access to submit assignments outside the normal availability dates for this folder
   b. Only allow users with special access to see this folder
2. Click the Add Users to Special Access button
3. Select the **Date Availability** you want for the special access users
4. Use the **View By** and **Search For** options to locate the users you want to give special access
5. Select the boxes beside the appropriate users’ names in the grid
6. Click **Add Selected**

Once you have added special access permissions for users they are listed in the Special Access section. You can edit or delete users’ special access by clicking the Edit or Delete icons beside their names.
Editing a Dropbox Folder or Category

To edit a Dropbox folder:

1. From the Folder List page, click the Edit icon beside the folder you want to edit.

2. Update the Properties and Restrictions tabs as desired.

3. Click Save.
To edit multiple Dropbox folders:

1. From the Folder List page, select the Dropbox folders you want to edit

   ![Dropbox Folders](image)

<table>
<thead>
<tr>
<th>Folder</th>
<th>Total Files</th>
<th>Unread Files</th>
<th>Flagged Files</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>May 28, 2010 4:38 PM</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Jun 4, 2010 4:00 PM</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Jun 11, 2010 4:00 PM</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Click the Edit icon at the top or bottom of the page
3. Update the appropriate fields
4. Click Save
To edit a Dropbox category:

1. On the Folder List page, click the Edit icon beside the name of the category you want to edit.

2. Edit the Name of the category.

3. Click Save.
Re-ordering dropbox folders and categories

1. From the Folder List page, click Re-Order
2. Select the new position for a folder or category using the Sort Order drop-down list beside its name. The positions of other folders or categories adjust accordingly.
3. Click Save

Note: Items display in ascending order.
Deleting a dropbox folder or category
To delete a folder:

1. From the Folder List page, click Delete on the top tool menu
2. Select the folders you want to delete
3. Click Delete Selected

To delete a category:

1. On the Folder List page, click the Delete icon beside the name of the category you want to delete

*Note* Folders contained in the category are moved to the No Category area.
Viewing Submitted Files
The Folder List page provides a summary of the Total Files, Unread Files, and Flagged Files within each folder. To view the files, including when they were submitted, use the Folder Submissions page.

To view files using the Folder Submissions page

1. From the Folder List page, click the name of the folder you want to view submissions

<table>
<thead>
<tr>
<th>Folder</th>
<th>Total Files</th>
<th>Unread Files</th>
<th>Flagged Files</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>May 28, 2010 4:38 PM</td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>Jun 4, 2010 4:00 PM</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Jun 11, 2010 4:00 PM</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design Idea and Outline</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Jun 16, 2010 4:00 PM</td>
<td></td>
</tr>
<tr>
<td>Final Project</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Jun 30, 2010 11:59 PM</td>
<td></td>
</tr>
</tbody>
</table>
2. Select either the **Users** tab or **Files** 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 to narrow the list of submissions (Optional).

4. Click Advanced Search Options to refine your search (Optional).
Retrieving Files

To download one file:

1. From the Folder Submissions page, click on the name of the file you want to open
2. Use your browser’s save dialog to open or save the file

To download multiple files at once:

1. On the Users tab, select the users or groups you want to download assignments for OR on the Files tab, select the files you want to download.
2. Click the **Download submissions** icon at the top or bottom of the list

![Files list](image)

3. Click the name of the zip file that is created

![Zip file download](image)

4. Use your browser’s save dialog to save the file to the appropriate location

*Note* Files are renamed to include the user or groups name and submission time when you download them. Downloading assignments changes their status to read.
Emailing Users About Assignments
To email users from the Folder Submissions page

1. Click on the name of the user you want to email OR select the users or groups you want to email and click Email selected users/groups

2. Type your message in the Compose New Message window

Note The email addresses of the selected users populate automatically in the To field.

3. Click Send
To email users who have not submitted an assignment to the dropbox folder

1. From the Folder Submissions page, click **Email All Unsubmitted Users**

2. Type your message in the **Compose New Message** window

   *Note* The email addresses of all unsubmitted users populate automatically in the **Bcc** field.

3. Click **Send**
Marking Assignments as Read/Unread

Do one of the following:

From the Folder Submissions page, click the Read icon or Unread icon beside the **name of the file** you want to mark.

**OR**

Select the **files** using the checkboxes, and click the Display submissions for selected users as unread or Display submissions for selected users as read icons at the top or bottom of the list.

*Note* When a file is opened or downloaded it is automatically marked as read.

Flagging Assignments

To flag a submission as significant or in need of further review, click the Flagged icon beside its name on the Folder Submissions page.

*Note* You can use the Files tab to search for flagged submissions.
Leaving Feedback and Grading an Assignment

The Leave Feedback page allows you to leave feedback on their performance. You can also input a grade for assignments linked to a grade item.

To leave feedback and grade assignments

1. From the Folder Submissions page, click the **Leave Feedback** link beside the name of the user

2. Enter Feedback

![Image of Leave Feedback page showing feedback entry and grading options]
3. **Attachments**: Attach any files you want to associate with the feedback
4. **Assessment**: Enter the user’s Score on the assignment, if applicable
5. Click **Save**

**Using Preview**

The preview option allows you to view the Dropbox tool as a user sees it. You can go through the steps that users go through to submit files, review their submissions, and check for grades and feedback. You can make a preview submission visible on the Submissions page, but you cannot assign feedback, grades, or rubric scores to it because it is not tied to a real user.

To use the preview option

1. Click **Preview** on the Folder List page
2. Click the name of the folder you want to submit an assignment
3. **Click Add a File**

![Image of Dropbox interface: Submit Files - Week 1]

- **Folder Information**
  - Folder: Week 1
  - Instructions:
    - Deadline: May 28, 2010 4:38 PM
  - Attachments:

- **Submit Files**
  - Files to submit: (0) file(s) to submit
  - Comments: Enter comments (optional)
  - Allow this preview submission to be available in the Dropbox

4. **Browse for the file you want to submit.** You can attach files from your local computer or storage device, or from a personal or group locker.
5. Click **Add** if you would like to submit multiple files
6. Click **Upload**
7. Enter **Comments** (Optional)
8. Select the **Allow this preview submission to be available in the Dropbox option** to view your submission in the dropbox. This setting is not available to the students.
9. Click **Submit**