



Dropbox in the Classroom

What is Dropbox?

Dropbox is a file sharing service that hosts your documents and then allows you to access them from multiple devices. The following method is one way to utilize this service in your classroom.

Why do we need to do this? Not all iPad applications support WebDAV, which is a method of connecting to the Files1 server.

To use Dropbox in a classroom setting, you will need:

- A teacher account. You can use your existing Dropbox account if you have one.
- A shared student account. This **one** account will be shared among all the students in your class. You will need to make a free email for this account on Gmail, Yahoo, etc. You **can** use multiple student accounts if they have a 4J email address, but it will be more time consuming to set up initially.

Creating a Teacher Account

If you don't already have a Dropbox account, visit <http://www.dropbox.com> and make a teacher account. This account info is not shared with your students.

Now install the Dropbox client on your computer. When installed, it will create a folder that syncs to their servers. It is recommended that you make subfolders for different share groups (e.g., "4th Grade").

Creating a Student Account

Use the same process above to make a student account, but you do not need to install

the client on a computer. It is recommended for early grade levels to create ONE student Dropbox account to be shared by all of your students.

This account info is entered in on the iPads to link the account with the device.

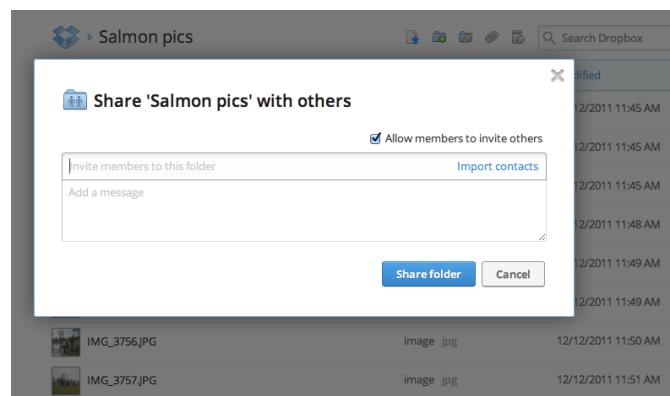
Sharing Folders

Log into <http://www.dropbox.com>

Go to your Home listing of files and folders.

Click on a folder to share or look for the folder icon with a plus sign to make a new folder.

Click on the folder icon with a rainbow to share.



For the "Invite members to this folder", type in the email address of your shared student account.

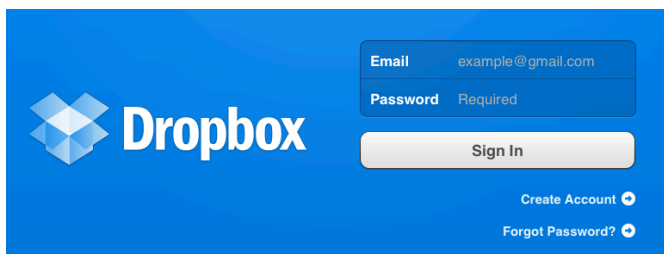
Click Share folder.



Dropbox in the Classroom

Installation and Setup on iPad

Most 4J iPads should have the Dropbox app already installed. If it does not, you will want to download it on the sync station computer and then perform a sync to get it installed on your iPads.



On the iPad, enter the username and password of the shared student dropbox account. You will be asked to associate the account with this device, and give a name for the device.

Sharing Files

Files dropped in on the teacher computer Dropbox shared folder will be available on the student iPads.



To save to Dropbox from the iPads, look for a wrench icon in many apps. You will specifically see Dropbox as an option or you will need to Open in Another App. Select Dropbox from the list.

It is recommend that when files are saved on the iPad that students put their name in the filename.

Drawbacks

- Not every app has Dropbox, Google Drive, or WebDAV support or support for saving in an editable file format, which leads us to make different choices for each app. For example, Inspiration will output PDF using "Send to App..." but it has an option for "Mail" and "Send to Dropbox" that will save in a native Inspiration Maps format that can be edited.
- Students can see and manipulate other student files in the shared Dropbox folder. Generally you will see a low percentage of students who mess with others' files, but it's something to educate and be aware of.