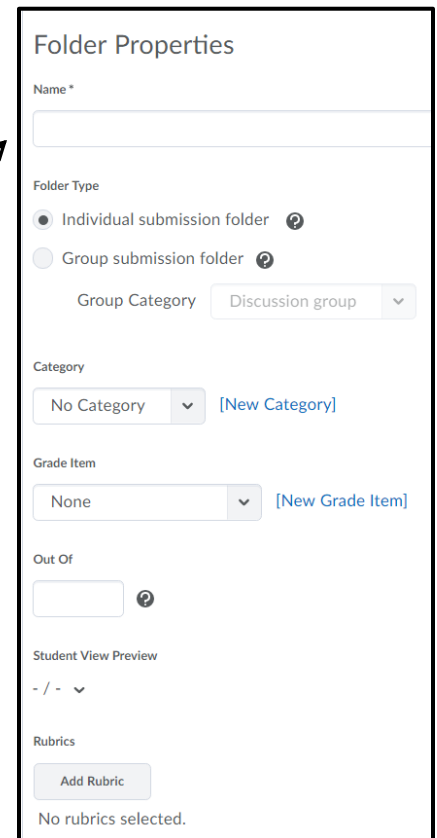


## Part 1

The **Dropbox** tool enables faculty to set up folders in which students can submit assignments. This eliminates the need to collect paper copies of assignments, helps faculty track when assignments are submitted as well as offers an efficient means of providing feedback (verbal, written and numeric) to the student directly within the dropbox area. If the feedback is a numeric score, that numeric assignment score can also be set up to directly populate to the gradebook. To create a dropbox (Part 1) and enable TurnItIn.com for the dropbox (Part 2), follow the steps below:

1. Once in D2L, click on the class in which you'd like to create a dropbox folder
2. On the course navigation bar, click on the **Assignments** drop-down menu and click on the **Dropbox** link.
3. To create a dropbox folder for students to turn in their assignments, choose "**New Folder**"
4. On the **Properties** tab, enter a descriptive name.
5. Choose a folder type:
  - a. **Individual submission folder**: Select this option if you want each user to submit their 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.
6. Assign the folder to a **Category**, if desired. Click the **New Category** link to create a new category.
7. Associate the folder with a **Grade Item** if you want submitted assignments to be tied to an item in your grade book.
8. Enter a numeric value in the **Out Of** field for the assignment score.
9. Add a rubric
10. Add any instructions about submitting the assignment in the **Instructions** text box, or include these instructions in your Course **Content** area and link those to this dropbox.
11. Attach files that you want to make available to users from the dropbox folder (for example, a sample lab report or bibliography) or list those in **content** and link to this dropbox
12. Select the submission options you want.
13. Click **Save**.



**Folder Properties**

Name \*

Folder Type

☒ Individual submission folder ?

☐ Group submission folder ?

Group Category Discussion group v

Category

No Category v [\[New Category\]](#)

Grade Item

None v [\[New Grade Item\]](#)

Out Of

?

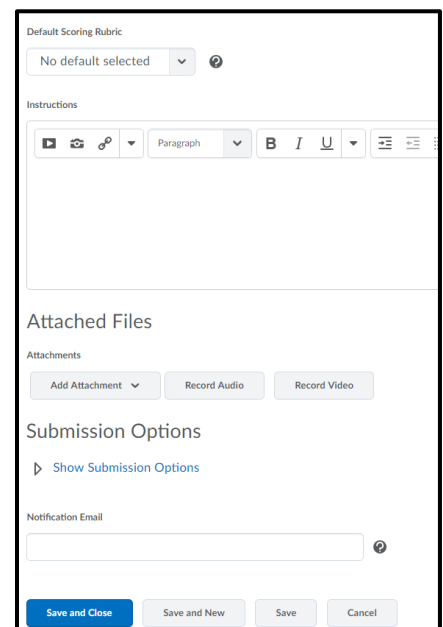
Student View Preview

- / - v

Rubrics

[Add Rubric](#)

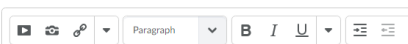
No rubrics selected.



Default Scoring Rubric

No default selected v ?

Instructions



Paragraph

**B** *I* U

Attached Files

Attachments

[Add Attachment](#) v [Record Audio](#) [Record Video](#)

Submission Options

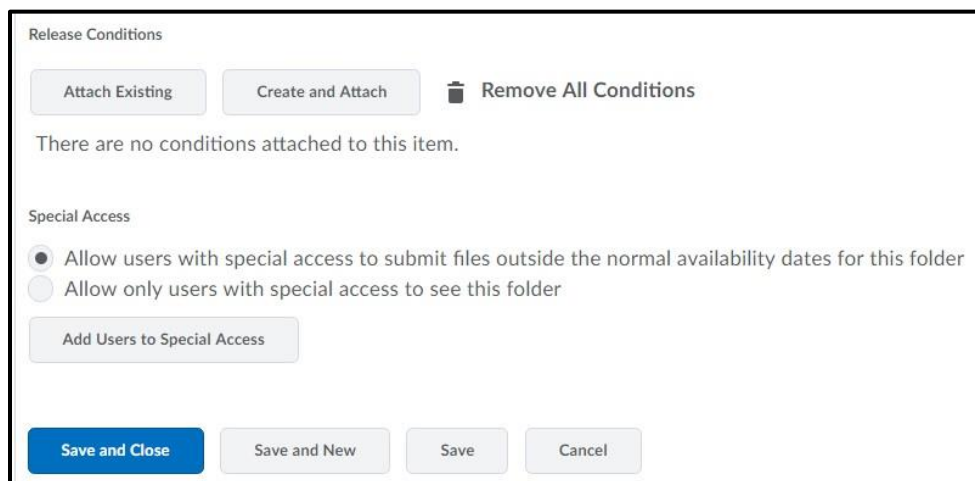
[Show Submission Options](#)

Notification Email

?

[Save and Close](#) [Save and New](#) [Save](#) [Cancel](#)

14. To set the availability dates for a folder, click the **Restrictions** tab.
15. Set the appropriate dates and times. **Note:** Consistent end dates and times facilitates higher completion rates.
16. Select **Display in Calendar** if you want the availability dates for a dropbox folder to appear in users' calendars.
17. Also from the **Restrictions** tab, you can add **Additional Release Conditions** and specify **Special access** permissions.



The screenshot shows a web interface for configuring folder settings. At the top, under the heading "Release Conditions", there are three buttons: "Attach Existing", "Create and Attach", and "Remove All Conditions" (which includes a trash icon). Below these buttons, a message states "There are no conditions attached to this item." The next section is titled "Special Access" and contains two radio button options. The first option, "Allow users with special access to submit files outside the normal availability dates for this folder", is selected with a filled radio button. The second option, "Allow only users with special access to see this folder", is unselected with an empty radio button. Below the radio buttons is a button labeled "Add Users to Special Access". At the bottom of the interface are four buttons: "Save and Close" (highlighted in blue), "Save and New", "Save", and "Cancel".

**Please note:** Students will receive an email confirmation immediately after their dropbox submission. Advise students to check their emails and also check the dropbox folder for their submission. If they do not receive an email, the file did not get uploaded and they need to resubmit.

If you have any questions regarding any of the options in these dropbox settings, please contact your eLearning Help Desk at [onlinehelp@southflorida.edu](mailto:onlinehelp@southflorida.edu) or by calling 863-784-7017.

### Part 2 – Turnitin.com

Before completing these instructions, create your dropbox as specified in “Dropbox: Part 1”. In the dropbox settings, once you enable **Turnitin** an “options area” appears at the bottom of the New/Edit Dropbox page. This allows faculty to enable detailed Originality Reports for dropbox submissions, control end user visibility, set the Originality Reports frequency, select which sources to check the submission against, and decide whether the current submission you are running the report against is added to the file index for new submissions to be checked against.

18. While creating or editing a dropbox folder, select the Enable for this folder check box in the **Turnitin** section of the **Properties** tab.

- **IMPORTANT:** You cannot disable **Turnitin** once it is enabled for a dropbox folder. This “enable” for the Originality Check must be done for each dropbox, each class, each term. If you would like assistance with this task, please contact your eLearning Help Desk team.

19. To allow submitters (students) to see Originality Reports select the checkbox.

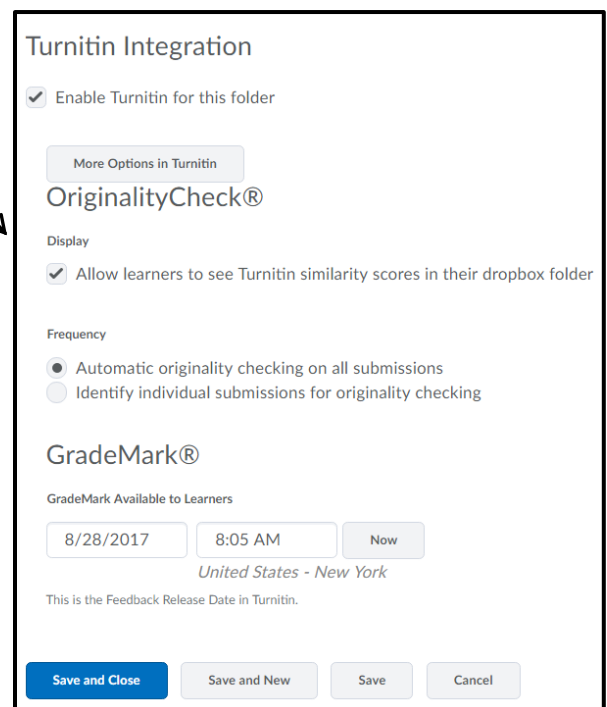
20. If you use the Turnitin.com GradeMark feature, please enter the date it is available to the students for their dropbox submission.

21. Click on “More Options in Turnitin”.

22. To change the frequency of your Originality Reports choose which option you prefer.

23. If you choose to “Identify individual submissions for plagiarism detection” then you need to manually submit file submissions for Plagiarism Detection from the Folder Submission page. 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.

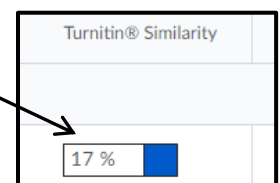
24. Select which sources to check a submission against from the list provided. You can use any combination of options.



### Viewing Originality Reports

You can view Originality Reports from the D2L Dropbox Folder Submission page. When a report is available, the status changes from **in progress** to percentage rating, which indicates the level of matching content. A lower percentage rating indicates that the content is likely original and has not been copied; a higher percentage rating indicates the content is likely not original and has been copied from another source. The percentage ranges are associated with colors:

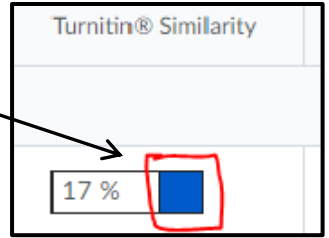
- Blue  $\geq 0$  and  $< 20\%$
- Green  $\geq 20$  and  $< 40\%$
- Yellow  $\geq 40$  and  $< 60\%$
- Orange  $\geq 60$  and  $< 80\%$



- Red  $\geq 80$  and  $\leq 100\%$

25. To view an Originality Report for a submission, click the colored section to the right of the percentage rating.

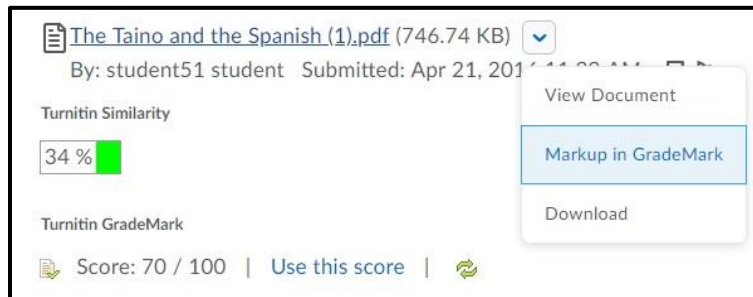
26. The Originality Report is comprised of two panes. The right pane lists all of the matching sources, including the percentage of text that matches and a link to the online content. The left pane displays the submission text using colored highlights to draw attention to the matching content.



### Using TurnItIn.com feature “GradeMark” for dropbox submissions

27. On the Folder Submissions page, click **Evaluate Submission** for the applicable user.

28. Click on the drop-down arrow next to the file you want to grade and choose **Markup Document**. The GradeMark report opens in a new window.



29. Add comments, highlight text, save, and print your GradeMark report using the available tools in the menu bar. You can view a summary of the submission at the top of the page, including word count, submission date, and Originality Report rating.

Note: The following file types are compatible with OriginalityCheck and GradeMark

- MS Word (DOC, DOCX)
- WordPerfect (WPD)
- PostScript (EPS)
- Acrobat PDF
- HTML (HTM, HTML)
- Rich text (RTF)
- Plain text (TXT)

If you have any questions regarding any of the options in these dropbox settings, please contact your eLearning Help Desk at [onlinehelp@southflorida.edu](mailto:onlinehelp@southflorida.edu) or by calling 863-784-7017.