

Store your files in the cloud – Dropbox

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Store your files in the cloud – Dropbox

▶ SESSION OVERVIEW

- Who is using Dropbox?
- What is Dropbox?
- How does it work?
- Pricing
- Why Dropbox?
- Set up
- Features
- Examples
- Links



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Are you currently using Dropbox?
Why do you want to use Dropbox?
(polls)



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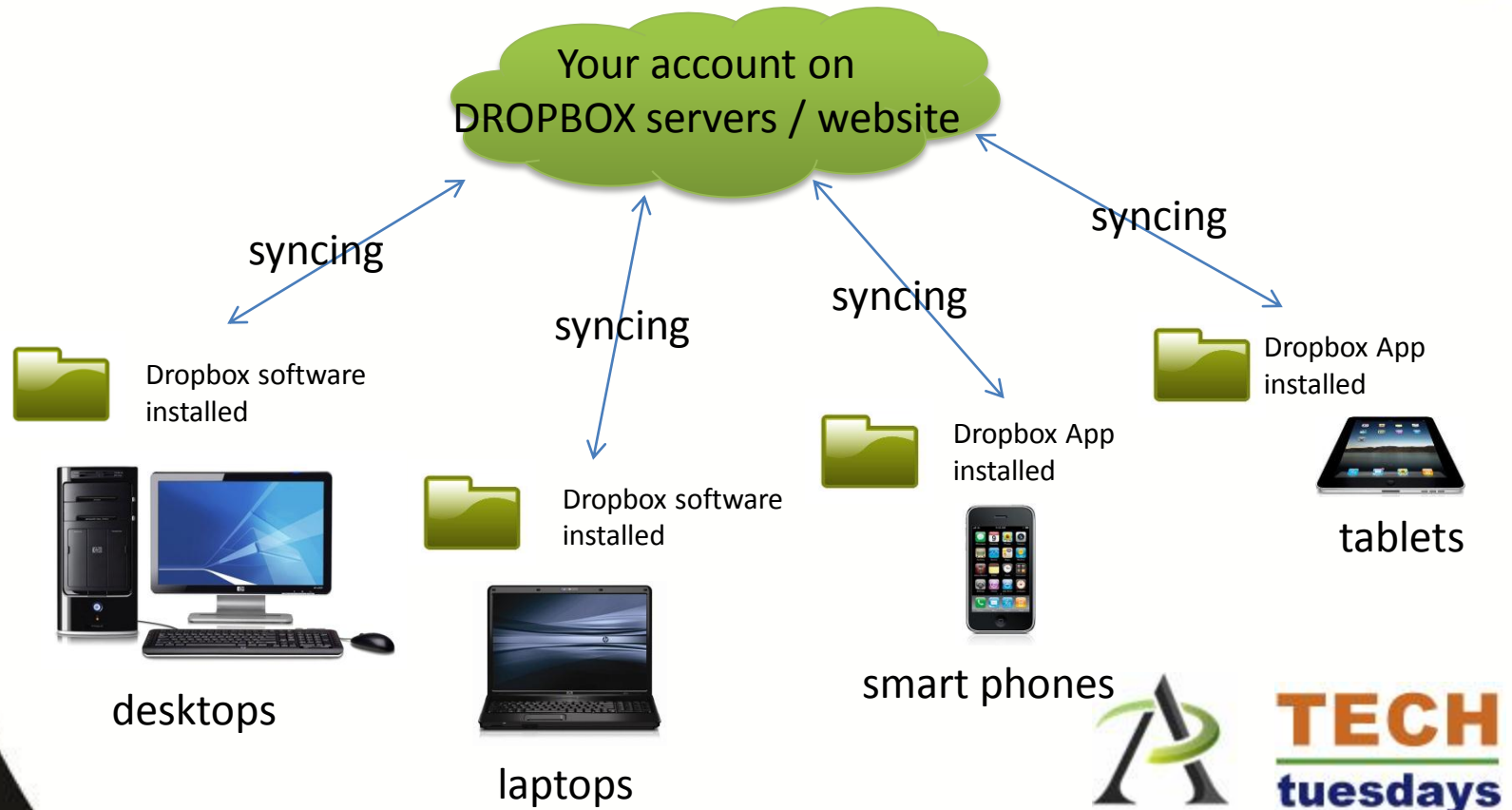
▶ WHAT IS DROPBOX?

Dropbox is a free file storage and sharing service (paid options available) that lets you save and access all your files, including photos, documents, and videos, in a 'cloud' (online) and access them from all your computers and phones and even from the Dropbox website.



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▶ HOW DOES IT WORK?



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▶ DEVICES

Can be used on:

- Windows
- Mac
- Ubuntu (Linux)
- Android
- BlackBerry
- iPhone
- iPad
- Mobile browsers



Requirements:

<https://www.dropbox.com/help/3>



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▶ PRICING



Free

Starting at 2 GB
Up to 18 GB (500 MB per referral)

[Get Dropbox now!](#)



Pro

Plans at 100, 200, or 500 GB
Starting at \$9.99/month

[Upgrade](#)



Business

Plans start at 1 TB for 5 users
Centralized billing and admin tools

[Learn more](#)

HINT!

Sharing a Dropbox folder with someone who doesn't have a Dropbox account, counts as a referral

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▶ WHY DROPBOX?

1. Personal/work/life perspective

It makes managing my files and folders easier! I can work from home or travel and access my files from anywhere plus I can share and collaborate on files.

2. Boards and Administrators

Sharing files and resources among staff, pictures, projects, etc.

3. Practitioners

- Assignments, homework, students' work saved and submitted online
- Using flash cards/memory sticks can get pricey and cumbersome

4. Learners

Use Digital technology competency: D.2 - Perform well-defined, multi-step digital tasks; Example: Organize digital files into folders

NOTE! There are many other similar services available, for example: Box, SkyDrive, Google Drive, or YouSendit.



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▶ WHY DROPBOX?

Before we go any further, consider these questions:

1. Why do I want to use this tool?
2. Who else is using it?
3. Will it be beneficial to my board/administrators/practitioners/learners?
4. How much does it cost?
5. How much time do I need to set up and master this tool?
6. How do I set it up for my organization/classroom?
7. How can others learn how to use this tool? Do I need to train them?
8. Can I use this tool for learning activities?
9. Do we need special rules/guidelines on how to use this tool?
10. Is there anything else to consider?

(chat discussion)

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▶ FILES IN A CLOUD?

Monika's experience:

- Sharing pictures and files to develop a report
- Content editing and collaboration
- Activities, templates, handouts
- File backups



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▶ SET UP

- Visit <https://www.dropbox.com>
- Set up an account
- Download Dropbox (if you want to use the Desktop version of Dropbox on your computer – note, it's linked to specific email)
- Start creating and sharing files



Your stuff, anywhere

 I agree to Dropbox Terms

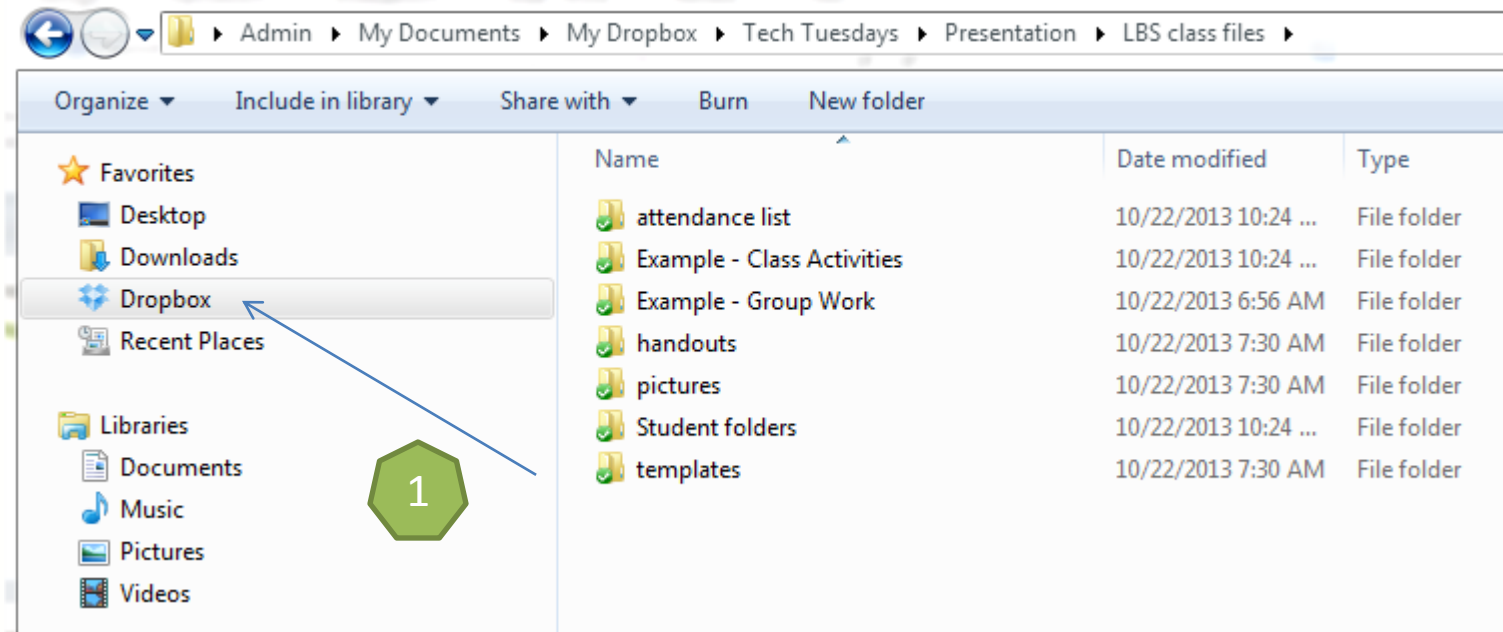
or Sign in



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▶ FEATURES - DESKTOP



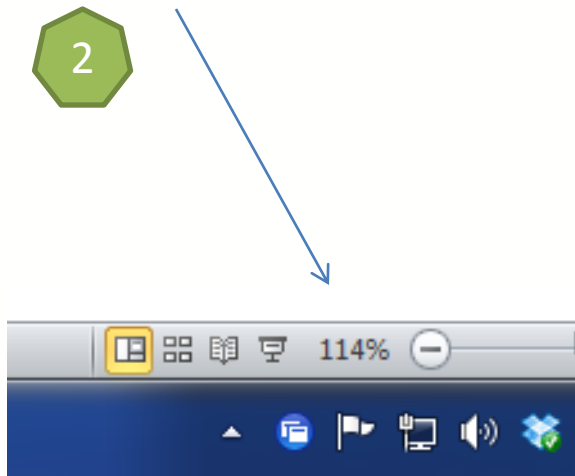
The Dropbox software installs a folder that sits together with other folders on your computer and can be quickly accessed.

NOTE! Installation linked to one account only.
If using on shared computers, one classroom Dropbox could be created.

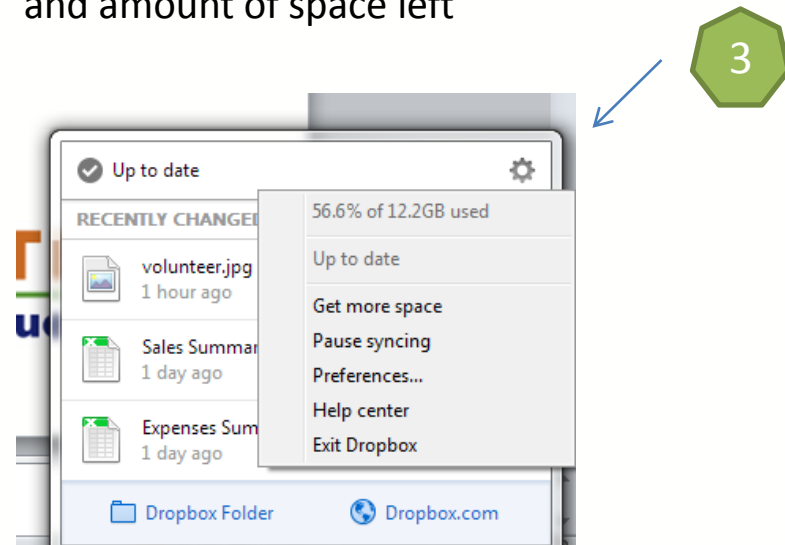
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▶ FEATURES – SYSTEM TRAY

The Dropbox software also installs a shortcut in your system tray on the bottom right corner of the taskbar.

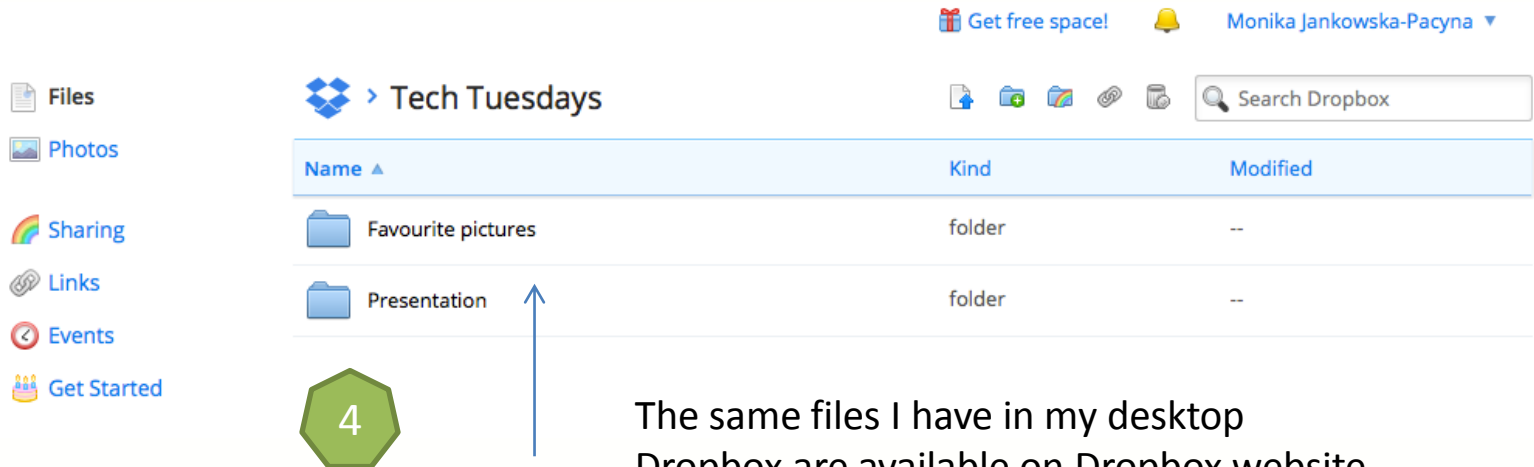


The right click gives you additional options and amount of space left



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▶ FEATURES – WEB ACCESS



The screenshot shows the Dropbox web interface. On the left is a navigation sidebar with options: Files, Photos, Sharing, Links, Events, and Get Started. The main area shows the 'Tech Tuesdays' folder containing two sub-folders: 'Favourite pictures' and 'Presentation'. A green hexagon with the number '4' is positioned below the 'Presentation' folder, with a blue arrow pointing upwards to it. At the top right, there are links for 'Get free space!', a notification bell, and the user name 'Monika Jankowska-Pacyna'. A search bar is also visible.

Name ▲	Kind	Modified
Favourite pictures	folder	--
Presentation	folder	--

The same files I have in my desktop Dropbox are available on Dropbox website which I can access from anywhere

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▶ HOW DOES IT WORK?



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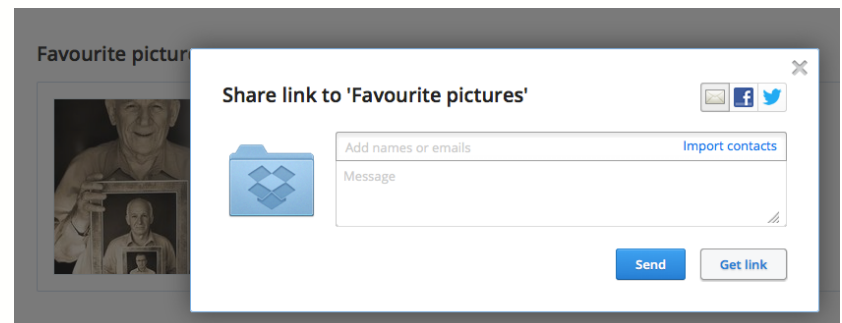
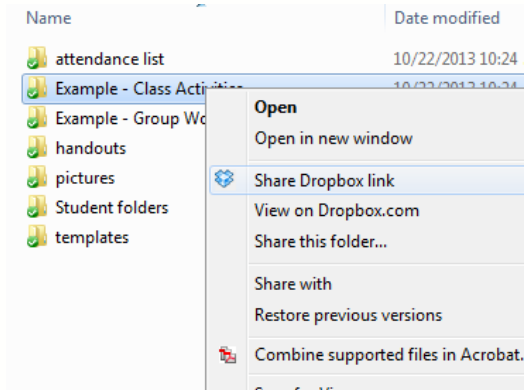
▶ FEATURES – GET LINK TO A FOLDER OR FILE

You can share links to folders and files so that others can view and access them.

When on your Desktop, right click on your folder or file and choose *Share Dropbox link*

When on Dropbox website click on a chain link next to the file or folder you want to share. You will be given an option to email a link or copy it to the clipboard.

<https://www.dropbox.com/sh/0neot5edqwnqf8q/jmByRv7DOb>



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▶ FEATURES – SHARE FOLDERS

Shared folders let you collaborate on a set of files.

When someone joins a shared folder, the folder appears inside their own Dropbox, and syncs to their computers automatically.

NOTE! If someone is already using Dropbox, ask what email they have it linked to.

When you share and someone opens a new account, you get referral credits and more memory space for bringing in a new customer 😊

Share a folder ✕

Dropbox shared folders let you collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically.

I'd like to create and share a new folder

I'd like to share an existing folder

Share 'Tech Tuesdays' with others ✕

Allow members to invite others

Invite members to this folder

[Import contacts](#)

Add a message

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Share folder

Cancel

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FEATURES – SHARED FOLDERS

- Files
- Photos
- Sharing**
- Links
- Events
- Get Started




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Sharing

New shared folder

Current folders

Dropbox shared folders let you collaborate on a set of files. When someone joins a shared folder, the folder appears inside their Dropbox, and syncs to their computers automatically. [Learn more.](#)

Folder name	Modified	
 Wesmar Auto dokumenty Wes, Marcin	10/20/2013 1:47 PM	Options
 livingwell (my folder shared with Michelle) Michelle	7/10/2013 1:18 PM	Options
 Task-Based Portal presentation in North Bay (Just you)	6/20/2013 12:20 PM	Options

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FEATURES – UPLOADING FILES TO WEB VERSION



When working with students who set up their own accounts, they might rely more on the web version of Dropbox rather than the Desktop version software. Note that they can upload files from class computers directly into the Dropbox website.



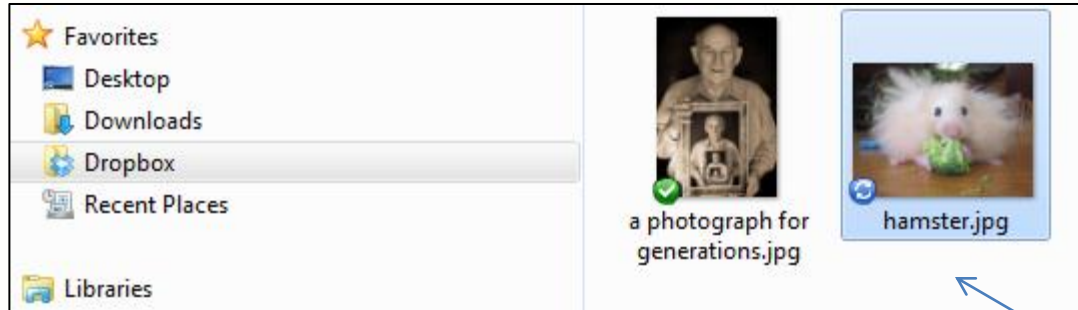
This folder is empty

Add your files using the [desktop application](#) or the [web uploader](#).

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▶ FEATURES – SYNCING FILES



When a new file is added or created, Dropbox uses green checkmark to show that it is synced with the web version or blue to show it is still working on/syncing the files. Make sure it is green before you turn off your computer!

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EXAMPLES

Example 1: Use Dropbox to organize your own project/class files

- Use your work computer to install Dropbox software and set up folders and save your files/pictures/resources there
- When travelling or working from a different location you can login into Dropbox website and access all these files online (cloud)
- If using your home computer or laptop, you can also install your Dropbox software on those devices and all the files you saved at work will show in your home computer/laptop Dropbox folder as well (the devices need to be connected to internet for syncing purposes)



Work computer with
Dropbox software
installed



Home computer/laptop
Dropbox software
installed

↔
syncing

↔
syncing

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EXAMPLES

Example 2: Use Dropbox to share a link with activities and handouts

- Create a Dropbox subfolder for your activities and handouts
- Add files to the folder
- Share the link to the folder. Monika's class activities folder: <https://www.dropbox.com/sh/7in4ej7y8th4i4p/-ZqipMgZN6>
- Note sharing a link means allowing someone to view and access the files but they can't change or add files in your Dropbox folder

Example - Class Activities

Name	Size	Modified
 AddMoneyAmounts_I_A1.1_A1.2_A2.1_B1.1_C1.1.doc	40 KB	2 mins ago
 BusandTrainSchedule_I_A2.2_C2.1_C2.2(1).doc	129.5 KB	1 min ago
 CalculatingCostsForCustomers_EI_A1.1_A2.1_C1.1_C1.2.doc	42.5 KB	14 secs ago

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▶ EXAMPLES

Example 3: Use Dropbox to collaborate on documents

- Create a subfolder for your project
- “Share the folder” with collaborators (different than sharing a link)
 - You send a special email to the collaborators
 - If they already have Dropbox, they will be able to login, add the folder to their account and access/edit files in that folder
 - If they don’t have the Dropbox account, they will be guided how to set up a new one (referral credits)

Examples:

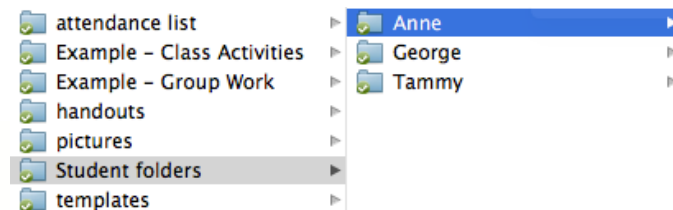
- you can work with your colleagues on building a repository of resources to be used with students
- You can have students save their class assignments or homework in the Dropbox folders (consider personal vs class Dropbox accounts)

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▶ EXAMPLES

Example 4: Dropbox in a classroom with shared computers

- Rather than creating separate accounts for each student, you can set up one Dropbox account for the specific class
- Install the Dropbox Desktop software on all class computers and have them all sync to the classroom Dropbox account
- Students can access and use the files/folders directly on their classroom computers and all the content will be synced with the web version of the classroom Dropbox account
- Even better, as a teacher, you can have your own personal Dropbox account and share only specific folders with the classroom Dropbox account so that students don't see all your files



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EXAMPLES

Example 5: Dropbox in a classroom

- When working with students, consider exploring Sample Tasks and Activities developed by AlphaPlus - <http://alphaplus.ca/en/web-tools/online-tools/use-digital-technology-sample-tasks-and-activities.html>
- There are many Word documents you could download and set up in your classroom Dropbox for use by your students.

For example, in Use Digital Technology Package 1 Part 2 (Work) Activity B asks students to go to a website and answer the questions provided. The document with the questions can be set up in your Dropbox and students could open it, add their responses and save it back in the Dropbox (adding their name to the file name) giving you instant access to their responses

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TIPS

- Be clear when naming and sharing folders (for example, when I work with someone I started adding in the brackets (Monika's folder shared with ...))
- The person you are sharing the folder/files with can accidentally delete files from within their desktop software or even via website (keep backup somewhere or add the file to a different folder – when you upload the file directly to Dropbox website, Dropbox will make a separate copy of it I am told☺)
- You should know that Dropbox website keeps history of changes and as the owner of the Dropbox account, you'll be able to see what was deleted, when, and by whom. You can restore any deleted file or (if a student modified it) revert to an earlier version. In Events you can also see the latest activity on the account.
- Dropbox also set set up a folder called Photos where it pulls images from all your Dropbox folders (you can even turn on the Camera Upload feature on your mobile Dropbox App to sync all pics you take – beware of exceeding your space limits)

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▶ DROPBOX LINKS

- Software Install: <https://www.dropbox.com/install>
- Dropbox Tour: <https://www.dropbox.com/tour>
- Privacy and terms: <https://www.dropbox.com/terms>
- Using Dropbox with others Apps: <http://wanderingacademic.com/collecting-annotating-and-redistributing-student-work-using-an-ipad-goodreader-dropbox-and-optionally-jotform>
- 4 great uses:
<http://www.informationweek.com/education/admin-systems/dropbox-in-the-classroom-4-great-uses/240152140>

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MORE INFORMATION AND LINKS

FEATURED TECHNOLOGY section on AlphaPlus website:

<http://alphaplus.ca/en/featured-technology/679.html>

FROM THE FIELD showcases why Maria Moriarty uses Dropbox:

<http://alphaplus.ca/en/spotlight/500.html>

Next Tech Tuesdays on November 19, 2013 – Google Hangouts

<http://alphaplus.ca/en/training/webinarsgroup1/webinars-schedule.html>

Thank you for your participation!

When you leave this session, you will be asked to answer a few quick questions about this webinar to help us improve the webinars.

