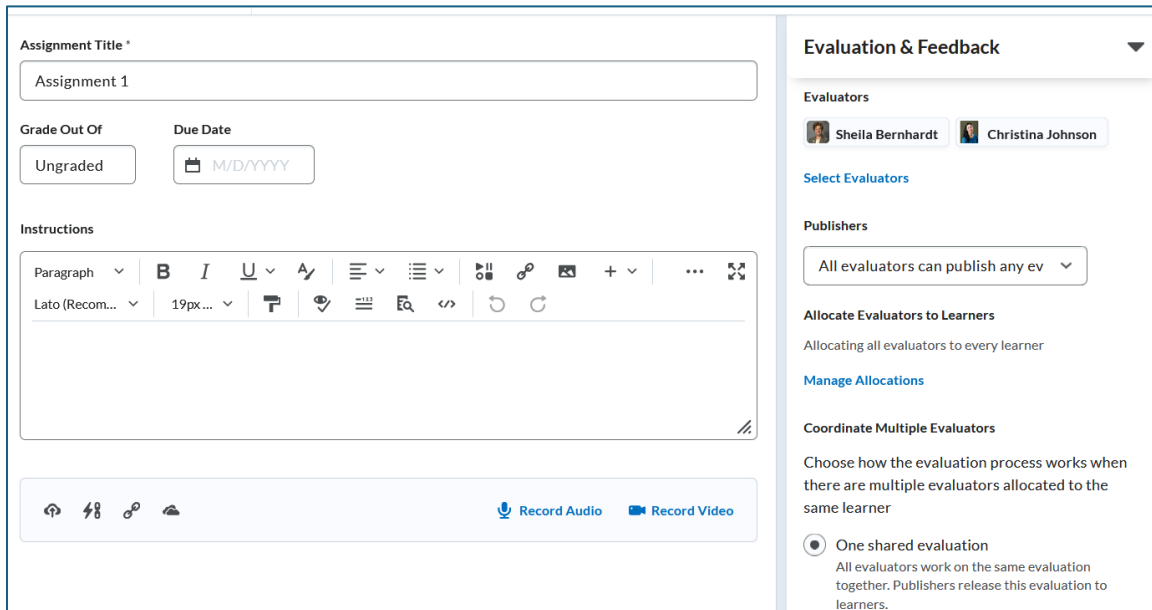


Co-marking a Dropbox Submission

Collaborate with a colleague to co-grade a student submission. The evaluators listed are those assigned the teacher role in the course.



The screenshot shows the 'Assignment Title' field set to 'Assignment 1'. The 'Grade Out Of' is 'Ungraded' and the 'Due Date' is 'M/D/YYYY'. The 'Instructions' field is empty with a rich text editor toolbar. The 'Evaluation & Feedback' sidebar is expanded, showing 'Evaluators' as Sheila Bernhardt and Christina Johnson. The 'Publishers' dropdown is set to 'All evaluators can publish any ev'. The 'Allocate Evaluators to Learners' section is set to 'Allocating all evaluators to every learner'. The 'Coordinate Multiple Evaluators' section is set to 'One shared evaluation'.

1. Navigate to Assessments (main navbar) > Dropbox.
2. Select **New Folder** blue button or edit an existing dropbox folder by selecting **Edit Folder** from the drop-down menu of the folder name.
3. Expand Evaluation & Feedback section to click **Select Evaluators**.
4. The Publisher drop-down menu allows you to choose the level of publishing privileges. By default, selected evaluators can evaluate any student. Other options include allowing evaluators to only publish their own evaluations or manually selecting specific publishers.
Note: Publishers do not need to be evaluators.
5. Select **Manage Allocations** to edit the default setting of allocating each evaluator with every student. For example, you can choose to randomly allocate one evaluator to every student evenly. After making your selection, click **Apply Allocation Method**. Click **Done**.
6. For the 'Coordinate Multiple Evaluators' section, the default is **One shared evaluation**. All evaluators work on the same evaluation. Each evaluator can publish and retract. (Students will never know who commented on which part of the evaluation unless you write your name after the comment in the text box.)