



Grading Drop Box Submissions

Students can submit assignments in a variety of formats to the drop box. A drop box assignment can either be submitted by inputting text into the message window or by uploading a document file. Once submitted, the assignment can be graded within the drop box and the grade will go to the Gradebook if it has been set up as an assignment. The instructor can download an attachment, make comments on it, save it, and then upload it again for the student to read.

Set up the drop box, including setting it up as a Gradebook assignment. During the setup, decide whether you want students to input their answers as text in the message window, as a document file, or if either would be acceptable. In the Submissions section of Settings you can disable either feature.



Tip: If the assignment is lengthy, it is a good idea to disable the message window. Otherwise, students could copy and paste their entire text into that window with the end result being a large, unformatted, hard-to-read document! Even though the HTML editor is available to format the text, most students will probably not use that feature. The message window is best used for short assignments.



Reference: For information on setting up a drop box for student submissions, see "[Adding Content Using the Lessons Tab](#)."



Step-by-step: "Grading a Drop Box Assignment."



Step-by-step: "Grading a Drop Box Submission Using the Grading Rubric."

Click the **title** of the content item to enter the drop box.



To grade a drop box submission, do the following:

1. **Subject/Submitted.** Click the subject hyperlink to view the corresponding submission.

Term Paper
 Settings Reports Utilities Delete
 Review: User Review, Anonymous: No

Instructions: Enter or paste your written work and/or click "Attachments" to upload your files.


Title

Message

Submissions

<i>Subject / Submitted</i>	<i>User</i>	<i>Grade (100 pts)</i>
Term Paper 1 submitted 12/19/2008 12:49:06 PM	Sarah (Sarah)	
My paper submitted 12/19/2008 12:44:18 PM	Test	

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2. **Grade.** Enter a grade in the **Grade** field.
 3. **Use Grading Rubric.** Click the **Use Grading Rubric** hyperlink to utilize the rubric associated with this content item.
 4. **Remarks.** Enter remarks regarding the submission.
 5. **Attachments.** Upload an attachment for the student (for example, the student's file with comments and track changes).
-  **Note:** You must first save the student's file to your computer before adding track changes to the student's file.
6. **OK.** Sends the information to the Gradebook.
 7. **Submitted Files.** The student's submitted files and/or message text appears at the bottom of the screen. Click the hyperlink to retrieve the file.

Term Paper
 Utilities > Submissions > Grade submission by Test, Sarah (Sarah) on 12/19/2008 12:49:06 PM

Grade
 points (100 max.) Use Grading Rubric

Remarks

Attachments Send as mail message to user

OK Cancel

Term Paper
 Submitted by Test, Sarah (Sarah) On 12/19/2008 12:49:06 PM

Submitted Files
[Sample.doc \(179712 bytes\)](#)

The assignment now has a grade when viewing grades in utilities. This grade will also appear in the Gradebook if it has been set up as an assignment for the Gradebook.

Term Paper
 Utilities > Submissions
 Display Filters

View: 25

	User	Subject	Grade (100 pts)	Submitted	IP Address
View Grade Delete	Sarah (Sarah)	Term Paper	98	12/19/2008 12:49:06 PM	172.20.0.15
View Grade Delete	paper	My paper		12/19/2008 12:44:18 PM	172.20.0.15

Items 1 to 2 of 2

Students can see their grades when they return to the drop box or view their grades. If they click the link within the comments, they can see the corrected copy uploaded by the instructor.



[View Grading Rubric](#)

User Review Enabled

<i>Subject</i>	<i>Grade (100 pts)</i>	<i>Comments</i>
Term Paper <i>submitted 12/19/2008 12:49:06 PM</i>	98.00 View Rubric Scores	Well done! file.doc (12/19/2008 2:25:42 PM)

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