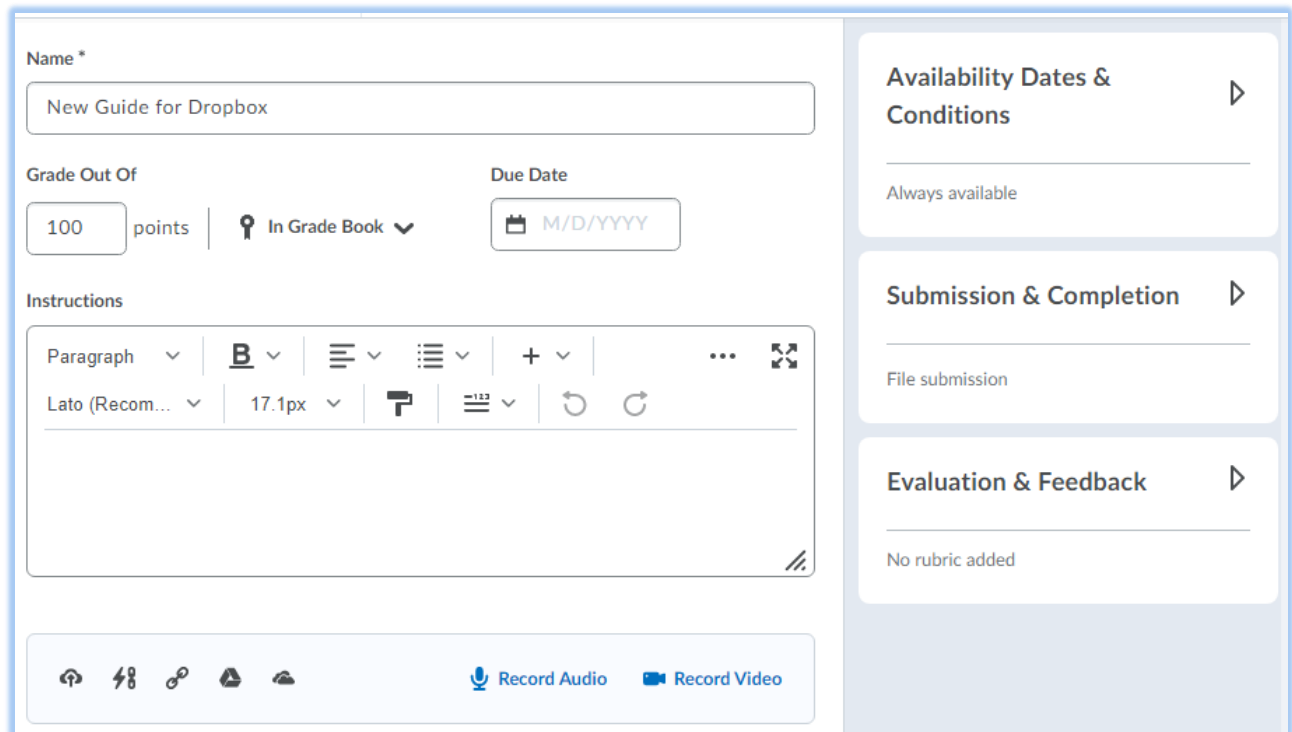


Brightspace – Dropbox Instructor Guide

The Dropbox tool enables instructors to set up folders in which students can submit assignments. This eliminates the need to collect paper copies of assignments, helps instructors 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 for the dropbox (Part 2), follow the steps below:

Part 1

1. Once in Brightspace, 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**"



The screenshot shows the 'New Folder' form in Brightspace. The form is divided into two main sections: a left section for basic assignment details and a right section for additional options.

Left Section:

- Name ***: A text input field containing 'New Guide for Dropbox'.
- Grade Out Of**: A dropdown menu set to '100' points, followed by a key icon and a dropdown menu set to 'In Grade Book'.
- Due Date**: A calendar icon followed by a text input field containing 'M/D/YYYY'.
- Instructions**: A rich text editor with a toolbar showing options like Paragraph, Bold (B), Italic (I), Underline (U), List, Indent, and Font Color. The text area is empty.
- Bottom Bar**: A row of icons for attaching files, links, and recording audio/video. The 'Record Audio' and 'Record Video' buttons are highlighted in blue.

Right Section:

- Availability Dates & Conditions**: A dropdown menu with a right-pointing arrow. Below it, the text 'Always available' is displayed.
- Submission & Completion**: A dropdown menu with a right-pointing arrow. Below it, the text 'File submission' is displayed.
- Evaluation & Feedback**: A dropdown menu with a right-pointing arrow. Below it, the text 'No rubric added' is displayed.

4. Enter a name for the assignment.
5. In the **Grade Out Of** box, enter the assignment grade. This will automatically create a grade item in Grades.
6. Click on the **In Grade Book** drop-down menu to link to an existing grade item or mark as **Not in Grade Book**.
7. Select a **Date** from the calendar.
8. Add any instructions about submitting the assignment in the **Instructions** text box.
9. You can attach files; add links or record video to your dropbox folder.
10. Access additional options located on the right side of the webpage, by clicking on the arrow to expand the menus

11. Under the **Availability Dates & Release Conditions** menu, select from the options below.
 - a. **Start Date** and **End Date**
 - b. **Release Conditions** – (Optional)
 - Click **Create New**. Select the **Condition Type**, select the **Condition Details**, and click **Create**.
 - Click **Add Existing**. From the **View Conditions for** drop-down list, select the tool in which you want to view existing release conditions, select the release condition you want to attach, and click **Attach**.
 - c. **Special Access** – (Optional)
 - Click **Manage Special Access** and select one of the following options:
 - **Allow users with special access to submit outside the normal availability dates for this folder**
 - **Allow only users with special access to see this folder**
 - Click **Add Users to Special Access**.
 - To give students that have special access a different assignment due date, select the **Has Due Date** check box and set the due date for the assignment.
 - Under **Availability**, select the **Has Start Date** and **Has End Date** check boxes and set the date availability for when you want users to have special access to the assignment.
 - In the **Users** area, select the users you want to give special access to.
 - Click **Save and Close**. The special access icon, the number of users with special access, and the condition appear under **Special Access**.
12. Under the **Submission & Completion** menu, select from the options below.
 - a. **Assignment Type** – Individual or Group
 - b. **Category** – Optional
 - c. **Submission Type** - use the drop-down menu for additional options.
 - d. **Files Allowed Per Submission**
 - e. **Allowable File Extensions** – Optional
 - f. **Submissions** – Choose from the list.
 - g. **Notification Email** - Enter an email to receive notifications when an assignment is submitted. (Optional)
13. Under **Evaluation & Feedback** menu, select from the options below.
 - a. **Rubrics** – Add rubrics
 - b. **Annotation Tools** - checked by default
 - c. **Turnitin Integration** – Manage Turnitin settings by clicking on the link. See Part 2.
14. Be sure to make your folder visible by clicking on the **Visibility** toggle.
15. Click **Save and Close**.

Please note:

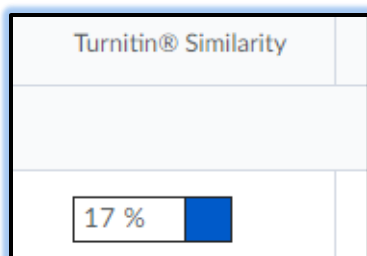
- Students will receive an email confirmation immediately after their dropbox submission. Advise students to check their emails and check the dropbox folder for their submission. If they do not receive an email, the file was not uploaded and they need to resubmit.
- If the student's see the "**Oops your file could not be uploaded**" error message, please advise that when they are naming their file, please limit the length of the file name. Also, leave out any special characters and spaces. This will increase compatibility with the internet.

Part 2 – Turnitin

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 instructors 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.

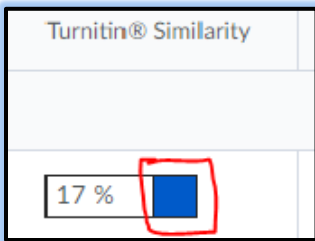
1. While creating or editing a dropbox folder, select the **Manage Turnitin** from the **Evaluation & Feedback** menu of the folder.
2. Check the **Enable Grademark for this Folder**
3. Choose how you want the grades to be transferred.
4. For the Originality Check, check the **Enable Originality Check® for this folder**
5. To allow submitters (students) to see “Turnitin similarity scores” select the checkbox.
6. Select the **Frequency** of originality checking
 - a. 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.
7. Click on “More Options in Turnitin” and expand **Optional Settings**
 - a. Select your **Submission Settings**
 - b. Select **Compare Against** options
 - c. **Additional Settings** are available
 - d. Be sure to click on **Submit**

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:

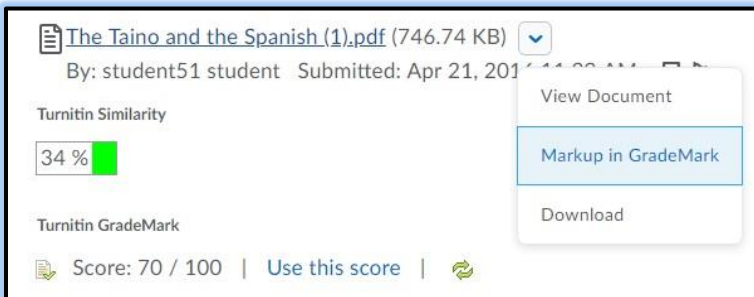
- Blue ≥ 0 and $< 20\%$
- Green ≥ 20 and $< 40\%$
- Yellow ≥ 40 and $< 60\%$
- Orange ≥ 60 and $< 80\%$
- Red ≥ 80 and $\leq 100\%$



8. To view an Originality Report for a submission, click the colored section to the right of the percentage rating.
9. 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

10. On the Folder Submissions page, click **Evaluate Submission** for the applicable user.
11. 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.



12. 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)
- 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 the Office of Educational Technology at Brightspace.Support@southflorida.edu or by calling 863-784-7015.