

# Dropbox App for iPad Students

## Tip Sheet

This tip sheet is to use after students have setup a Dropbox account, verified the account through email, and have accepted a shared folder invitation from the teacher.

Login:

Use full email URL Name

Password: student

Click on Sign In

Left-Hand Side is the Main Menu, icons at the top and bottom, and a List of Folders

To see assignments from your teacher, click on a Class Folder, and then click on a File to read it.

To Upload Screenshots of your work:

Click on a Class Folder (something your teacher has shared with you)

Click on the 3 dots

Click on the word "Upload"

Click on the gray check of the picture you want to upload.

The check box will turn blue.

Click on the word "Upload"

A thumbnail of photo will appear in the Class Folder.

Do you see other photos uploading, too? Why?

Other students in the class are uploading photos/screenshots at the same time.

Click on the Back Arrow to get back to the Main Menu and Folders

The teacher will delete photos/screen shots from the folder as needed, however:

For a student to delete one file/photo/screenshot from a Class Folder, one at a time:

Click on the Class Folder

Slide you finger across the photo thumbnail file to reveal a menu underneath

Click on the Trash Can icon

Click on Delete This File

Click on the Back Arrow to get back to the Main Menu and Folders

To accept invitations to other folders from teachers, students need to:

1. Go to the Safari Browser, Google for the Dropbox.com, and click on the link
2. Login to the Dropbox site...NOT the Dropbox app (light version does show have Invites).
3. Click on the Bell in the upper left-hand corner and "Accept" the Invitation to the Folder.
4. Click on your name or the down arrow next to your name in the upper left hand corner.
5. Logout. You can now use the Dropbox App and see all of your folders

Logout:

ALWAYS LOGOUT!!!

At the bottom of the Main Menu, click on the Gear/Cog Icon

Click on "Unlink iPad from Dropbox"

Click on "Unlink iPad"