

GETTING STARTED WITH COURSELINK SERIES Dropbox

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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.

AGENDA

- **Why Dropbox?**
- **Creating Dropbox Folders**
 - Due dates and folder availability
 - Individual or group assessments
 - Adding a rubric
 - Associating a folder with a grade item
- **Assessment**
- **Support Options**
- **Question & Answer Period**

WHY DROPBOX?

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WHY DROPBOX?

- Commonly used CourseLink tool that accepts submissions of files from students and provides options for assessment
 - Turnitin integration allows for an academic integrity option
 - Rubrics
 - Annotations
- Overall, a convenient and accessible way to receive and evaluate student work

CREATING DROPBOX FOLDERS

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.
- 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

CREATING DROPBOX FOLDERS

[Course Home](#) [Content](#) [Groups](#) **[Dropbox](#)** [Discussions](#) [Grades](#) [Course Admin](#)

Dropbox Folders

New Folder

Edit Categories

More Actions ▼

CREATING DROPBOX FOLDERS

← Back to Manage Dropbox | New Folder

Name *

Untitled

Grade Out Of: Ungraded

Due Date: M/D/YYYY

Instructions

Paragraph | B | I | U | A | |

Lato (Recom... | 19px ... | | |

Record Audio | Record Video

Availability Dates & Conditions ▶

Always available

Submission & Completion ▶

File submission

Evaluation & Feedback ▶

No rubric added

- Name/Title
- Grade Out Of
- Due Date
- Instructions
- File and Media Options

AVAILABILITY DATES & CONDITIONS

Availability Dates & Conditions ▶

Always available

Submission & Completion ▶

File submission

Evaluation & Feedback ▶

No rubric added



Choose:

- When students can view the folder (optional)

Availability Dates & Conditions ▼

Start Date

 M/D/YYYY

End Date

 M/D/YYYY

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

[Add Release Condition](#) ▼

Special Access

Special Access allows activities to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)

SUBMISSION & COMPLETION

Availability Dates & Conditions ▶
Always available

Submission & Completion ▶
File submission

Evaluation & Feedback ▶
No rubric added



Choose:

- Individual or group assignment
- Types and number of files allowed

Submission & Completion ▼

Assignment Type

- Individual Assignment
- Group Assignment

Category

No category ▼

Submission Type

File submission ▼

Files Allowed Per Submission

- Unlimited
- One File

Allowable File Extensions ?

No Restrictions ▼

Submissions

- All submissions are kept
- Only one submission allowed
- Only the most recent submission is kept

Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

EVALUATION & FEEDBACK

Availability Dates & Conditions ▶
Always available

Submission & Completion ▶
File submission

Evaluation & Feedback ▶
No rubric added

- Add:**
- Rubric
 - Turnitin



Evaluation & Feedback ▼

Rubrics

[Add Rubric](#) ▼

Learning Objectives

No learning objectives

[Manage Learning Objectives](#)

Annotation Tools

Make annotation tools available for assessment

Anonymous Marking

Hide student names during assessment

Turnitin Integration

Turnitin™ adds additional functionality to evaluation.

[Manage Turnitin](#)

Important: Be sure to notify students whenever you will be using Turnitin

ADDING FOLDER TO GRADEBOOK

< Back to Manage Dropbox

New Folder

Name *

Untitled

Grade Out Of

Ungraded

Due Date

M/D/YYYY

Instructions

Paragraph B I U A ...

Lato (Recom... 19px ...

Name *

Untitled

Grade Out Of

10 points

In Grade Book

Due Date

M/D/YYYY



Record Audio Record Video

In Grade Book

Edit or Link to Existing

Not in Grade Book

Reset to Ungraded

- Once you complete the **'grade out of'** box, a new grade item is automatically added to your CourseLink gradebook
- Click the dropdown arrow to edit/remove

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DEMO

- **Create a Dropbox folder**
 - Link folder to a grade item
 - Add due date and start date
 - Grant special access to students
 - Enable Turnitin for similarity checking

ASSESSMENT

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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

Course Home Content Groups **Dropbox** Discussions Grades

Dropbox Folders




New Folder

Edit Categories

More Actions ▾

 Bulk Edit

<input type="checkbox"/>	Folder	New Submissions
	No Category	
<input type="checkbox"/>	Assignment #1 CourseLink ▾ 🔑	
<input type="checkbox"/>	Homework #1 ▾ 🔑	
<input type="checkbox"/>	Assignment with attached rubric ▾ 🔑	1

<input type="checkbox"/>	Kerfoot, Alex	Evaluate
	 Reading Discussion Questions.docx (11.63 KB)	Dec 2, 2022 9:46 AM
		

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

PERFORMING ASSESSMENTS IN DROPBOX

Back to Folder Submissions Assignment 1 Grading and Assessment in CourseLink User 5 of 5

Owen Wooding Example PDF document 1.pdf

Back to User Submissions

Page 1 of 1

Example Research Paper Rubric (Cornell) Not scored

Overall Grade 0 / 28

Overall Feedback

For... B ... + ...

Record Audio Record Video

Publish Save Draft

Student Information

- Name
- File
- Next/previous student

PERFORMING ASSESSMENTS IN DROPBOX

Back to Folder Submissions Assignment 1 Grading and Assessment in CourseLink User 5 of 5

Owen Wooding Example PDF document 1.pdf

Back to User Submissions

Page 1 of 1

Example Research Paper Rubric (Cornell) Not scored

Overall Grade /28

Overall Feedback

For... B U L + ...

Record Audio Record Video

Publish Save Draft

Student Submission

- Displays the file
- Annotation Options
 - Highlight text
 - Add notes
 - Use symbols
 - Underline
 - Strikethrough

PERFORMING ASSESSMENTS IN DROPBOX

The screenshot displays the Canvas LMS assessment interface. At the top, it shows 'Assignment 1' with the subtitle 'Grading and Assessment in CourseLink'. Below this, the user's name 'Owen Wooding' and the document name 'Example PDF document 1.pdf' are visible. The main area is divided into two sections: a PDF viewer on the left and a rubric panel on the right. The PDF viewer shows a document with placeholder text. The rubric panel, titled 'Rubrics', displays 'Example Research Paper Rubric (Cornell)' with a 'Not scored' status. It includes an 'Overall Grade' field showing ' / 28' and an 'Overall Feedback' text area with rich text formatting options. At the bottom of the rubric panel, there are buttons for 'Record Audio' and 'Record Video'. The interface also includes navigation buttons like 'Back to Folder Submissions' and 'Back to User Submissions', and a 'Publish' button at the bottom right.

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

PERFORMING ASSESSMENTS IN DROPBOX

The screenshot shows the CourseLink interface for 'Assignment 1: Grading and Assessment in CourseLink'. The user is 'Owen Wooding' and the document is 'Example PDF document 1.pdf'. The interface displays a PDF viewer on the left and a rubric on the right. The rubric is titled 'Example Research Paper Rubric (Cornell)' and is currently 'Not scored'. The overall grade is shown as '0 / 28'. The overall feedback section is empty. At the bottom of the rubric, there are two buttons: 'Publish' and 'Save Draft', which are highlighted with a red box.

Save Options

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

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
- 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

DEMO

- **Basic assessment**
 - Providing grades & overall feedback
- **Advanced assessment**
 - Adding annotations, using rubrics, using video or audio feedback
- **Publishing grades and feedback**
 - The importance of “Save Draft”
 - How to “Publish All Feedback”
- **Using groups to assign assessments to TAs**

SUPPORT AND RESOURCES FOR DROPBOX

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ONLINE RESOURCES

- **OpenEd Support and Documentation Site**

<https://support.opened.uoguelph.ca/instructors/courselink/tools/content/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>

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

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

QUESTION & ANSWER PERIOD

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