



# Assignment Dropbox fact sheet

Build

Teach

Student View

The **Assignment Dropbox** is part of the Assignment tool and is used to manage assignments.

## Download assignments

1. Under **Instructor tools**, click on **Assignment dropbox**.
2. Select students to be graded.
3. Select **Create Printable View** button.
4. It may take some time to compile all the assignments – depending on the number of assignments. It will show you all the assignments in a list. At the top of the page you can choose between print, copy to file, and cancel.
5. Choose **Save to file**.  
This will compile a zip file and you can download this by clicking on the link shown in the message. This file will also be saved in the My Files area in File Manager and you can also download it from there.
6. Now you can mark the assignments off-line.

You can assess the students' documents by using track changes (Word) or Comments (pdf). ZIP these documents when finished and upload to the File Manager. When you grade the assignment (see below), choose to **add an attachment**, then add your marked up version of the assignment.

## Grade assignment

1. Under **Instructor tools**, click on **Assignment dropbox**.
2. Click on Action links (≡) next to your assignment name.
3. Select the **Review submission** option from action menu.
4. Click on **Attach** to attach a model answer or the graded assignment.
5. Add comments – these can be viewed by the student and are not removed.
6. Save Options are:
  - a. Return to student(s) for further editing – to reset student's try OR take back and edit.
  - b. Save for further review and editing – for assessor to review further at later stage, but comments will be saved.
  - c. Mark as completed and return to student(s) – select this option to grade assignment and include a grade.
  - d. Use a grading form to mark the assignment (depending on how the assignment was set up).
7. Click on the **Save** button!

## Tabs:

Under **Instructor tools**, click on **Assignment dropbox**. Different tabs are displayed:

- **Submitted** – assignments have been submitted by students. Ready to be graded or published.
- **Not submitted** – assignments assigned to students but not graded yet, OR have been submitted but you returned it to the student.
- **Graded** – submissions that have been reviewed and graded. Non-gradable assignments can be marked as completed.
- **Published** – assignments which have been published by student or instructor.
- **All** – all assignments, no matter what their status is.



REMEMBER

### Roles:

#### Instructor:

Manages assignments (grade & publish)

#### Integration:

You can also use the Grade book tool to provide marks to students

An assignment can also be viewed online (and on-screen) – follow only the instructions under grade assignments, just read through the assignment when you open it.



Additional Release Criteria can also be set for each assignment