



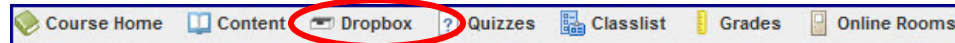
Dropbox / Turnitin Quick Start Guide


Dropbox allows you to set up folders where users submit their assignments. Once assignments are submitted you can download all as a zip file, check submission times, grade assignments, leave feedback, and return submissions with comments, all from within the Dropbox tool.

Create a Dropbox Folder/Assignment

Each assignment needs its own Dropbox folder where you can set up start dates, end/due dates, and associate folders with grade items.

1. To access the Dropbox tool click the Dropbox link on your course navigation bar. Doing so always brings you to the **Folder List** page.



1. From the **Folder List** page, click  **New Folder**.
2. Enter a **Name** for the folder.
3. If you want submissions to be checked for plagiarism through **Turnitin**, select the checkbox **Plagiarism Detection: Enable for this folder**. See **Set Up a Turnitin Dropbox Folder** for more information.
4. Assign the folder to a **Category**, (optional). Click the **New Category** link to create a new category, if needed.
5. If you want the users' scores to be linked to a grade item, select the item from the **Grade Item** drop-down list or click **New Grade Item** to create it for the assignment.
6. Enter the max. amount of points in the **Out of:** box (optional if not connected to a grade item).
7. Add any instructions about submitting the assignment in the **Custom Instructions** text box. (Optional)
8. Attach any files that you want to make available to users from the dropbox folder (for example, a sample lab report). (Optional)
9. Click **Save**.


Set Availability Dates for a Folder

1. From within the folder, click the **Restrictions** tab.



2. Select the appropriate **Date Availability** options. (Please be sure about the End Date of the assignment if using Turnitin, as changing the date later might cause problems).
 - a. **Has Start Date – only allow submissions after this date.** Use this option if you do not want users to access a folder before a project is assigned.
 - b. **Has End Date – only allow submissions before this date.** Use this option if you want to stop users from submitting assignment after a due date.
3. Set the appropriate dates and times.
4. Select **Display in Schedule** to post the dates to the **Calendar**.
5. Click **Save**.

Download/View Student Submissions

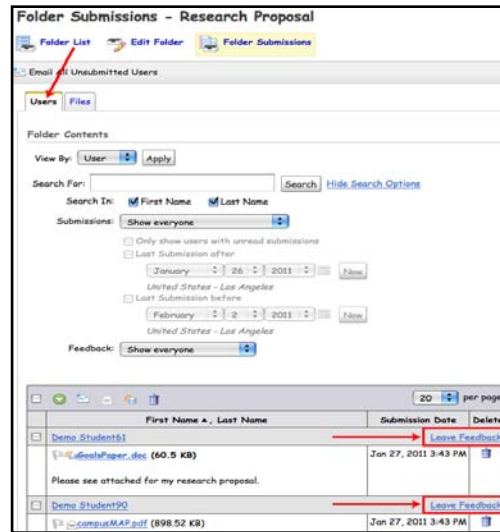
1. From the **Folder List** page, click on the title of the assignment.
2. To view a specific user's submission, click on the title of the document listed under the user's name to open that document.
3. To download all user submissions, click the checkbox at the very top of the user list to select all submissions and click the green arrow . The files will be zipped into one file. Click the title of the **Zip** file in the pop-up window to download to your computer.

- Open the zip to view the user files and an index.html file which lists student name, document title, and submission date/time.

Leave Feedback and Grade Submissions

The **Leave Feedback** page allows you to leave users feedback on their submissions. You can also input a grade for submissions or select a rubric level for submissions, if a rubric has been added.

- From the Folder Submission page on the **User** tab, click the **Leave Feedback** link beside the name of the specific user.
- Enter **Feedback** in the text box.
- Attach any files** you want to associate with the feedback.
- Enter the **user's score** for the assignment, if applicable.
- Click **Save** or click on the blue arrow in the top right corner to grade the next student.



Turnitin

Set up a Turnitin Dropbox Folder

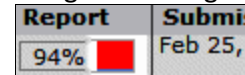
- Follow Steps 1-8 of **Create a Dropbox Folder/Assignment**.
- Click **Show Advanced Plagiarism Detection Options** (near bottom).
- Allow submitters to see Originality Reports:** check this box to let students view their report. This option should be selected if you are using the Grademark feature.
- Check Submissions Against:**
 - Use Paper Database: This will compare the student's paper to Turnitin's database of papers submitted by other students from around the country.

- Current and archived internet: This will compare the students' papers to text on the internet.
- Periodicals, journals, & publications: This will compare the students' papers to articles available in online databases.
- Index files for Plagiarism Detection:** Check this box if you would like the students' papers to be included in Turnitin's database.

- Click **Save**.

View Originality Reports

- From the **Folder Submissions** page, click **Leave Feedback** for the applicable user. When a **Report** is available, the status changes from **In progress** to a percentage rating, which indicates the level of matching content.
- Click the **colored section** (color and % varies per user) beside the percentage rating to view the student's originality report within Turnitin. The report is comprised of two panes. The right pane lists all the matching sources. The left pane displays submission text using colored highlights that match the right pane's list.



Using Turnitin's Grademark (Online Markup)

- Follow Steps 1-2 above.
- Click the **Grademark** icon located to the left of the **Originality Report** icon (top left of the Turnitin page).
- From this page you can add comments, whether your own or the premade ones available (drag and drop), to any part of the document. Once you leave comments, they are saved and visible to the user.



For more information, see our [BeachBoard Help Pages](#).

For assistance, contact itss@csulb.edu