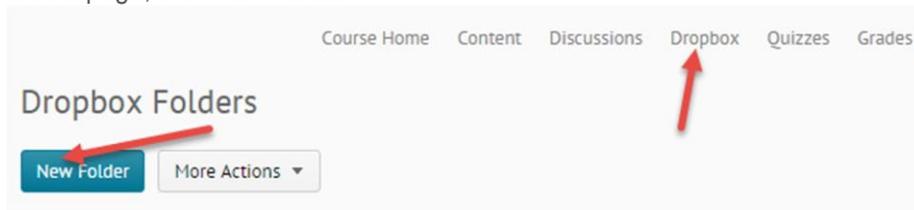7. Create and configure all drop boxes;

A. Click on Dropbox.
B. On the Dropbox Folders page, click New Folder.

Course Home   Content   Discussions   Dropbox   Quizzes   Grades

Dropbox Folders

New Folder   More Actions ▼

C. Enter a Name.
D. Select a Folder Type:

New Folder ◄

Properties   Restrictions   Objectives

a. Individual submission folder Select this option if you
    want each user to have their own submission.
b. Group submission folder Select this option if you want
    one submission per group. You must associate the folder
    with a Group Category. NOTE Group submission areas
    are marked on the Dropbox Folders page with
    the 🏛Group Submissions icon. Any group member can
    submit and view files for a group dropbox folder.

Folder Properties

Name *

Final Essay

OriginalityCheck
☑ Enable for this folder *How does originality checking work?*

Folder Type
⦿ Individual submission folder ❓
◯ Group submission folder ❓
    Group Category   ggt   ▼

E. Ignore the Category drop-down list for now.
F. Associate the dropbox folder with a Grade Item to tie the item
    to the Gradebook.
G. Enter a value in the Out Of field for the assignment total score.
    TIP If you associate the folder with a grade item, maintain
    consistency for your students by matching the value of the Out
    Of field to the grade item's Max. Points value.
H. If you associate the dropbox folder with a grade item, you can
    click Edit Display Settings from the Student View Preview
    context menu to edit how grades display to students.
I. Ignore Add Rubric for now.
J. Add Instructions for students.
K. You can include attachments such as a file, an audio recording,
    or a video recording.

L. Select the submission options you want.

M. Click Save.

Category
No Category   ▼   [New Category]

Grade Item
Final Essay   ▼   [New Grade Item]

Out Of
100   ❓

Student View Preview
100 / 100 - 100 %   ▼

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

Default Scoring Rubric
No default selected   ▼   ❓

Instructions

▶⁞ 🖾 ⚙ ▼   Paragı ▼   •••

This is your final essay. Submit it here by
midnight Sunday.