Adding a Dropbox Submission to your Learning Portfolio

If the Instructor of the course has allowed, you may be able to access your Dropbox submissions and bring the submission and the feedback provided by the Instructor into your Learning Portfolio. Bringing your assignments back into your Learning Portfolio allows you a place to attach your classroom learning to your own learning goals as well as an opportunity to reflect on how you can improve future assignments.

NOTE: If the Dropbox has not closed, you will be able to add the submission to your Learning Portfolio, but you will not see it in the Learning Portfolio Dashboard until the Dropbox closes.

To add a Dropbox submission to your Learning Portfolio, select the Add Other Items button and choose Course Results.

You will see a list of your courses that you can choose from – not all of these courses will have Dropboxes enabled to allow you to take back your assignments and feedback. If you do have a course that allows you to import your assignments into the Learning Portfolio, select that course.
You will see all the course related activities that you can pull from this course – you will see the My Grades Results, which will be empty as final grades are delivered through Registrar’s Office. By default the system will also show My Competency Results, which is a tool that is not widely used across McMaster campus.

Check the checkbox next to your Dropbox submission and click the **Next** button to continue.
You can further customize how this Artifact (Dropbox submission) will appear in your Learning Portfolio by editing the name and adding tags to help you find the Artifact later. Click **Save** when finished.

You will return to the My Items page when you are finished with this step.