Removing a Grade Item Association

1. Enter the course’s Dropbox area using the Assessment dropdown menu.

2. Before you can delete a Dropbox Folder, you need to remove any associations the Folder has with Grades.

3. To do this, click on the dropdown menu to the right of Name of the Folder you want to remove and select Edit Folder.

4. On the Edit Folder screen, use the Grade Item dropdown menu (A) and select “None” (B) from the list.

5. The “Out Of” score text box needs to be blank, you’ll need to click in the box and remove the number.

6. Click on the Save and Close button.

Deleting a Dropbox Folder

If you plan to delete the only Folder in a category, delete the category before you delete the Folder. You can delete the category by using the Delete (garbage can) icon to the right of the category name.

1. Click on the More Actions dropdown menu (A) and select Delete (B).
2. Check the box next to the Dropbox Folder you would like to delete and click the **Delete Selected** button.

3. A Confirmation window will appear, click the **Delete** button to continue.

4. The Dropbox folder and any submissions will be removed.

**Restoring a Dropbox Folder**

1. Click on the **More Actions** dropdown menu (A) and select **Event Log** (B).

2. You will see a list of all the Dropbox folders that have been deleted. Click on the **Restore** button next that topic.

   **Note:** You will also be able to see who deleted the folder as well as when it happened.

3. **Restoring** will appear in the Actions column while the system process your request. You will see **Restored** when it has finished.
4. Click on the **Folder List** to return to the main Dropbox screen.

5. The Dropbox folder and any submissions should have been restored.

6. If you evaluated and gave feedback to your students, that will also be restored.