

# Creating an Assignment Submission Folder (Dropbox)

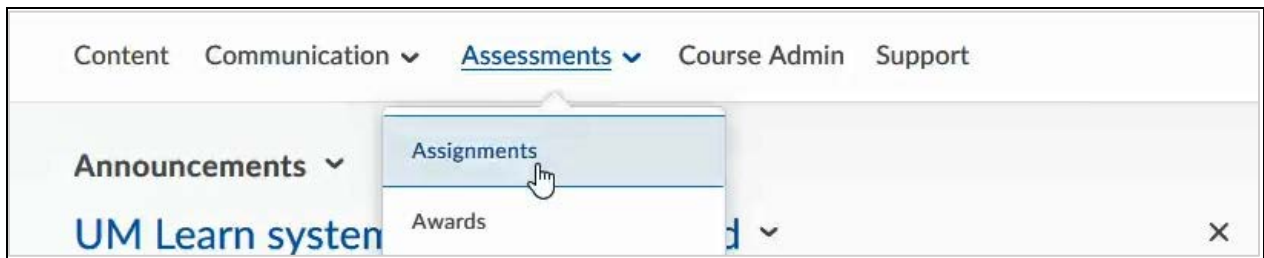
## Instructor guide on how to create an Assignment Submission folder (Dropbox)

Submission folders allow students to submit assignments to the instructor through UM Learn. You can set up Submission folders to accept files submitted by individual students or a group of students.

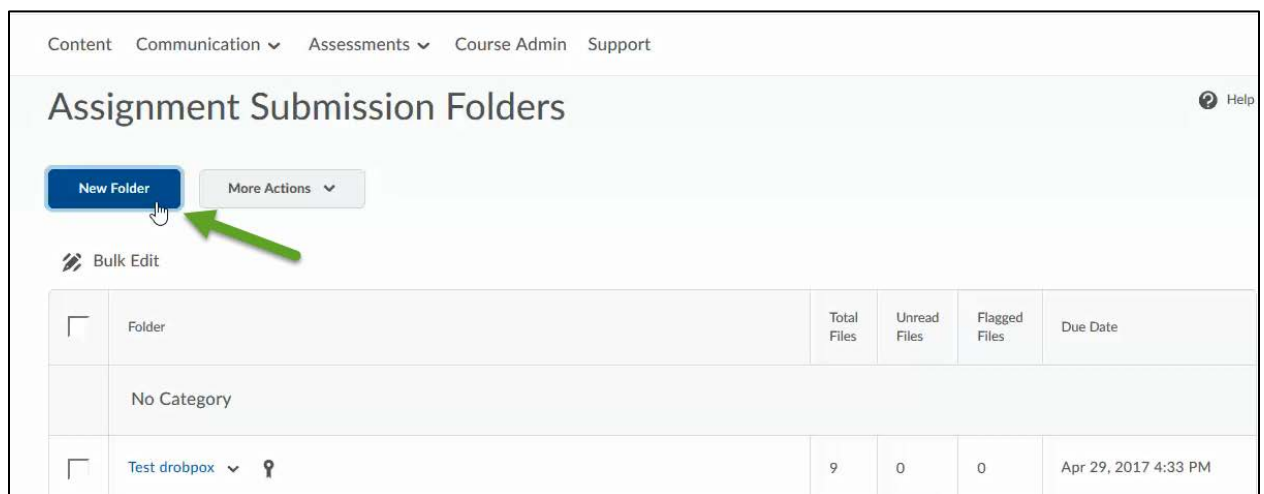
Any member of a group can submit and view files in a group submission folder. Also, when you grade the file(s) submitted to a group submission folder, UM Learn automatically transfers the same score and feedback to all of the students in the group to the Grades area.

To set up an assignment submission folder:

1. Click **Assessments** in your course navigation bar.
2. Click **Assignments** in your course navigation bar. The submission folders page will open.



3. Click the **New Folder** button.



4. Enter the title of the folder in the **Name** field.
5. Choose a folder type:
  - **Individual submission folder (default option):** Leave this option selected if you want students to submit assignments individually.
  - **Group submission folder:** Select this option if you want students to submit an assignment as a group.
6. Select a category (*optional*).
7. Associate the folder with a grade item (*optional*):
  - **If you have already created a grade item for this assignment**, select it from the **Grade Item** dropdown menu.
  - **If you have not created a grade item for this assignment yet**, click the **New Grade Item** link. In the pop-up window that opens, enter a name for the grade item and the value for maximum score possible for the assignment in the **Out Of** field, then click **Save**.
8. Enter the maximum number of points the assignment can earn in the **Out Of** field (*optional but recommended; see the note below*).
9. If you would like to receive an email notification each time a file is submitted to your folder, enter your email in the **Notification Email** box at the bottom of the page (*optional; only recommended for rolling date submission folders with no due dates*).
10. Add instructions for the assignment in the **Instructions** textbox (*optional*).
11. Click the **Add a File** button to attach a file to your submission folder (*optional*).
12. Click the **Save and Close** button at the bottom of the page.

**Note:** Even if you are not using the **Grades** tool in UM Learn and/or you are not counting the assignment as part of the overall course grade, we recommend that you enter a value in the **Out Of** field (*step 8*). This makes the submission folder's grading interface available to you, and you'll need access to it if you want to give students qualitative feedback on their work.

  - Hide your submission folder from students
  - By default, your submission folder is hidden from your students. If you want to unhide the folder from student view, follow the directions below.

Content Communication ▾ Assessments ▾ Course Admin Support

## New Folder

Properties Restrictions Objectives

### Folder Properties

Name \*  
Assignment 1] 4

Folder Type  
 Individual submission folder ?  
 Group submission folder ? 5  
 Group Category Assignment 1 ▾

Category 6  
 No Category ▾ [New Category]

Grade Item 7  
 None ▾ [New Grade Item]

Out Of 8  
 ?

Student View Preview  
 - / - ▾

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

Default Scoring Rubric  
 No default selected ▾ ?


Instructions  
 [Rich Text Editor]








ePortfolio Artifacts  
 Allow users to add this folder to their ePortfolio ? 9

Save and Close Save and New Save Cancel

13. Click the **Save and Close** button at the bottom of the page.

From the Submissions area, click the dropdown arrow next to the folder title. If the folder is visible to students and you would like to hide it from students, select **Hide From Users**.

 Bulk Edit

<input type="checkbox"/>	Folder	Total Files	Unread Files	Flagged Files
No Category				
<input type="checkbox"/>	Test drobpox  	9	0	0
<input type="checkbox"/>	test  	0	0	0
<input type="checkbox"/>	Test one assign 	3	1	0
<input type="checkbox"/>	chocolate 	1	0	0
<input type="checkbox"/>	Lorna #2 test 	0	0	0

View Submissions

Edit Folder

**Hide from Users**

Delete Folder

Submission Log

**Note:** By default, a new submission folder is not visible (inactive) to students. You can control access by setting start and end dates through the **Restrictions** settings or by hiding the folder entirely.