

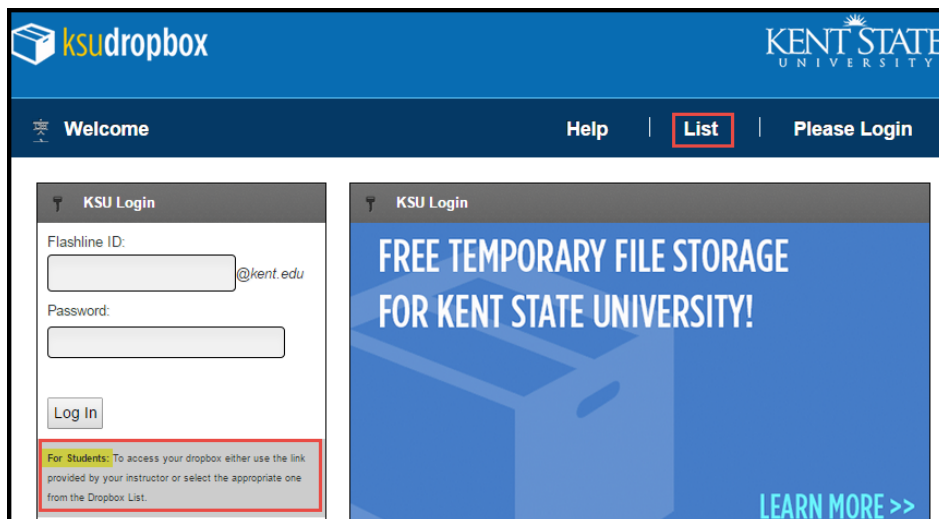
KSUdropbox Guide for Students

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.

Accessing KSUdropbox

There are two different ways to access a dropbox

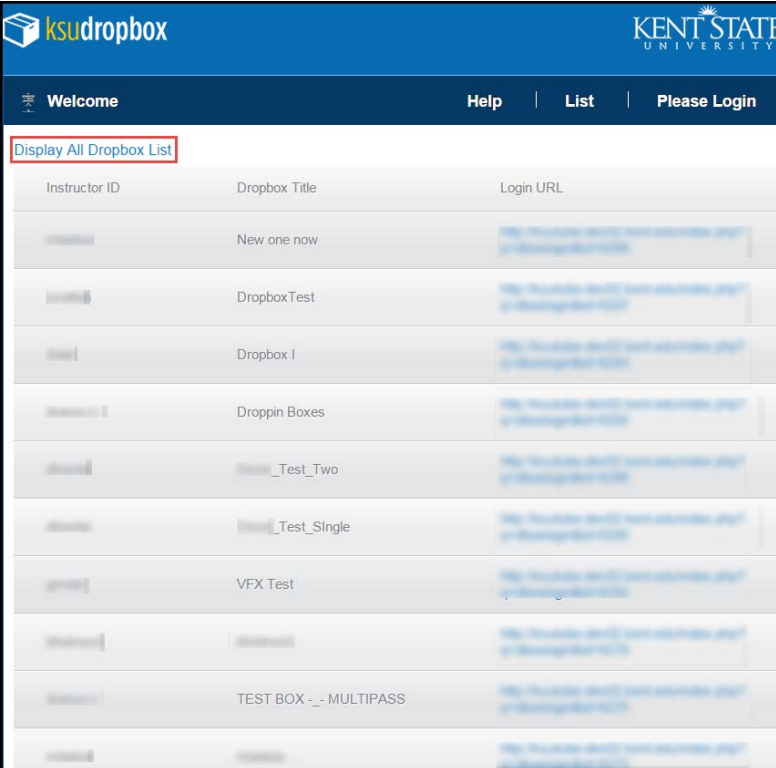
- Go to <https://dropbox.kent.edu> and click on **List** to display all available KSU dropboxes then click on its listed URL
- Use the URL provided by your instructor



KSUdropbox Guide for Students (continued)

Accessing KSUdropbox (continued)

- By clicking on List, it will provide the top ten recently added dropboxes. If your dropbox is not listed, click on **Display All Dropbox List** for all KSU dropboxes



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 'Please Login'. A red box highlights the 'Display All Dropbox List' link. Below this, there is a table with three columns: 'Instructor ID', 'Dropbox Title', and 'Login URL'. The table contains ten rows of data, each representing a different dropbox.

Instructor ID	Dropbox Title	Login URL
[redacted]	New one now	[redacted]
[redacted]	DropboxTest	[redacted]
[redacted]	Dropbox I	[redacted]
[redacted]	Droppin Boxes	[redacted]
[redacted]	[redacted]_Test_Two	[redacted]
[redacted]	[redacted]_Test_Single	[redacted]
[redacted]	VFX Test	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	TEST BOX -_- MULTIPASS	[redacted]
[redacted]	[redacted]	[redacted]

KSUdropbox Guide for Students (continued)

Accessing KSUdropbox (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 provided by your instructor will be required).

ksudropbox KENT STATE UNIVERSITY

Welcome Help List Logout

10 records per page Search:

Instructor ID	Dropbox title	Login URL
1000001	1000001	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000002	1000002	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000003	1000003	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000004	1000004	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000005	1000005	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000006	1000006	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000007	1000007	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000008	1000008	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000009	1000009	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=
1000010	1000010	http://ksutube-dev02.kent.edu/index.php?q=dboxlogin&id=

Showing 1 to 10 of 2,045 entries ← Previous 1 2 3 4 5 Next →

ksudropbox KENT STATE UNIVERSITY

Welcome Help List Please Login

Login

Password:

KSUdropbox Guide for Students (continued)

Accessing KSUdropbox (continued)

- You are now accessing your instructor's dropbox.

The screenshot shows the KSUdropbox interface. At the top, there is a navigation bar with "Welcome", "Help", "List", and "Please Login". Below this, there are buttons for "Upload", "New Folder", and "Logout". A search bar is present with a dropdown menu set to "10 records per page". The main area displays a table of files and folders:

Num	Name	Size	Uploaded	Rename	Delete	Move
1	Test Folder	0 MB	11/24/14 10:17 AM			
2	Chrysanthemum.jpg	0.84 MB	11/17/14 11:11 AM			
3	Getting Started.pdf	0.24 MB	11/17/14 11:11 AM			
4	Academic Calendar 2011-2016.pdf	0.21 MB	11/17/14 11:10 AM			

At the bottom, it says "Showing 1 to 4 of 4 entries" and has navigation arrows for "Previous" and "Next".

Upload Documents

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

The screenshot shows the KSUdropbox interface in the "Upload" state. The navigation bar includes "Welcome", "Help", "List", and "Logout". A "Back" button is visible. The main area says "Upload files to the folder:" and shows a file named "Academic C... 1-2016.pdf" with a "Choose Files" button and a "Start Upload" button. Below this, there is a list of supported file formats and instructions:

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

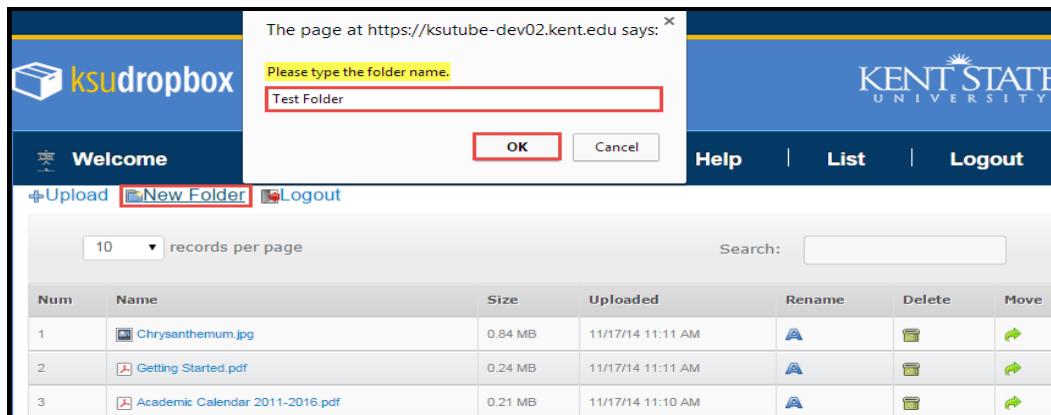
Before uploading a file, please make sure that the file is in a format that others can easily open. For:

- 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

KSUdropbox Guide for Students (continued)

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

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 Students (continued)

Managing Dropbox

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. Underneath, there are buttons for 'Upload', 'New Folder', and 'Logout'. A search box is located on the right side of the interface. Below the search box, there is a dropdown menu set to '10 records per page'. The main area contains a table with the following columns: Num, Name, Size, Uploaded, Rename, Delete, and Move. The table lists three files: 'Chrysanthemum.jpg', 'Getting Started.pdf', and 'Academic Calendar 2011-2016.pdf'. Each file has corresponding icons for Rename (blue 'A'), Delete (recycle bin), and Move (green arrow). At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and has 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 Students (continued)

Manage Dropbox (continued)

- Your instructor may restrict your permissions to Download, Rename, Delete and/or Move files and folders. If your instructor has restricted any of these permissions, the column for that permission will not appear.

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 'Please Login'. A red notification banner says 'File Uploaded Successfully!'. Below the notification, there are buttons for 'Upload', 'New Folder', and 'Logout'. A dropdown menu shows '10 records per page' and a search box. Below this is a table with one entry:

Num	Name	Size	Uploaded
1	Chrysanthemum.jpg	0.84 MB	12/01/14 1:51 PM

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons for 'Previous', '1', and 'Next'.

Manage Dropbox

- Click **Logout** to log out of dropbox

The screenshot shows the KSUdropbox interface with a list of files and folders. The 'Logout' button is highlighted with a red box. The table below shows the following entries:

Num	Name	Size	Uploaded	Rename	Delete	Move
1	Test Folder	0 MB	11/24/14 10:17 AM			
2	Chrysanthemum.jpg	0.84 MB	11/17/14 11:11 AM			
3	Getting Started.pdf	0.24 MB	11/17/14 11:11 AM			
4	Academic Calendar 2011-2016.pdf	0.21 MB	11/17/14 11:10 AM			

At the bottom, it says 'Showing 1 to 4 of 4 entries' and has navigation buttons for 'Previous', '1', and 'Next'.