COURSELINK DROPBOX TOOL

Reading Week Series



OpenEd

OPEN LEARNING AND EDUCATIONAL SUPPORT Owen Wooding, Instructional Technology Specialist

LAND ACKNOWLEDGEMENT

While we are coming together today in a virtual space, it is important to recognize the physical space that connects us and brings us together. The University of Guelph and its campuses are situated on the treaty lands of the Mississaugas of the Credit. We understand that these lands are connected by the Dish with One Spoon Wampum and continue to be home to diverse communities of First Nations, Inuit and Métis Peoples. By acknowledging the land, we reaffirm our commitment to decolonization and reconciliation with Indigenous peoples and our responsibility to the land on which we live, learn, and play.



AGENDA

- Part 1: Creating/Managing Dropbox Folders
- Part 2: Performing Assessments in Dropbox
- Part 3: The Student Experience
- Part 4: Support & Resources for Dropbox
- Part 5: Q&A + Stay and Play



CREATING AND MANAGING DROPBOX FOLDERS





What is the Dropbox tool?

- A CourseLink tool that primarily accepts submissions of files from students and provides options for assessment
- A separate Dropbox "folder" can be created for each assignment
- Each folder can be configured to suit the submission and assessment requirements of an assignment





What are some important Dropbox folder features?

- Accepts many file types, not just Word docs & PDFs
 - Image files, PowerPoint, html files, video files, etc.
 - Full list of supported file types: <u>https://documentation.brightspace.com/EN/le/assignments/learner/assignments_intro_1.htm#t9087</u>
- How many files, what files types, and how many submissions are allowed can be set for each folder
- Submissions do not have to be graded
 - If left as ungraded, folders can be used to provide purely formative feedback for drafts, reflections, etc.



What are some lesser-known Dropbox assessment features?

- Can be used for assessment without requiring a submission!
 - "Observed in person" and "On-paper submission" options
 - Great for presentations (individual or group), oral exams, etc.
- Can be used for a basic text submission rather than a file
 - "Text submission" (students type text, provide links, etc.)
 - Great for simple, short, text-only assignments such as a weekly reflection



Bonus tips:

- Each Dropbox folder can be connected to a *single unique* grade item (1:1 relationship)
 - 1 folder **cannot** be connected to 2 grade items
 - 2 grade items **cannot** be connected to the same folder
- Dropbox Tool (CourseLink) = Assignments Tool (D2L)
 - If looking up information online, Dropbox may be referred to as Assignments



• Who can create a Dropbox folder?

All instructor roles

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- TA-facilitator, TA-build-grade (not TA-grade)
- How do you create a Dropbox folder?





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What options are available when performing an assessment?

- Overall Score (e.g., 23/25)
- Overall Feedback (general feedback in rich text format)
- Audio/Video Feedback (general feedback via recording)
- File Attachments (your computer, OneDrive, or Google Drive)
- Links (to external sites or content on your own course site)
- File Annotation (symbols, comments, highlighting, etc.)
- Rubric (if attached)



- Who can assess submissions to a Dropbox folder?
 - All instructor and TA roles
- How do you assess Dropbox folder submissions?

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Assessment Area

- Assess with an attached rubric
- Provide manual grade
 - Provide overall feedback with rich text
- Upload a feedback file
- Provide links
 - Record audio/video feedback

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Save Options

- Publish (Available to student)
- Save Draft (Available to TAs/instructors)



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Bonus Tips for Dropbox Assessments:

- Be consistent
 - Rubrics can help a lot with consistency and equity
 - When using annotations, make sure all assessors try to use the same symbols/colours (red X = bad, green √ = good, etc.)
- Don't try to use ALL the options
 - This can significantly slow down the assessment process
 - It can also result in information overload for the students
 - Having annotations, rubrics, written feedback, audio feedback, and attachments to review can be overwhelming for many students



THE STUDENT DROPBOX EXPERIENCE





THE STUDENT DROPBOX EXPERIENCE

Tips to keep in mind for your students

- Students can see the Due Date, but not the End Date to access/submit to the folder
 - When using an End Date, make it clear to students
 - Course outline, Announcements tool, Content tool, etc.
- Students cannot see the folder instructions or attached rubrics until they click the specific Dropbox folder
 - Most students do not do this until they are ready to submit
 - Can be helped by adding the link to a folder in Content
- Students receive an email confirming their Dropbox folder submission was completed successfully
 - If they do not have the email, they can double check by clicking the link in the folder's Completion Status column





MAKING A DROPBOX FOLDER SUBMISSION

- Who can make submissions to a Dropbox folder?
 - Students, Deferred Students (Not instructors/TAs)
- How does a student submit to a Dropbox folder?

Course Home Content Groups Dropbox Dis	cussions Quizzes	Grades Cou	urse Admin Cours	seLink Help
Folder	Completion Status	Score	Evaluation Status	Due Date
Example Assignment Folders				
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Group 2 - Tuesday: Assignment 2 (Group Presentation) 🕌	Not Complete	- / 20		Mar 6, 2022 11:5



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Submit Assignment

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- File name special characters warning
- Add a File and Record Audio buttons





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Comments

- Enter text
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- Add links
- Insert images
- Embed videos

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Submission

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Submit

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Submit Assignment

Files to submit * (0) file(s) to submit

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SUPPORT AND RESOURCES FOR DROPBOX





ONLINE RESOURCES

OpenEd Support and Documentation Site

(CourseLink Help on your course navigation bar)

– Dropbox

https://support.opened.uoguelph.ca/instructors/courselink/tools/c ontent/dropbox

– Rubrics

https://support.opened.uoguelph.ca/instructors/courselink/tools/c ontent/rubrics

– Grades

https://support.opened.uoguelph.ca/instructors/courselink/tools/c ontent/grades



OpenED

ONLINE RESOURCES

OpenEd's Remote Teaching and Learning Site

(https://opened.uoguelph.ca/instructor-resources/remote-teaching---learning)

Dropbox for More than Documents

https://opened.uoguelph.ca/instructor-resources/rethink-your-assessmentsfor-remote-environments-with-ed-tech#Dropbox

- Rubrics & Equitable Assessments

https://opened.uoguelph.ca/instructor-resources/rethink-your-assessmentsfor-remote-environments-with-ed-tech#Rubrics

Move Your Rubrics Online with CourseLink's Rubrics Tool

https://opened.uoguelph.ca/instructor-resources/instructional-technologywebinar-series#Rubrics



COURSELINK SUPPORT

- **Phone** (urgent or just-in-time support)
 - Ext. 56939
 - 1-866-275-1478 (Toll-free US/Can)
- Email (typically answered within 24 hours or less)
 - courselink@uoguelph.ca

Hours of Operation

- Mon-Fri: 8:30 AM 8:30 PM
- Saturday/Holidays: 10:00 AM 4:00 PM
- Sunday: 12:00 PM 6:00 PM



INSTRUCTIONAL TECHNOLOGY SPECIALISTS (ITS)

The ITS team provides pedagogical support for educational technologies.

- Email
 - insttech@uoguelph.ca
- Book a consultation
 - <u>https://uoguelph.eu.qualtrics.com/jfe/form/SV_03zM</u>
 <u>VhZjuVsXL5H</u>



UPCOMING PROGRAMMING (READING WEEK 2022)

CourseLink Rubrics Tool

- Recording and slides available online: <u>https://opened.uoguelph.ca/instructor-resources/winter-2022-programming#Rubrics</u>
- CourseLink Dropbox Tool
 - That's this session! Recording will be available soon.

CourseLink Discussions Tool

Wednesday, February 23 | 1:30 to 3:00 p.m.

CourseLink Quizzes Tool

– Thursday, February 24 | 10:00 to 11:30 a.m.

CourseLink Grades Tool

- Thursday, February 24 | 1:30 to 3:00 p.m.

Registration: https://opened.uoguelph.ca/instructor-resources/winter-2022-programming

