

KSU Drop Box: A Guide for edTPA Instructors

The KSU Drop Box is a web-based file sharing system that allows instructors to receive student files in a central place. You can create your own drop box and a folder for each student so that students can upload files for the edTPA.

How to Login

1. Go to <https://dropbox.kent.edu>
2. Under **For Instructors**, login with your Flashline ID and password. You can now create the drop box for your course.

Logging on under **For Instructors** will allow you to create a drop box. You will have admin permissions which allow you to edit and manage the drop box. You will be able to download files, delete files, rename files and move files. Students will only be able to upload files. If students wish to delete, rename or move files that they upload, they will need to ask the instructor to do this for them.

How to Create a Drop Box

1. Click the **Create a New Drop Box** button.
2. Fill out the information for **Two Passwords**.
 - a. Name your drop box in **Drop Box Title**
 - b. Set the faculty password in **Faculty Password** to be **tpaisfun**
 - c. Set the student password in **Student Password**. This is your preference. Please record this password as students will need it to submit their portfolios.
 - d. Do not check any of the options under **Students Can**.
 - e. **Add Instructors** so that student folders can be created. Type in **lgkrug** for Lori Wilfong, the edTPA Coordinator, and **bankrom1** for Brittany Ankrom, edTPA tech support.
3. Click **Submit**. Your drop box has been created. You can now create folders for students.

A **Two Password** drop box is necessary for privacy reasons. Without a **Two Password** drop box, students would be able to download, move, delete or move the files that other students upload. Students are able to open other student folders but will only see the file names in the other folders. Every student will use the same password to log in.

- | | |
|---------------------------|--------------------------|
| A Drop Box Title | D Students Can |
| B Faculty Password | E Add Instructors |
| C Student Password | F Submit |

Student Folders

Lori Wilfong and Brittany Ankrom will create a folder for every student. They will be able to access the drop box since they were added as instructors when the drop box was created. Folders will be named with the student's last name, first name then Banner ID.

The screenshot shows the 'ksu drop box' interface. At the top right, there are links for 'Home | Help | Drop Box List'. The main header says 'example drop box'. Below the header, there are icons for '+upload', 'record', 'new folder', and 'logout'. A message states: 'Latest update: May 5, 2011 - Email notifications can now be set per user instead of per box.' Below this is a table with columns: Num, Name, Size, Uploaded, Rename, Delete, Move.

Num	Name	Size	Uploaded	Rename	Delete	Move
1	Last First 000000003	0.02 MB	1/18/13 12:38 PM			
2	Doe Jane 000000002	0.0 MB	1/15/13 5:00 PM			
3	Smith John 000000001	0.0 MB	1/15/13 5:00 PM			

How to Download Student Work

1. Click the student's folder.
2. You can download all of the files in the folder by clicking the **Download Folder** button on the top.
3. You can download individual files by clicking the name of the file that you wish to download.

The screenshot shows the 'ksu drop box' interface for a specific folder named 'test3_edtpa'. At the top right, there are links for 'Home | Help | Drop Box List'. The main header says 'test3_edtpa'. Below the header, there are icons for 'back', '+upload', 'download folder', 'record', and 'logout'. A message states: 'Latest update: May 5, 2011 - Email notifications can now be set per user instead of per box.' Below this is a table with columns: Num, Name, Size, Uploaded, Rename, Delete, Move.

Num	Name	Size	Uploaded	Rename	Delete	Move
1	05_edTPA_Edit_Windows_Movie_Maker.pdf	0.77 MB	12/5/12 4:18 PM			
2	06_edTPA_Edit_iMovie.pdf	0.72 MB	12/5/12 4:18 PM			

- A** Download the entire folder's contents
- B** Download the individual file

How to Change Settings

1. First, go to **Drop Box List**.
2. Click **Admin** in the upper right hand corner of the window.
3. Here you can change settings.











- A** The title of the drop box
- B** The **URL** for this specific drop box. Share this link with your students by e-mail or by posting it in Blackboard Learn. You may click on this link to navigate to the drop box instead of going through the **Drop Box List**.
- C** The list of Flashline IDs that belong to the **Admins** of this drop box.
- D** These buttons allow you to edit settings.

The screenshot shows the 'ksu drop box' Admin interface. At the top right, there are links for 'Admin | Help | Drop Box List | Logout'. The main header says 'drop box list'. Below the header, there is a section titled 'Drop Box List' with the text 'Total number of drop boxes: 1565'. Below this is a table with columns: Instructor ID, Drop Box Title, Login URL.

Instructor ID	Drop Box Title	Login URL
aadolph	34005_characteranalysis	https://dropbox.kent.edu/login.cfm?id=151
aadolph	adolph_11011_essay3	https://dropbox.kent.edu/login.cfm?id=130

Below the table, there is a section titled 'test' with a URL: 'URL: https://dropbox.kent.edu/login.cfm?id=199' and Admins: 'Admins: thoma13, gootest1, mhansen5'. Below this are several settings buttons: Change Title, Change Instructor Password, Change Student Password, Make One Password, Delete Drop Box, Erase All Files, Download All Files, Change Background Color, Email Notification is On, Student Downloading is On, Student Renaming is On, Student Deleting is On, Student Moving is On.

4. Below are other icons in the Admin **Drop Box Settings**.

Icon	Action
 Change Title	If you click this icon, you will be prompted to enter the new name of the drop box.
  Change Instructor Password Change Student Password	If you click either of these, you will be prompted to enter the new password for either the instructor or for students.
 Add Instructor	If you click this icon, you will be prompted to enter the Flashline ID of users you wish to grant admin permissions. Admins can change settings like you.
 Download All Files	If you click this icon, you will be asked if you wish to download all of the folders and files in the drop box at once. They will download in a zip folder.
 Email Notification is Off	If you click this icon, Email Notifications will either be turned "On" or "Off" and the icon will change to display the current setting. If the setting is on, you will receive a 'KSU Drop Box Update' email every time a student uploads a new file to his or her folder.
    Student Downloading is Off Student Renaming is Off Student Deleting is Off Student Moving is Off	If you click any of these icons, student permissions will be turned "On" but these permissions should always be turned "Off." Changing these permissions would allow students to access and download other student files.

For edTPA tech support, contact Brittany Ankrom at bankrom1@kent.edu
 Tuesday and Wednesday: 2:00 p.m. – 9:00 p.m.
 Thursday: 7:30 p.m. – 10:00 p.m.
 Friday: 3:00 p.m. – 6:30 p.m.