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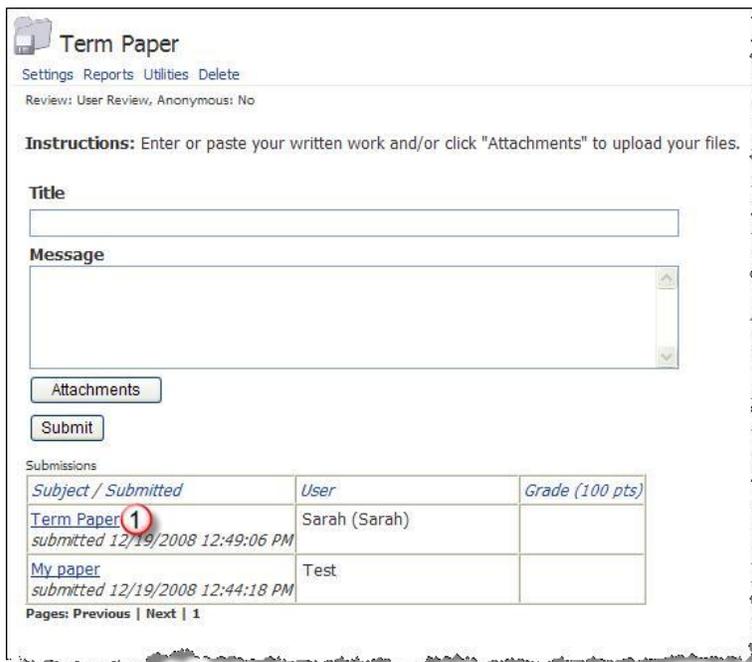
Set up the drop box, including setting it up as a Gradebook assignment. During the setup, decide whether you want students to input their answers as text in the message window, as a document file, or if either would be acceptable. In the Submissions section of Settings you can disable either feature.

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.

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.

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.

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.