

KSUdropbox Guide for Instructors

The KSUdropbox is a temporary web-based file sharing system that allows instructors to receive and manage student files (1GB maximum file size). It is ideal for multimedia assignments that are too large for Blackboard Learn or can be utilized as a central location for student assignments when not using Blackboard Learn. You can create and manage your own dropboxes, including managing student permissions. As long as you have a dropbox, you will receive notifications of any improvements and upgrades to the system.

Login to KSUdropbox

- Go to <https://dropbox.kent.edu>
- Login with your **FlashLine ID** and **Password**

Create a New Dropbox

- Click **Create a New Dropbox**.

KSUDropbox Guide for Instructors (continued)

Create New Dropbox (continued)

- **Step 1.** Select either **Single Password** or **Two Passwords** for your dropbox
 - **Single Password** dropbox will use the same password for both faculty and students and allow both groups to have full access to the dropbox.
 - **Two Passwords** dropbox will provide instructors with a different password than students as well as restrict students dropbox access.
- **Step 2.** Enter **Dropbox Title**
- **Step 3.** Enter **Dropbox Password** for Single or passwords for **Two Passwords**
- **Step 4.** Select what **Students Can** do (for Two Passwords dropbox only)
- **Step 5.** Add **additional instructors** (if applicable)
 - The dropbox will then be listed in their dropbox list
 - Instructor will share this dropbox and have the same access as you
- **Step 6.** Click **Submit**

Single Password	Two Passwords
Dropbox Title:	Dropbox Title:
Dropbox Password:	Instructor Password:
Additional Instructors (optional): They will have full control of this dropbox.	Student Password:
<input type="text"/> @kent.edu <input type="text"/> @kent.edu <input type="text"/> @kent.edu	Students can: <ul style="list-style-type: none"> <input type="checkbox"/> Download files <input type="checkbox"/> Rename files and folders <input type="checkbox"/> Delete files and folders <input type="checkbox"/> Move files
Submit	Additional Instructors (optional): They will have full control of this dropbox.
	<input type="text"/> @kent.edu <input type="text"/> @kent.edu <input type="text"/> @kent.edu
	Submit

KSUDropbox Guide for Instructors (continued)

Manage Dropbox for Two Passwords

Welcome Help List Logout

New Dropbox Created Successfully!

Create a New Dropbox

Dropbox Test ← Dropbox Title

URL: <https://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=6296> ← Dropbox URL

Admins: ← Dropbox Admins

Change Dropbox Title	Change Instructor Password	Change Student Password	Make One Password	Add Instructor	Delete Dropbox	Erase All Files	Download All Files	Change Background Color
Email Notification is Off	Student Downloading is Off	Student Renaming is Off	Student Deleting is Off	Student Moving is Off				



Change Dropbox Title – Change the title of your existing dropbox



Change Instructor Password – Change the instructor's password



Change Student Password – Change the student's password



Make One Password – Change from Two Passwords to Single Password dropbox



Add Instructor – Enter the instructor's FlashLine ID

KSUDropbox Guide for Instructors (continued)

Manage Dropbox for Two Passwords (continued)



Delete Dropbox – Delete your dropbox and all the files/folders it contains. Deleted dropboxes and its contents **CANNOT** be retrieved



Erase All Files – Delete all files and folders contained within the dropbox. Deleted files and folders **CANNOT** be retrieved



Download All Files – Creates a zip file of all files and folders within the dropbox to download



Change Background Color – Change the background color of your dropbox



Email Notification is On/Off – Click to change the email notification status ON to receive an email to your @kent.edu address each time a file is uploaded to the dropbox or click to OFF to not receive an email



Student Downloading is On/Off – Click to change permission to ON to allow student to download to dropbox or click to OFF to remove access



Student Renaming is On/Off – Click to change permission to ON to allow student to rename files or click to OFF to restrict permission



Student Deleting is On/Off – Click to change permission to ON to allow student to delete files or click to OFF to restrict permission



Student Moving is On/Off – Click to change permission to ON to allow student to move files or click to OFF to restrict permission

KSUDropbox Guide for Instructors (continued)

Manage Dropbox for Single Password



Change Dropbox Title – Change the title of your existing dropbox



Change Password – Change dropbox password



Make Two Passwords – Change from Single Password to Two Passwords dropbox



Add Instructor – Enter the instructor's FlashLine ID



Delete Dropbox – Delete your dropbox and all the files/folders it contains. Deleted dropboxes and its contents **CANNOT** be retrieved



Erase All Files – Delete all files and folders contained within the dropbox. Deleted files and folders **CANNOT** be retrieved



Download All Files – Creates a zip file of all files and folders within the dropbox to download



Change Background Color – Change the background color of your dropbox



Email Notification is On/Off – Click to change the email notification status ON to receive an email to your @kent.edu address each time a file is uploaded to the dropbox or click to OFF to not receive an email

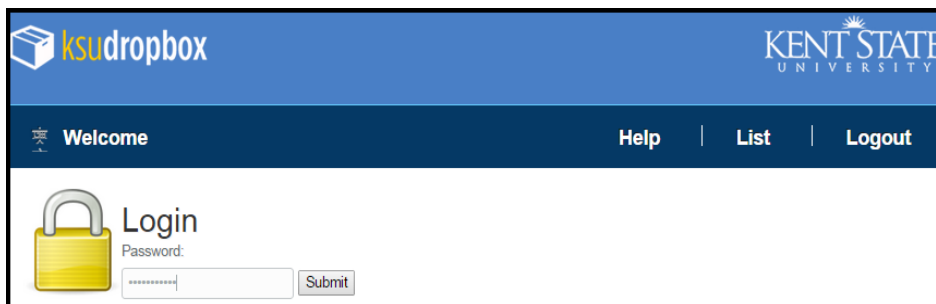
KSUDropbox Guide for Instructors (continued)

Manage Dropbox

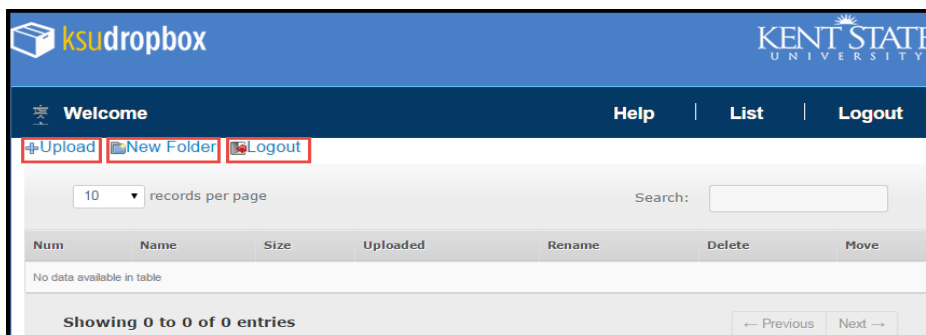
- Click on the dropbox URL



- Enter password



- Upload documents or create new folder(s)

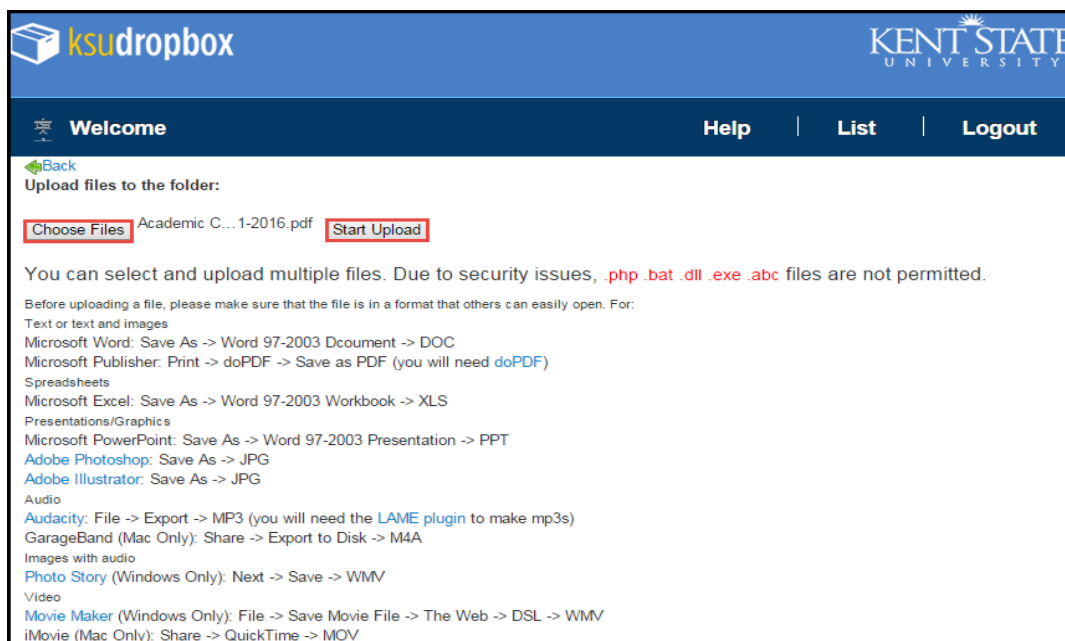


KSUDropbox Guide for Instructors (continued)

Manage Dropbox (continued)

Upload Documents

- Click **+Upload** then **Choose Files** to select document then click **Start Upload**
 - Single or multiple files can be uploaded.



ksudropbox KENT STATE UNIVERSITY

Welcome Help | List | Logout

Back
Upload files to the folder:

Choose Files Academic C...1-2016.pdf Start Upload

You can select and upload multiple files. Due to security issues, .php .bat .dll .exe .abc files are not permitted.

Before uploading a file, please make sure that the file is in a format that others can easily open. For:

Text or text and images
Microsoft Word: Save As -> Word 97-2003 Document -> DOC
Microsoft Publisher: Print -> doPDF -> Save as PDF (you will need doPDF)

Spreadsheets
Microsoft Excel: Save As -> Word 97-2003 Workbook -> XLS

Presentations/Graphics
Microsoft PowerPoint: Save As -> Word 97-2003 Presentation -> PPT
Adobe Photoshop: Save As -> JPG
Adobe Illustrator: Save As -> JPG

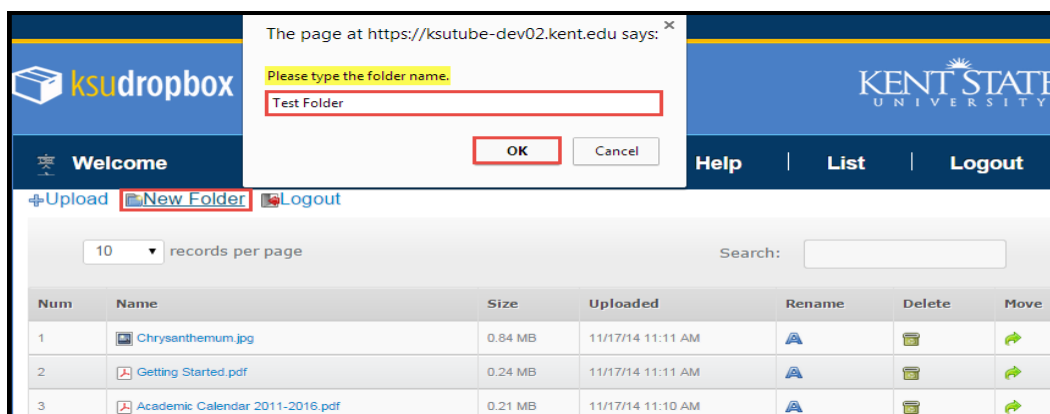
Audio
Audacity: File -> Export -> MP3 (you will need the LAME plugin to make mp3s)
GarageBand (Mac Only): Share -> Export to Disk -> M4A

Images with audio
Photo Story (Windows Only): Next -> Save -> WMV

Video
Movie Maker (Windows Only): File -> Save Movie File -> The Web -> DSL -> WMV
iMovie (Mac Only): Share -> QuickTime -> MOV

Create New Folder

- Click **New Folder**, type in the name of the folder then click **OK**.



The page at https://ksutube-dev02.kent.edu says:

Please type the folder name.
Test Folder

OK Cancel

ksudropbox KENT STATE UNIVERSITY

Welcome Help | List | Logout

+Upload New Folder Logout

10 records per page Search:

Num	Name	Size	Uploaded	Rename	Delete	Move
1	Chrysanthemum.jpg	0.84 MB	11/17/14 11:11 AM			
2	Getting Started.pdf	0.24 MB	11/17/14 11:11 AM			
3	Academic Calendar 2011-2016.pdf	0.21 MB	11/17/14 11:10 AM			

KSUDropbox Guide for Instructors (continued)

Manage Dropbox (continued)

The screenshot shows the KSUDropbox interface. At the top, there is a blue header with the 'ksudropbox' logo on the left and the 'KENT STATE UNIVERSITY' logo on the right. Below the header, there is a navigation bar with 'Welcome', 'Help', 'List', and 'Logout' links. The main content area has a toolbar with 'Upload', 'New Folder', and 'Logout' buttons. Below the toolbar, there is a search box and a dropdown menu for 'records per page' set to 10. The main area displays a table of files:

Num	Name	Size	Uploaded	Rename	Delete	Move
1	Chrysanthemum.jpg	0.84 MB	11/17/14 11:11 AM			
2	Getting Started.pdf	0.24 MB	11/17/14 11:11 AM			
3	Academic Calendar 2011-2016.pdf	0.21 MB	11/17/14 11:10 AM			

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and there are navigation buttons for 'Previous', '1', and 'Next'.

Sort – Files and folders can be sorted by clicking Num, Name, Size or Uploaded column header

Download – Click on the name of the file you would like to download

Search – Search for files or folders by typing its name in the Search Box



Rename – Click the corresponding blue A of the file or folder to be renamed, then type in the new name in the pop-up box



Delete – Click on the corresponding recycle bin of the file or folder to be deleted. If a folder is deleted, all the files contained within that folder are deleted as well. Deleted files and folders **CANNOT** be retrieved



Move – Click the corresponding arrow to move into a different folder

KSUDropbox Guide for Instructors (continued)

Manage Dropbox (continued)

- If you do not know the name of a dropbox, click **List** to display the ten most recently created dropboxes

The screenshot shows the ksudropbox interface. At the top, there is a navigation bar with 'Welcome', 'Help', 'List' (highlighted with a red box), and 'Please Login'. Below the navigation bar, there are options for 'Upload', 'New Folder', and 'Logout'. A dropdown menu shows '10 records per page' and a search box. The main content area displays a table of files:

Num	Name	Size	Uploaded	Rename	Delete	Move
1	Chrysanthemum.jpg	0.84 MB	11/17/14 11:11 AM			
2	Getting Started.pdf	0.24 MB	11/17/14 11:11 AM			
3	Academic Calendar 2011-2016.pdf	0.21 MB	11/17/14 11:10 AM			

- If the dropbox is not listed in the top ten, click on **Display All Dropbox List** for all KSU dropboxes

The screenshot shows the ksudropbox interface with the 'List' button highlighted. A red box highlights the 'Display All Dropbox List' link. Below this link is a table listing all dropboxes:

Instructor ID	Dropbox Title	Login URL
[redacted]	New one now	[redacted]
[redacted]	DropboxTest	[redacted]
[redacted]	Dropbox 1	[redacted]
[redacted]	Dropbox Boxes	[redacted]
[redacted]	Test_Two	[redacted]
[redacted]	Test_Single	[redacted]
[redacted]	VFX Test	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	TEST BOX - MULTIPASS	[redacted]
[redacted]	[redacted]	[redacted]

KSUDropbox Guide for Instructors (continued)

Manage Dropbox (continued)

- This will list all KSU dropboxes. Click the dropdown to select the number of records to be listed per page. To locate a specific dropbox, click Instructor ID, Dropbox Title or Login URL to sort by that specific column heading, click Next or type within the Search box. Once you have located the dropbox, click on the URL to access the dropbox (password will be required).

The screenshot shows the KSUDropbox interface. At the top left is the 'ksudropbox' logo, and at the top right is the 'KENT STATE UNIVERSITY' logo. Below the logos is a navigation bar with 'Welcome', 'Help', 'List', and 'Logout' links. A dropdown menu is open, showing options for 'records per page' (10, 25, 50, 100). A search bar is located to the right of the dropdown. Below the search bar is a table with three columns: 'Instructor ID', 'Dropbox Title', and 'Login URL'. The table contains several rows of data. At the bottom of the page, there is a pagination bar that says 'Showing 1 to 10 of 2,045 entries' with a red arrow pointing to it, and a 'Next' button circled in red.

Instructor ID	Dropbox Title	Login URL
		http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
		http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
		http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
		http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
	Expenses From 1/1/10	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
	Expenses From 10/10	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
	Planning Budget	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
	Test Testing	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
	2011 Budget 1/1/10	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
	2011 Budget 10/10	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=