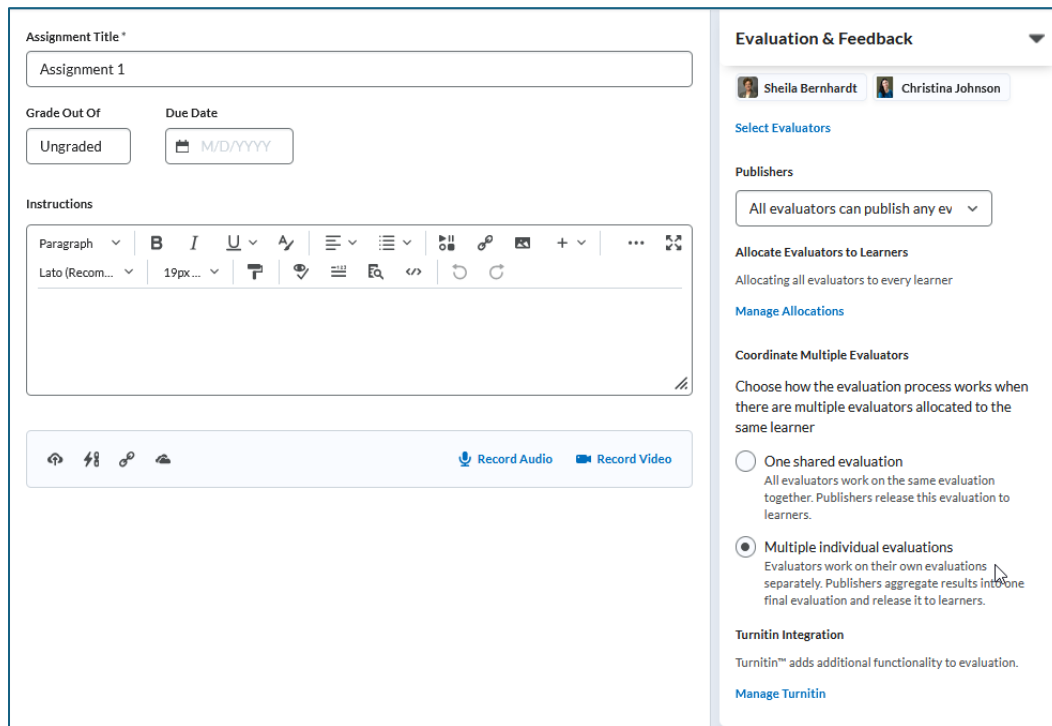# Multiple Individual Evaluations in Dropbox

Evaluators work on their own evaluations separately. Publishers aggregate results into one final evaluation and release it to learners.

1. Navigate to **Assessments** tab and select **Dropbox** from the drop-down menu.

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. Click the Publisher drop-down menu to select the options available. By default, selected evaluators can evaluate any student. The other options: evaluators can only publish their evaluation, or you can manually select publishers. **Note:** Publishers also do not have to be evaluators.

5. Select **Manage Allocations** to edit the default setting of allocating each evaluator with every student. A pop-up message will appear if students are not assigned to an evaluator. Instructors will need to either automatically allocate or return to allocation table to manually assign a student an evaluator.

6. For Coordinate Multiple Evaluators, if you would like evaluators to work on their own evaluation separately, select **Multiple individual evaluations**. Each evaluator can publish and retract. Publishers aggregate and release the scores into one final evaluation.

   Note: Once students submit to the Dropbox, you will no longer have the ability to edit this selection.