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?
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
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

Dropbox Folders

- New Folder
- Edit Categories
- More Actions
CREATING DROPBOX FOLDERS

Main Area
- Name/Title
- Grade Out Of
- Due Date
- Instructions
- File and Media Options
**AVAILABILITY DATES & CONDITIONS**

<table>
<thead>
<tr>
<th>Availability Dates &amp; Conditions</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Always available</td>
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<table>
<thead>
<tr>
<th>Submission &amp; Completion</th>
<th></th>
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<tbody>
<tr>
<td>File submission</td>
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<table>
<thead>
<tr>
<th>Evaluation &amp; Feedback</th>
<th></th>
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<tbody>
<tr>
<td>No rubric added</td>
<td></td>
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</tbody>
</table>

**Choose:**
- When students can view the folder (optional)

**Availability Dates & Conditions**

- **Start Date**
  
- **End Date**

**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**
Choose:
- Individual or group assignment
- Types and number of files allowed
**EVALUATION & FEEDBACK**

**Add:**
- Rubric
- Turnitin

**Important:** Be sure to notify students whenever you will be using Turnitin
**ADDING FOLDER TO GRADEBOOK**

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
**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
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
PERFORMING ASSESSMENTS IN DROPBOX

Student Information
- Name
- File
- Next/previous student
PERFORMING ASSESSMENTS IN DROPBOX

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

Performing assessments in Dropbox allows for detailed evaluations and feedback.
PERFORMING ASSESSMENTS IN DROPBOX

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

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
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