COURSELINK DROPBOX TOOL

Reading Week Series

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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.

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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

DROPBOX BASICS

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

DROPBOX BASICS

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: https://documentation.brightspace.com/EN/le/assignments/learner/assignments_intro_1.htm#t9087

- 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.

DROPBOX BASICS

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

DROPBOX BASICS

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

CREATING DROPBOX FOLDERS

- **Who can create a Dropbox folder?**
  - All instructor roles
  - TA-facilitator, TA-build-grade (not TA-grade)
- **How do you create a Dropbox folder?**

1   Course Home   Content   Groups   Dropbox   Discussions   Quizzes   Grades   Course Admin   CourseLink Help

2   ## Dropbox Folders

New Folder   Edit Categories   More Actions ▾

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CREATING DROPBOX FOLDERS

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Main Area

- **Name** (Required)
- **Grade Out Of**
- **Due Date**
- **Instructions**
- **File and Media Options**

CREATING DROPBOX FOLDERS

3

Availability Dates & Conditions

- **Start Date**

- **End Date**

- **Release Conditions**

- **Special Access**

CREATING DROPBOX FOLDERS

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Submission & Completion

- Individual or Group Folder

- Set Category

- Submission Type

- Files Allowed

- File Extensions

- Submissions

- Notification Emails

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CREATING DROPBOX FOLDERS

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Evaluation & Feedback

- **Add Rubric**

- **Enable Annotation** (on by default)

- **Anonymous Marking**

- **Turnitin Integration**

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CREATING DROPBOX FOLDERS

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Back to Manage Dropbox   New Folder

Name *
Untitled

Grade Out Of   Due Date
Ungraded   M/D/YYYY

Instructions

Paragraph   B I U A ☰ ☰ □ 🔗 🖼 + ···

Record Audio   Record Video

Availability Dates & Conditions   ▷
Always available

Submission & Completion   ▷
File submission

Evaluation & Feedback   ▷
No rubric added

Save and Close   Save   Cancel   Visibility

Save/View Options

- **Save and Close**
- **Save**
- **Cancel**
- **Visibility**

PERFORMING ASSESSMENTS IN DROPBOX

PERFORMING ASSESSMENTS IN DROPBOX

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)

PERFORMING ASSESSMENTS IN DROPBOX

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

1

| | Course Home | Content | Groups | Dropbox | Discussions | Quizzes | Grades | Course Admin | CourseLink Help |

☐	Folder	New Submissions	Completed	Evaluated	Feedback Published	Due Date
	No Category					
☐	Assignment 1 ⌄ 🔑	1	4/8	4/8	4/8	
☐	Assignment 2 (Turnitin/GradeMark) ⌄ 🔑	1	3/8	2/8	2/8	

2

☐	Last Name ▲ , First Name	Submission Date	Delete
☐	Wooding, Owen		💬 Evaluate
	🏳 ✉ Example PDF document 1.pdf (49.84 KB)	Feb 1, 2022 4:03 PM	🗑

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PERFORMING ASSESSMENTS IN DROPBOX

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Student Information

- **Name**
- **File**
- **Next/previous student**

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PERFORMING ASSESSMENTS IN DROPBOX

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Student Submission

- **Displays the file**

- **Annotation Options**

    - **Highlight text**

    - **Add notes**

    - **Use symbols**

    - **Underline**

    - **Strikethrough**

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PERFORMING ASSESSMENTS IN DROPBOX

4

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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PERFORMING ASSESSMENTS IN DROPBOX

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Save Options

- **Publish**
  (Available to student)

- **Save Draft**
  (Available to TAs/instructors)

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PERFORMING ASSESSMENTS IN DROPBOX

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?**

1

Course Home   Content   Groups   **Dropbox**   Discussions   Quizzes   Grades   Course Admin   CourseLink Help

Folder	Completion Status	Score	Evaluation Status	Due Date
Example Assignment Folders				
Assignment 1 (Indvidual Submission)	Not Submitted	- / 20		Feb 27, 2022 11:59 PM
Group 2 - Tuesday: Assignment 2 (Group Presentation)	Not Complete	- / 20		Mar 6, 2022 11:59 PM

2

CREATING DROPBOX FOLDERS

3

Submit Assignment

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

File names should not contain special characters: * / : ; > < | | ' & # { } " other than hyphens and underscores

After uploading, you must click Submit to complete the submission..

Add a File   Record Audio

Comments

Paragraph ⌄ | **B** | *I* | <u>U</u> ⌄ | A⌄ | ☰ ⌄ | ☰ ⌄ | ▶❙❙ | 🔗 | 🖼 | Σ ⌄ | ⊞ ⌄ | + ⌄ | Lato (Recom... ⌄ | 19px ... ⌄ | ⋯ | ⤢

Submit   Cancel

Submit Assignment

- **Files to submit (updates as added)**

- **File name special characters warning**

- **Add a File and Record Audio buttons**

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CREATING DROPBOX FOLDERS

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Files to submit *

(0) file(s) to submit

File names should not contain special characters: * / : ; > < | | ' & # { } " other than hyphens and underscores
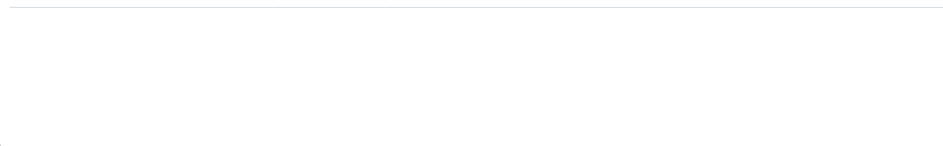
After uploading, you must click Submit to complete the submission..

[Add a File] [Record Audio]

Comments

| Paragraph ∨ | B | I | U ∨ | A ∨ | ≡ ∨ | ☰ ∨ | ▶❚ | ∂ | 🖼 | Σ ∨ | ⊞ ∨ | + ∨ | Lato (Recom... ∨ | 19px ... ∨ | ··· | ⤢ |

[Submit] [Cancel]

Comments

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

CREATING DROPBOX FOLDERS

3

Submit Assignment

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(0) file(s) to submit

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Comments

| Paragraph ∨ | **B** | *I* | U ∨ | A⁄ | ☰ ∨ | ☰ ∨ | ▶‖ | ∂ | 🖼 | Σ ∨ | ⊞ ∨ | + ∨ | Lato (Recom... ∨ | 19px ... ∨ | ··· | ⤢ |

Submit   Cancel

Submission

- **Submit**

- **Cancel**

SUPPORT AND RESOURCES FOR DROPBOX

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ONLINE RESOURCES

- **OpenEd Support and Documentation Site**
  (CourseLink Help on your course navigation bar)
  - **Dropbox**
    https://support.opened.uoguelph.ca/instructors/courselink/tools/content/dropbox

  - **Rubrics**
    https://support.opened.uoguelph.ca/instructors/courselink/tools/content/rubrics

  - **Grades**
    https://support.opened.uoguelph.ca/instructors/courselink/tools/content/grades

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-assessments-for-remote-environments-with-ed-tech#Dropbox

  – **Rubrics & Equitable Assessments**
    https://opened.uoguelph.ca/instructor-resources/rethink-your-assessments-for-remote-environments-with-ed-tech#Rubrics

  – **Move Your Rubrics Online with CourseLink's Rubrics Tool**
    https://opened.uoguelph.ca/instructor-resources/instructional-technology-webinar-series#Rubrics

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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

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INSTRUCTIONAL TECHNOLOGY SPECIALISTS (ITS)

The ITS team provides pedagogical support for educational technologies.

- **Email**
  - insttech@uoguelph.ca

- **Book a consultation**
  - https://uoguelph.eu.qualtrics.com/jfe/form/SV_03zMVhZjuVsXL5H

UPCOMING PROGRAMMING (READING WEEK 2022)

- **CourseLink Rubrics Tool**
  - Recording and slides available online:
    https://opened.uoguelph.ca/instructor-resources/winter-2022-programming#Rubrics

- **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

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