

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 **Coursework** 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' creation interface in Brightspace. The main form area includes:

- Name ***: A text input field with the placeholder text 'New Guide for Dropbox'.
- Grade Out Of**: A section with a '100' points input, a dropdown menu set to 'In Grade Book', and a 'Due Date' calendar icon with a placeholder 'M/D/YYYY'.
- Instructions**: A rich text editor with a toolbar containing options for Paragraph, Bold (B), Text Color, Bulleted List, Numbered List, Indent, Font Size (set to 17.1px), and other formatting tools. Below the toolbar is a large text area for instructions.

On the right side of the form, there are three expandable sections, each with a right-pointing arrow:

- Availability Dates & Conditions**: Currently shows 'Always available'.
- Submission & Completion**: Currently shows 'File submission'.
- Evaluation & Feedback**: Currently shows 'No rubric added'.

At the bottom of the main form area, there is a toolbar with icons for attaching files, linking, and recording audio/video. The 'Record Audio' and 'Record Video' buttons are highlighted in blue.

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** (This option is recommended)
 - **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

Turnitin is a cloud-based solution with capabilities in Similarity checking and online grading using their Similarity Report and Online Grading tools. Turnitin saves instructors time and facilitates personalized feedback for learners.

1. While creating or editing a dropbox folder, select the **Manage Turnitin** from the **Evaluation & Feedback** menu of the folder.
2. Check the **Enable Similarity for this Folder** and check the box to “allow learners to see similarity scores...”
3. Click **Enable Online Grading** for this folder if you want to use the Turnitin suite of feedback and grading tools.
4. Click **More Options** for a list of additional optional settings.
5. Do any of the following:
 - In the **Submission** settings area, indicate where and when assignments can be submitted. For more information, refer to Turnitin assignment settings.
 - In the **Similarity Report** area, indicate the timing of generating similarity reports, and the type of submission content you want to exclude (such as bibliography, quoted materials, and small sources). *The AI Authorship report will be included in the Similarity Report.*
 - In the **Compare against** area, indicate the sources against which you want to compare the submissions, including previously submitted student papers, current and archived web site content, and periodicals, journals, and publications.
 - In the **Exclude assignment template** area, you can upload or create a template of text that is automatically excluded from the similarity report.
 - In the **Additional settings** area, you can indicate if you want to save the settings you have chosen in the More Options dialog for future use.
6. Click **Submit**
7. Click **Save**

Viewing Originality Reports

You can view Similarity Reports from the 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 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 $\leq 100\%$

Download Email Mark as Read Mark as Unread Delete				
☐	Submission[s]	Turnitin Similarity Report	Turnitin Online Grading	
☐	William Shakespeare Essay.pdf (379.29 KB)	100 %	No Score	Edit Delete

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.

Visit the [Turnitin Academic Integrity Tools](#) website for additional User Guides

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.

Date: 7/29/2026

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