


# How to Setup a Dropbox.com Accounts

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First, YOU need a Dropbox.com account.

1. Go to [www.dropbox.com](http://www.dropbox.com)
2. Click on  in the upper right corner and *Create an account*.
3. Fill out the registration form
4. Hit *Create account*.
5. Installing the application:
  - a. You will be prompted to save and install the Dropbox.com application; when asked to save the file, save to your Downloads folder.
  - b. Double-click on the file (in your browser's Downloads window or by going to Finder and your Downloads folder).
  - c. A Dropbox window should come up (see right) that asks you to drag the icon into the Applications folder - **DO NOT DO IT!** You will need an administrator password for this.

Instead:

- i. Keep this window open, but open a new Finder window.
  - ii. Go to your Documents folder and create a new folder (e.g. titled Apps).
  - iii. Go back to the installer window and drag the Dropbox icon from this window to the folder just created.
- NOTE:** You may get a window that asks for an administrator password; this will happen each time you restart your computer. Just cancel out of it. A minor occasional inconvenience...
- iv. Double click the icon that you dragged.
6. When the window to the right appears, choose "I already have a Dropbox account" and hit *Continue*.
  7. Enter your username and password setup on Step 2 and continue through the prompts.

You'll eventually have the choice to be led through a "tour." It's recommended you view this to get acquainted with Dropbox.com.

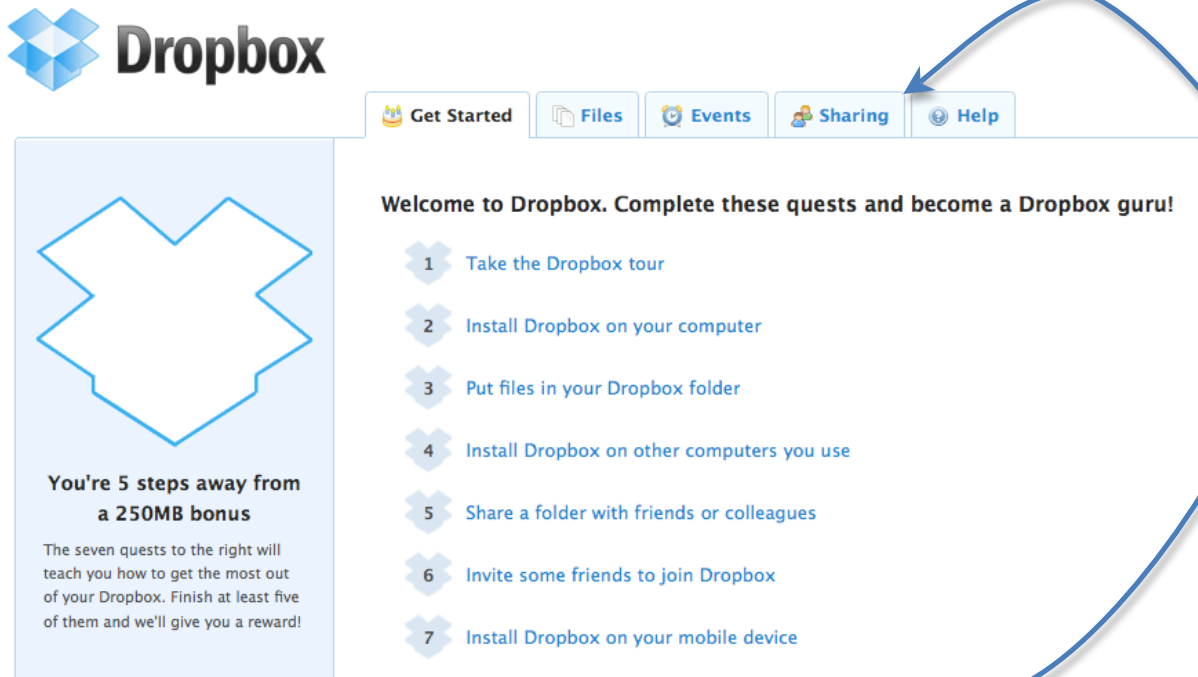



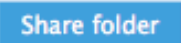

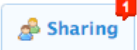

# Having Students Share a Folder

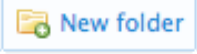


You will need to, first, go through the process of each student setting up a Dropbox.com account. Once that is done, students will need to access their Dropbox.com account on the Internet. Direct them to [www.dropbox.com](http://www.dropbox.com) and have them login to their account.

Continue with the following instructions:

1. After logging in, students will see a screen like this:



2. They will need to click on the *Sharing* tab.
3. Click on the  **Share a folder** icon.
4. In the window that appears, have students choose to create/share a new folder.
5. Students should name their folder whatever you have decided , such as period #-firstlastnames (e.g. 1- *JohnDoe*). This is how it will show on the teacher Dropbox. Hit *Next*.
6. Students should type the teacher e-mail address (the address used for the teacher's Dropbox account) in the "Invite collaborators to this folder" field.
7. Hit .
8. The student will then be taken to that folder on their online Dropbox account. They can go to the main directory by hitting  **Parent folder**.
9. Now, you (the teacher) need to into your online Dropbox.com account and click on the  tab (this indicates how many share requests have been made).
10. At the top portion of the screen, you will see  **1 new shared folder invitation** ; click on this and accept your students share requests.

11. Go back to your main “parent folder” and you should see those folders you accepted.
12. You will probably want to organize these folders into classes, so create a new class folder by clicking  **New folder**
13. Name the folder what you would like and hit *Create*.
14. Now, checkmark all of the student folders for period 1.
15. Click , , select the period 1 folder, and *Move # Items to Dropbox folder*.

And, you're finished! All of these folders will sync with the Dropbox folder on your computer (in your Finder), so you can access them anywhere you have an internet connection!

Anytime you or a student makes a change to that shared folder (add, remove, modify a file), it will sync the changes to both your and the student's Dropbox folder.