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.
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
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?
CREATING DROPBOX FOLDERS

Main Area
- Name (Required)
- Grade Out Of
- Due Date
- Instructions
- File and Media Options
Creating Dropbox Folders

Availability Dates & Conditions
- Start Date
- End Date
- Release Conditions
- Special Access
Creating Dropbox Folders

Submission & Completion - Individual or Group Folder
- Set Category
- Submission Type
- Files Allowed
- File Extensions
- Submissions
- Notification Emails
CREATING DROPBOX FOLDERS

Evaluation & Feedback
- Add Rubric
- Enable Annotation (on by default)
- Anonymous Marking
- Turnitin Integration
CREATING DROPBOX FOLDERS

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**
2. **Folder**
3. **Submission**
4. **Evaluate**
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

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 $\times$ = bad, green $\checkmark$ = 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. [Image of Dropbox folder interface]

2. [Table showing example assignment folders]

<table>
<thead>
<tr>
<th>Example Assignment Folders</th>
<th>Completion Status</th>
<th>Score</th>
<th>Evaluation Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1 (Individual Submission)</td>
<td>Not Submitted</td>
<td>- / 20</td>
<td></td>
<td>Feb 27, 2022 11:59 PM</td>
</tr>
<tr>
<td>Group 2 - Tuesday: Assignment 2 (Group Presentation)</td>
<td>Not Complete</td>
<td>- / 20</td>
<td></td>
<td>Mar 6, 2022 11:59 PM</td>
</tr>
</tbody>
</table>
Creating Dropbox Folders

Submit Assignment
- Files to submit (updates as added)
- File name special characters warning
- Add a File and Record Audio buttons
Creating Dropbox Folders

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

- Enter text
- Format text
- Add links
- Insert images
- Embed videos
CREATING DROPBOX FOLDERS

3

Submission
- Submit
- Cancel

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.

Comments

Add a File  Record Audio

Submit  Cancel

UNIVERSITY OF GUELPH

OPENED
OPEN LEARNING AND EDUCATIONAL SUPPORT
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/content/dropbox](https://support.opened.uoguelph.ca/instructors/courselink/tools/content/dropbox)

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

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