D2L – Create a Dropbox Assignment

Last Updated: 07/08/2015

OVERVIEW

The following documentation will show how to create an assignment in the Dropbox section of D2L. The Dropbox is used for students to turn in assignments that have been done outside of Desire2Learn, such as an essay or presentation.

This tutorial is operating system independent.

Step 1

Log into your course and click Dropbox.

Step 2

Click on New Folder.
Step 3

In the **Name**: text field enter a title for your assignment.

### New Folder

**Folder Properties**

- **Name**: Homework Assignment 1

- **Originality Check**: Enable for this folder

- **Folder Type**
  - Individual submission folder
  - Group submission folder

- **Group Category**: Other-MISC-COB Information

- **Category**: No Category

- **Grade Item**: None

- **Out Of**

- **Student View Preview**: / /

- **Rubrics**
  - Add Rubric
  - No rubrics selected.

- [Create Rubric in New Window]

- **Default Scoring Rubric**: No default selected
Step 4

Next choose if you would like to:

- Enable Plagiarism protection for an assignment (recommended for essay submissions)
- Have the folder be an Individual submission folder or a Group submission folder.
- Have your assignment be in a gradebook category
Step 5

If you would like for your assignment to be graded select which grade item to attach your assignment to, or create a new grade item, if necessary.

New Folder

Folder Properties

Name *
Homework Assignment 1

Originality Check
- Enable for this folder How does originality checking work?

Folder Type
- Individual submission folder
- Group submission folder
  Group Category: Other-MISC-COBE Information

Category
- No Category
- [New Category]

Grade Item
- Assignment 1
- [New Grade Item]

Out Of

Student View Preview

Rubrics
- Add Rubric
  No rubrics selected.
- [Create Rubric in New Window]

Default Scoring Rubric
- No default selected
Step 6

If you have created a rubric that you would like to use for this assignment click on the Add Rubric button, or click on the [Create Rubric in New Window] link to create a new rubric for the assignment.

*Note: Attaching a rubric is optional and will, in most cases, not be used for an assignment.
Step 7

If you have attached a grade item to this assignment, enter in the same assignment value in the **Out of:** text field that you have entered for the grade item.
Step 8

Type in any instructions that you have for an assignment in the **Custom Instructions** text box.

```
Submit this Homework Assignment
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**ePortfolio Artifacts**
- Allow users to add this folder to their ePortfolio

**Attached Files**
- Attachments
  - Add a File

**Submission Options**
- Show Submission Options

[Save and Close]  [Save and New]  [Save]  [Cancel]
Step 9

If you care to attach a file to the assignment, then click the **Add a File** button and then attach the desired file.

You can also define how many submissions students are allowed, as well as how many files can be submitted.
Step 10

Under the **Restrictions** tab, you have the ability to:

- Define the amount of time a dropbox folder is visible
- Attach Release Conditions
- Allow Special Access to an assignment

**Edit Folder - Homework Assignment 1**

**Properties**  **Restrictions**  **Objectives**

**Availability**
- **Has Start Date**
  - 7/8/2015 11:35 AM
  - United States - Chicago
- **Has Due Date**
  - 7/15/2015 11:35 AM
  - United States - Chicago
- **Has End Date**
  - 7/15/2015 11:35 AM
  - United States - Chicago

**Release Conditions**
- **Attach Existing**
- **Create and Attach**
- **Remove All Conditions**

There are no conditions attached to this item.

**Special Access**
- **Allow users with special access to submit files outside the normal availability dates for this folder**
- **Allow only users with special access to use this folder**

**Add Users to Special Access**

**Save and Close**  **Save and New**  **Save**  **Cancel**
Step 11

When finished setting up your Dropbox assignment folder click **Save**.

*Training adapted with permission from the University of Colorado-Boulder*