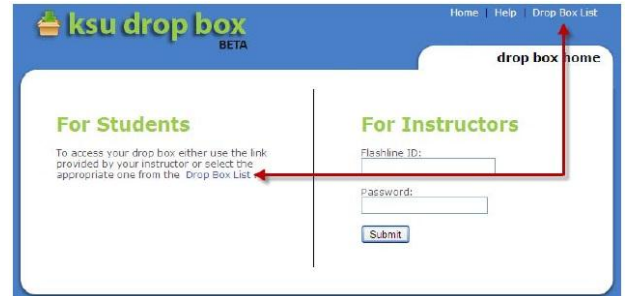


KSU Drop Box: A Guide for edTPA Students

The KSU Drop Box is a web-based file sharing system that allows students to turn in files in a central place. You will submit all of your documents, images and videos for the edTPA in your student folder inside your course drop box.

How to Login

1. Go to <https://dropbox.kent.edu>
2. Under **For Students**, click **Drop Box List**.
3. Navigate to your course Drop Box and click the **Login URL**. The list is in alphabetical order according to your instructor's Flashline ID.
4. Enter your **Student Password** and click the **Submit** button. Your instructor will give you the **Student Password** and every student will use the same password to access the course drop box. You are now logged in to the drop box.

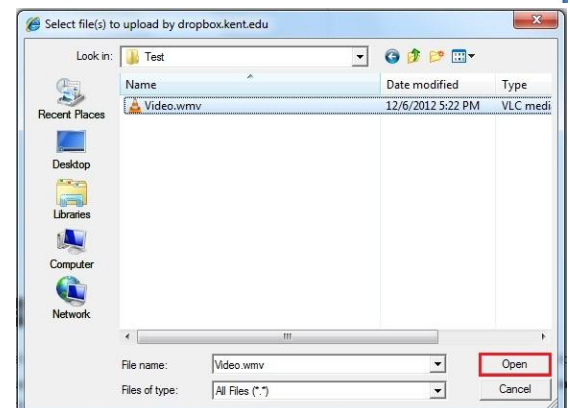
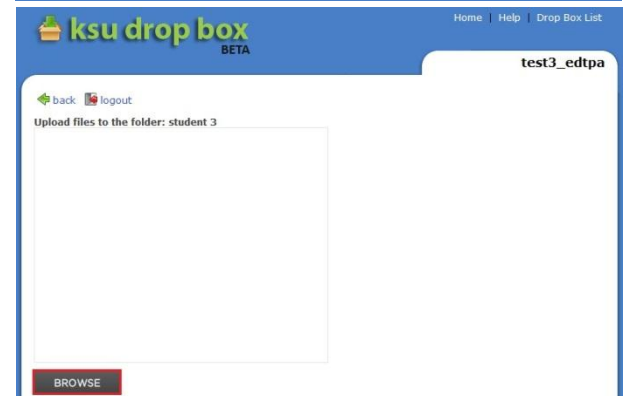
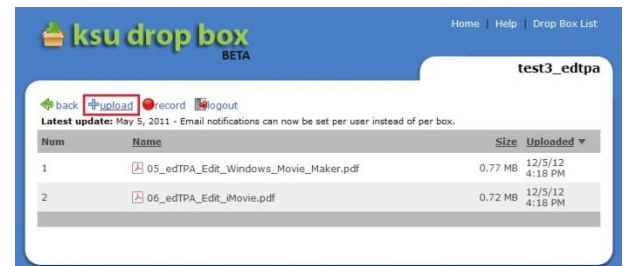


How to Upload Files

Readiness Checklist

- ✓ Is your file in a common file format? See "How to Edit in Windows Movie Maker" or "How to Edit in iMovie" for instructions on how to save video files in the correct format.
- ✓ Is your file named correctly? You cannot rename files after you upload them.
- ✓ Are you finished working on the file and ready for the final submission? You cannot delete files after you upload them.

1. Click your student folder to open it. The folder name will contain your last name, first name and Banner ID.
2. Click the **Upload** button.
3. Click the **Browse** button.
4. Select the file you wish to upload and click the **Open** button.
5. A progress bar will appear. File size and internet connection will affect upload speed.
6. You will be automatically redirected to your folder after the upload is complete. Note that you will be able to see the name of the file but will not be able to view, rename or delete the file. Only instructors and/or scorers have access to the file now.



For edTPA technology support, contact Brittany Ankrom at bankrom1@kent.edu. Instructional guides are available online at <http://www.kent.edu/ehhs/edTPA/video-recording.cfm>