

DropBox

How to Create Folders and Share for Classrooms

You will need to be in the full web-based version of Dropbox so that you can see all Dropbox features. The Dropbox App does not have all the features. Your Dropbox username and password is the same for both versions.

Open an Internet browser and Google “Dropbox Sign In” . . . Login to Dropbox

If you do not see file and folder icons in the upper right-hand side, Click on Files on the left-hand side.

Double click/tap on the Create a Folder icon (folder with a plus sign, upper right-hand side)

In the empty box, type a name for the folder. Students should name a folder with their last name, first name. This is where they will turn in assignments.

Click on the tiny folder icon next to the new folder name you just typed. You will see the new folder in your list of folders, now.

To share this folder with the teacher, click on the Share Folder icon (folder with a rainbow in the upper right-hand side).

You will get two choices. Tap in the circle to choose “I’d like to share an existing folder” and click Next.

See the list of folders? Tap on the folder you just created and click Next.

In the “Invite more people” box, type the full email address of your teacher and hit GO or Enter on your keyboard. This puts a blue box around the email address.

Click on Send Invites

Teachers: Log into your Dropbox, Click on the Bell icon for Notifications, and Accept each Invite. Now, both the student and the teacher can see what is in this folder.

Teachers can use these same procedures to create a Folder for each group of students they teach and Invite them to the folder. (Don’t make a folder for every single student, but maybe just each class period.) This is where teachers will put assignments for the students to open. Then, students will use their own personal shared folder to share completed assignments with their teacher, not this class period folder.

Students and teachers can now use the Dropbox app to see and share files.