

Installing and Setting up Dropbox

All LISA 7LM and 8LM students have to do this

READ THIS!

Advantages

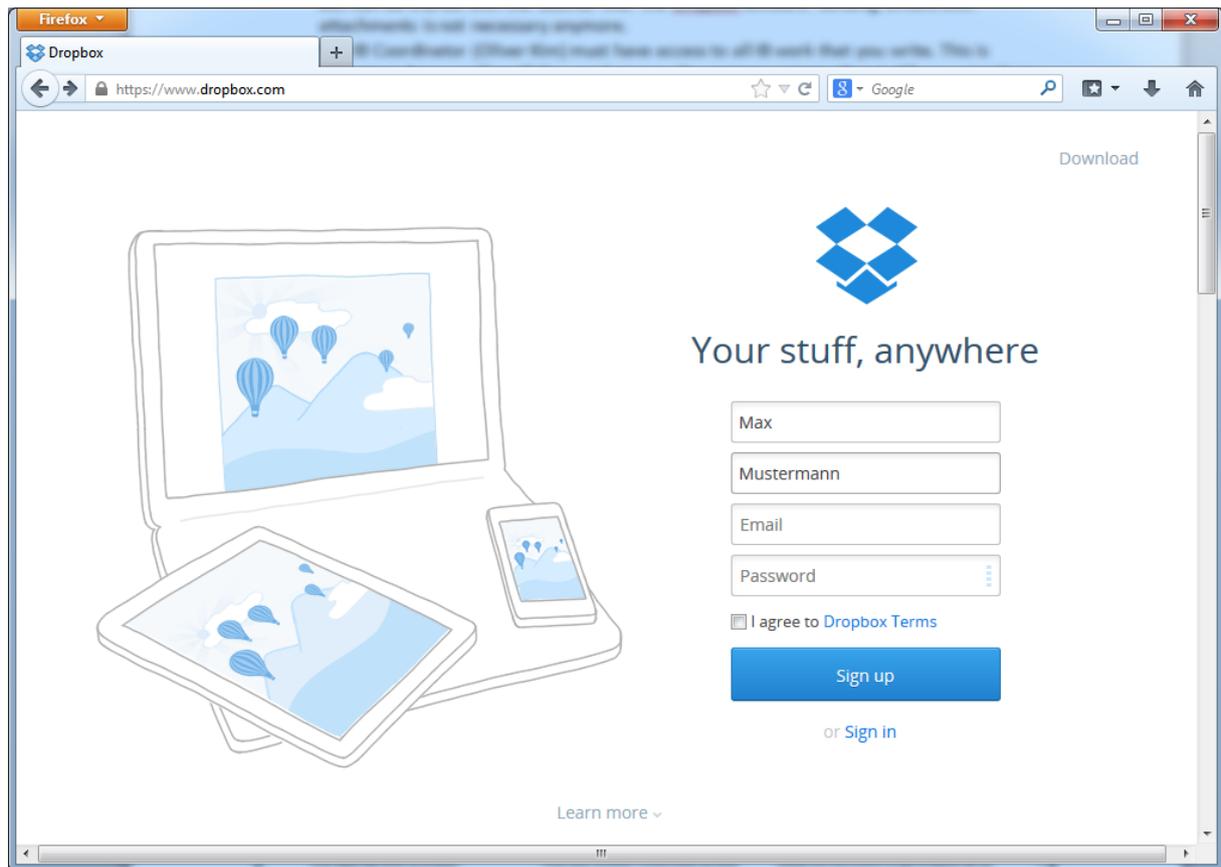
- All 7LM and 8LM IB students must have a Dropbox account (it's free). IB Portfolios, essays etc. can be shared with the teacher over the Dropbox account. Sending emails with attachments is not necessary anymore.
- The IB Coordinator (Oliver Kim) must have access to **all** IB work that you write (not only to TOK and Biology work). This is important, because if portfolios get lost over the postage system, then I still can print them out and send them to the IB.
- Dropbox prevents assignments from getting lost and there is no need any more to transfer assignments over USB or by email.
- Students can also continue to work on the assignment in school and at home, without having to carry around a USB stick or emailing attachments.
- There are Android and iOS apps for Dropbox, which allow you to view the files stored on your Dropbox folder.

Overview of Dropbox

- Visit www.dropbox.com and watch the video there. It gives you an overview of what it is.
- There are 2 ways of getting files into your DropBox account.
 - By using a Web Browser and logging in. You can then see your files and upload and download them.
 - By installing a DropBox program on your computer at home (you still have to have a DropBox account, of course). You then start the program and have to tell it three things: your login name, password and the folder you want to use for storing your Dropbox files. Once this is done, you can then normally open and save files into this folder and it will automatically upload it into your Dropbox account.
- You then make an IB folder inside your Dropbox folder, and you then share this IB folder with me (Mr. Kim). I can then view all of your files inside the IB folder (but not the others).

Step 1: Sign up for a Dropbox account

- If you do not already have an account, tell Mr. Kim your email address. He will then send you an invitation to Dropbox. There will be a link in the email, click it to accept the invitation.
- Alternatively: visit www.dropbox.com
- Click the **sign up** button and sign up using your email address and your name. Use your real name and not a fantasy name. Otherwise I do not know who you are when you share your work. **Do not do this, if you already have a personal DropBox account!**



Step 2: Download the Dropbox application for your computer (at home, not in school!)

- It will ask you to download and install the Dropbox program. You can upload and download files also without this program (by using an Internet Web browser), but it is much easier if you use the program.
- Install and run the program. The program will ask you for your login (your email) and password and it will also ask you for a Dropbox folder name. You can call it Dropbox on your computer's desktop. All files stored in this folder will automatically (!) be uploaded into Dropbox. This is very convenient. You then have your files stored in your Dropbox folder and also online in the "Cloud".



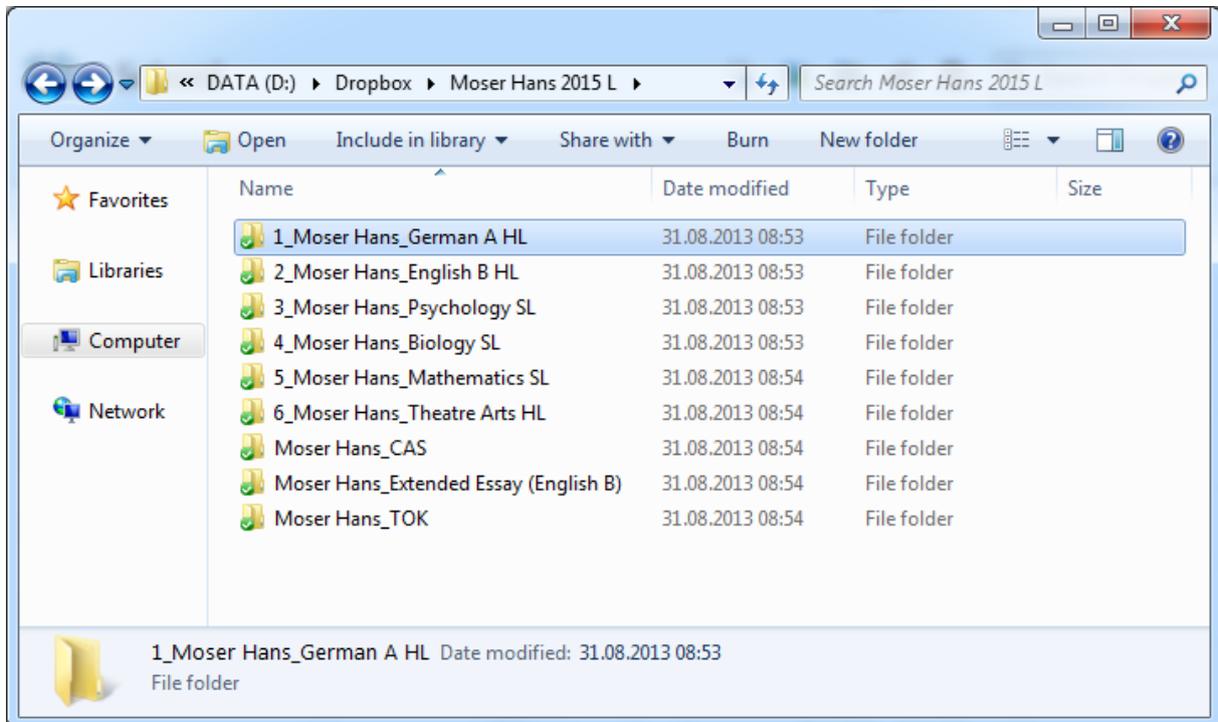
Step 3: Inside your Dropbox folder, make a folder for all of your IB subjects.

- Open the Dropbox folder on your desktop and make a folder containing your name. Use the following system: lastname firstname IB-graduation-year class.
- For example: **Moser Hans 2015 L** (The person is Hans Moser, graduating in 2015, and in the L class. Do not use "7L" or "7M", because next year you will not be in the 7th grade anymore. Your folder is used for 2 years.

Step 4: Make IB subject folders and give them the correct name

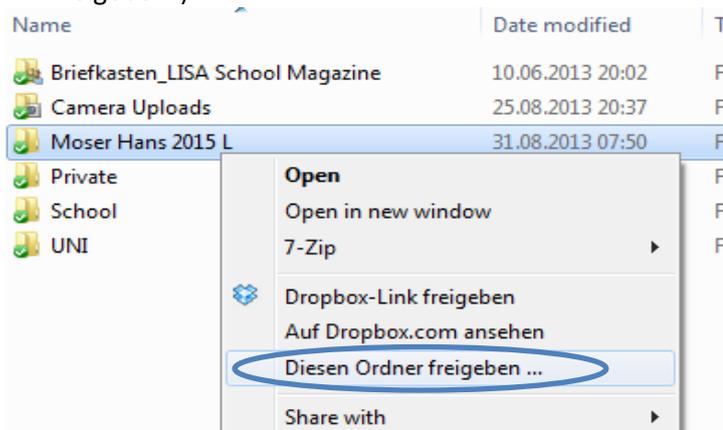
- Inside your IB folder "**Moser Hans 2015 L**" (for example) make sub-folders for the IB subjects. Use the following system:
 - 1_Moser Hans_German A HL
 - 2_Moser Hans_English B HL
 - 3_Moser Hans_Psychology SL
 - 4_Moser Hans_Biology SL
 - 5_Moser Hans_Mathematics SL
 - 6_Moser Hans_Theatre Arts HL
 - Moser Hans_TOK
 - Moser Hans_Extended Essay (English B) – *put the EE subject in paranthesis*
 - Moser Hans_CAS
- The numbers are the IB groups. Put an underscore "_" between the IB group and the name and also between the name and the subject.

- You have to repeat your name again. This is important. If you share some of these sub folders with other teachers, then they also have to know who you are. For example, if you share the Psychology SL folder with your Psychology teacher, then he/she has to know who shared this folder. Otherwise all folders have the same name and the teacher can not keep them apart.

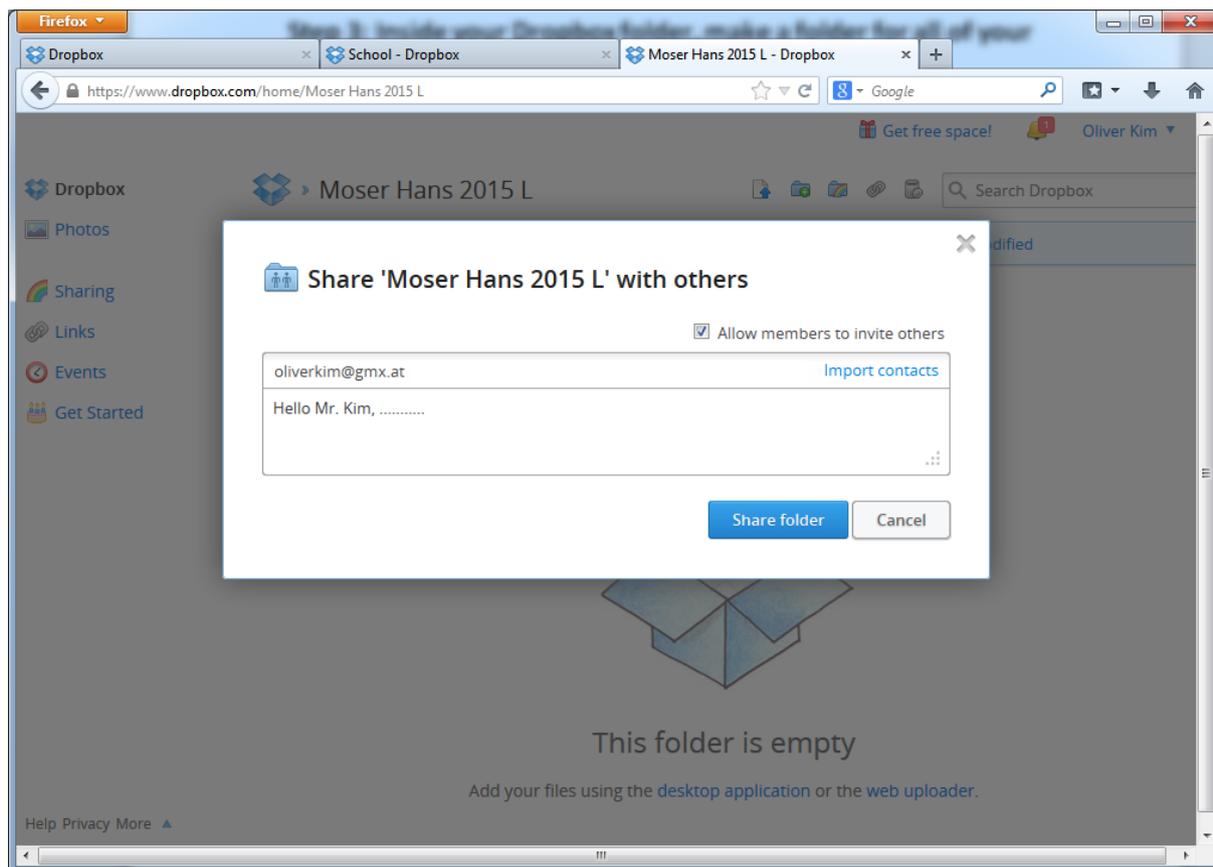


Step 5: Share the folder with Mr. Kim

- Right click on the main IB folder you just made (**Moser_Hans_2015_L**) (not the individual subject folders) and choose „Diesen Ordner freigeben“ (do not choose “Dropbox-Link freigeben”)



- Then type my email address to share the folder with me. Use this email address: “oliverkim@gmx.at”. Do NOT use this email address to write school-related emails to me. Do not use my school email address, it is not linked to Dropbox.



Step 6: Share the individual subject folders with the teachers

- Share the Chemistry folder with Mr. McQuillian and the Mathematics folder with Mr. Funk and the Extended Essay folder with your EE supervisor, etc. Talk to your teachers first.
- **Do not** share the TOK and Biology folders with Mr. Kim, you already shared the main IB folder with Mr. Kim!

Step 7: Always save all your IB portfolio work into these folders!

- **Do NOT (!!!)** delete any files, **do NOT save over older files if you made larger changes**. Give the files a different filename using numbers. Example: Potato Osmosis experiment_1, Potato Osmosis experiment_2, Potato Osmosis experiment_3, etc. or Extended Essay_1, Extended Essay_2, etc. Always use a different number when you made larger changes to the documents. This is to prove that you actually wrote the portfolios and essays yourself, because we can then see the writing process and all the changes you made. It also allows you to go back to an older version, if you need to.
- The file with the largest number is the most current one and will be marked.

Important: It takes some time for larger files to upload into Dropbox. Files and folders that have finished uploading are marked with a green check mark. If you save something into your Dropbox folder at home and then turn off your computer right away, then you do not give it enough time to complete the upload!