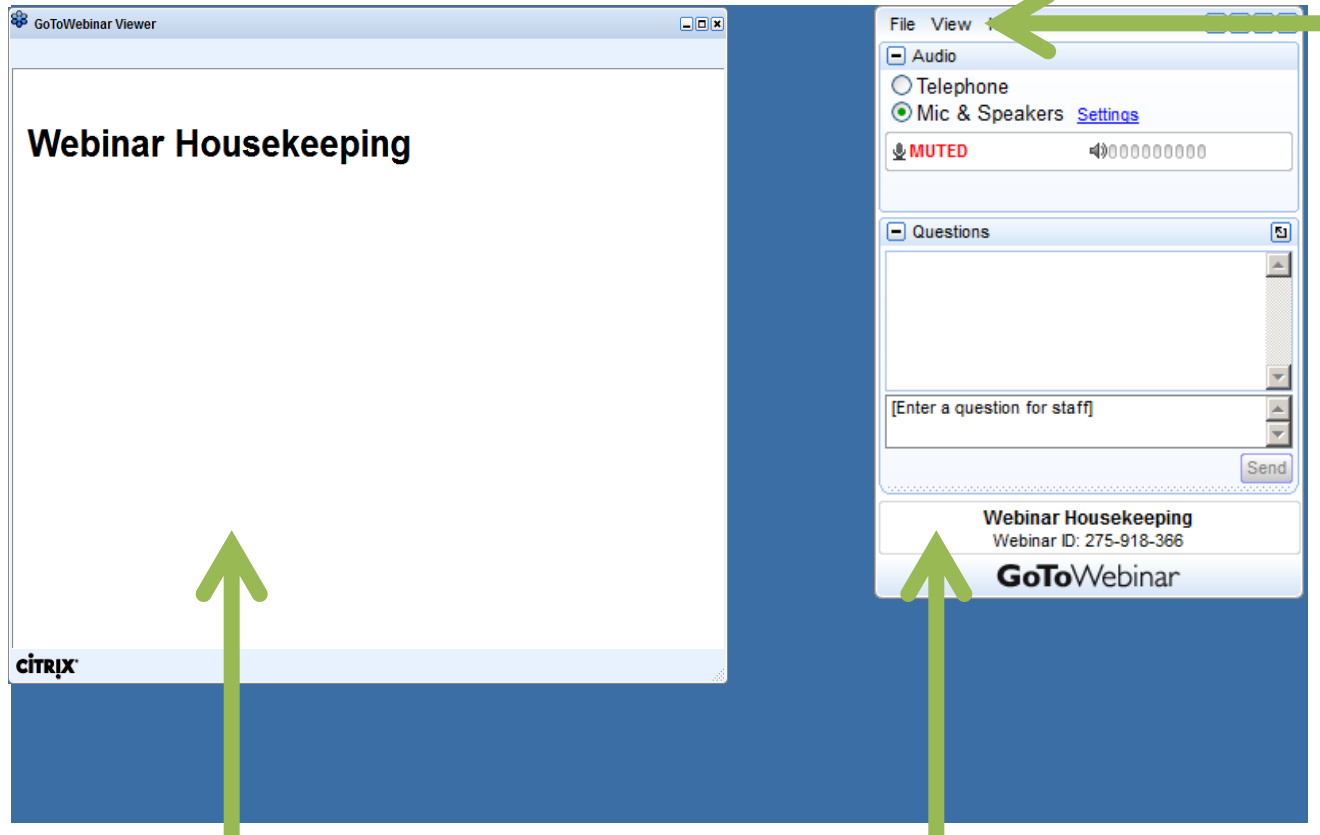


WEBINAR HOUSEKEEPING TIPS



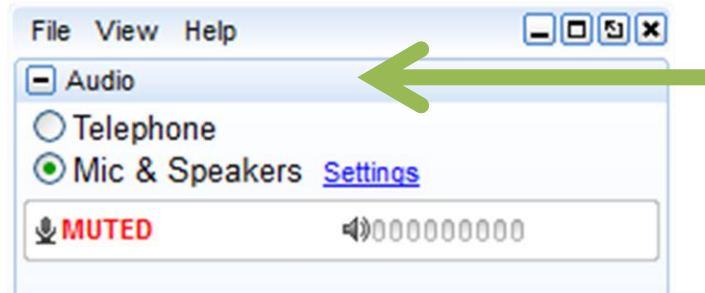
Webinar viewer

Your control panel

Your control panel may collapse automatically when you don't use it.

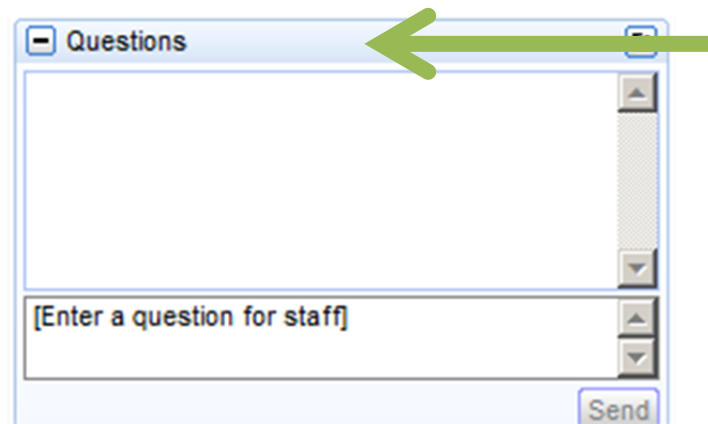
To keep it open, click the "View" menu and uncheck "Auto-hide Control Panel".

WEBINAR HOUSEKEEPING TIPS



For audio, we choose “Mic & Speakers”. If you don’t have microphone you can simply listen in. The “Telephone” option is disabled.

Note: Your audio will be muted during the session.



You can submit questions and comments via the Questions panel or you can ‘raise your hand’ to be unmuted for verbal questions. There is no option to chat between participants.

Note: Today’s presentation will be recorded.

ABOUT THE PRESENTER



- In the field for 13 years
- Focusing on tech coaching/consulting and research about digital technology and assessments (milestones and learner gains)
- Facilitating presentations and workshops on the practical application of digital technology for teaching and learning
- Dropbox and Google Drive user 😊

Matthias Sturm

Senior e-Learning and Research Consultant at AlphaPlus

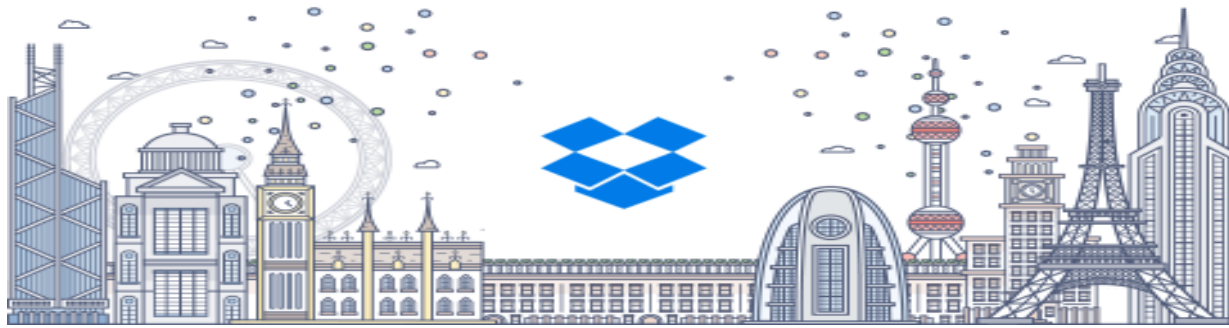
msturm@alphaplus.ca

Note: This presentation contains two short videos, which may not run smoothly in a webinar environment due to Internet speeds.

Download the slides to follow along or review after the webinar:

<http://alphaplus.ca/en/training/webinarsgroup1/archived-webinars.html>





Source: <http://byalicelee.com/dropbox/>

Webinar Overview

- ✓ What is Dropbox?
- ✓ How Dropbox works
- ✓ Dropbox vs Google Drive
- ✓ Productivity tools and sharing features
- ✓ Network computers with Dropbox
- ✓ Backup files with Dropbox
- ✓ Why use Dropbox: Discussion
- ✓ Resources to get going with Dropbox



What is Dropbox?



https://youtu.be/QADSH8XYx_A (1:07)

How Dropbox works

- Save files on your computer, then access them on your phone from the road. Everything you keep in Dropbox is synced automatically to all your devices.
- Save any kind of file in Dropbox, from photos, videos, and music to Microsoft Office and Adobe files.
- Sync files across all your devices, whether you use a PC, Mac, Android, iPad, iPhone, or Windows Phone.
- Your files are available on your computer even when you're offline, so you can work from anywhere.



How Dropbox works



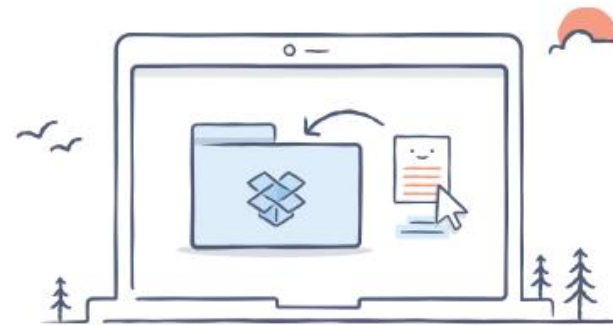
Dropbox is a folder on your computer. It works like your Documents or Photos folder, but it also does a lot more.



Files you put in your Dropbox folder are automatically backed up for you on dropbox.com.



Everything you put in Dropbox is private unless you choose to share it.

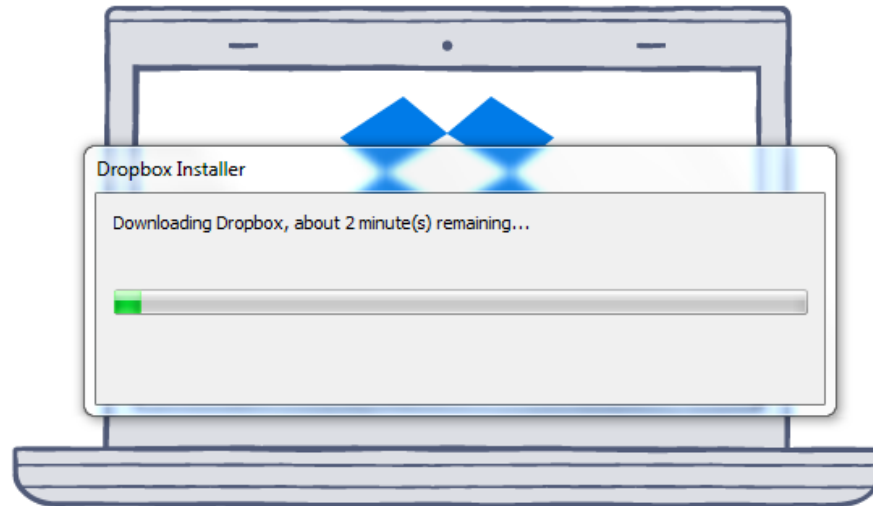


You can drag and drop your first file into the Dropbox folder.

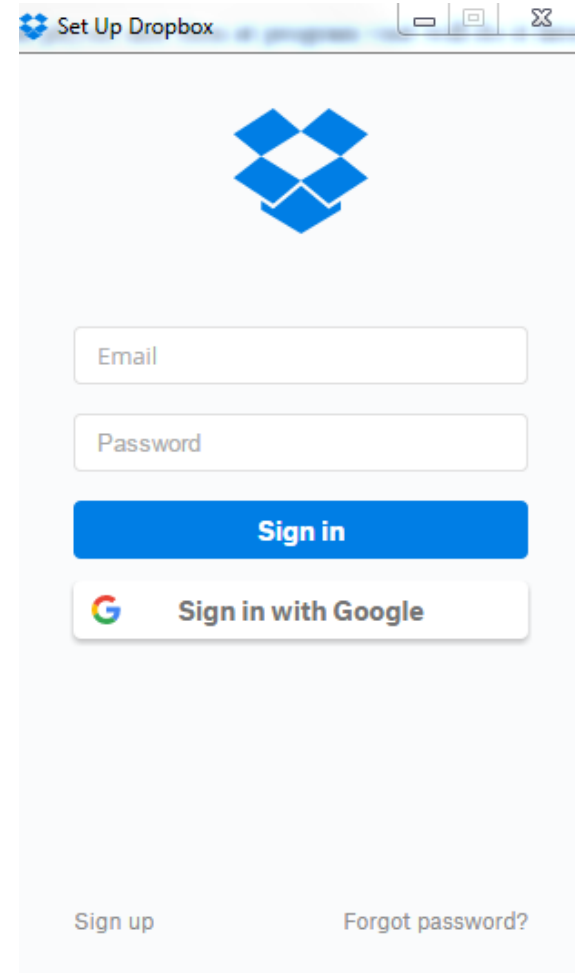
How Dropbox works

We're now downloading Dropbox

Your Dropbox download should automatically start within seconds.
If it doesn't, [restart the download](#).



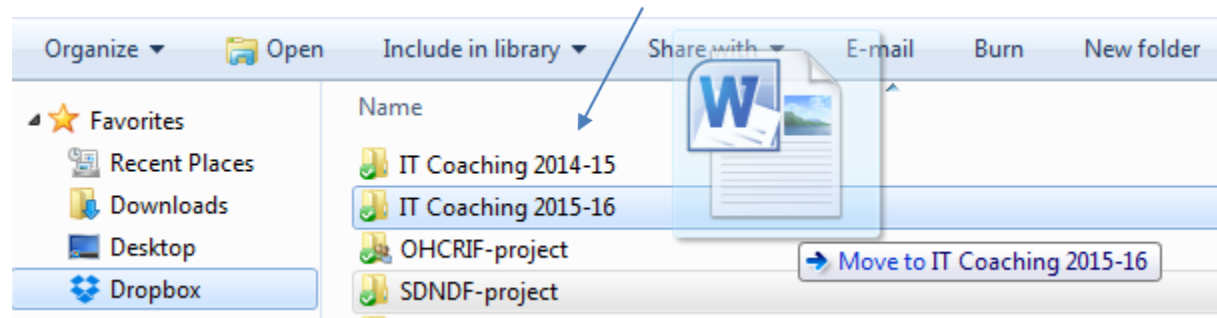
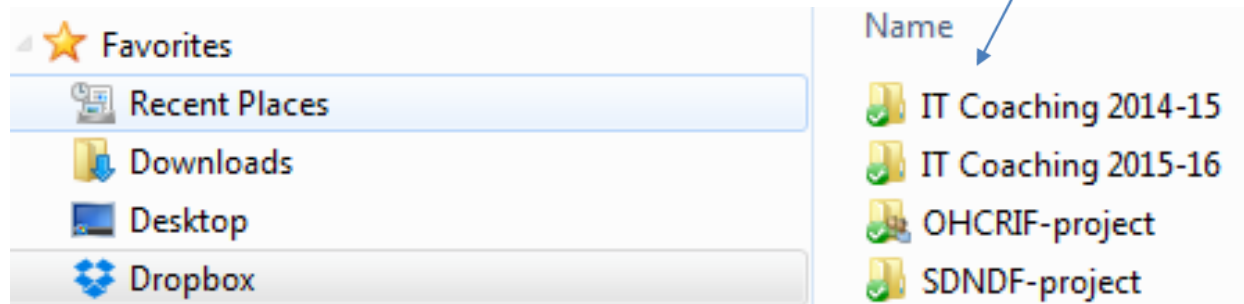
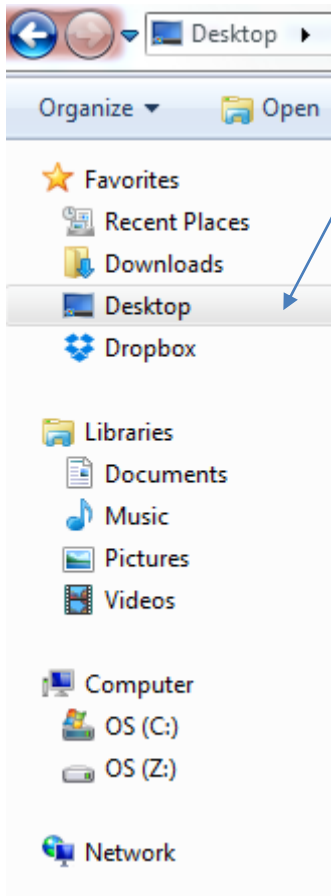
When your download is complete, run the Dropbox installer



How Dropbox works


Desktop version of Dropbox (online/offline)

- Dropbox installs itself in Windows Explorer
- When connected to wifi folders and files sync
- Use 'Drag and Drop' or 'Save As' to move files



How Dropbox works

Sign in [or create an account](#)

 Sign in with Google

or

Email

Password

Remember me [Sign in](#)



[Forgot your password?](#)

Get Dropbox on your desktop — [download now](#)







Web-based Dropbox (online)

- Login at dropbox.com
- Anywhere anytime access
- View folders and files online
- Upload and download files
- Share folders and files

Dropbox, Inc [US] | <https://www.dropbox.com/home>

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| Name | Modified | Shared with |
|---|----------|---|
|  IT Coaching 2014-15 | -- | -- |
|  IT Coaching 2015-16 | -- | -- |
|  OHCRIF-project | -- |   |
|  SDNDF-project | -- | -- |

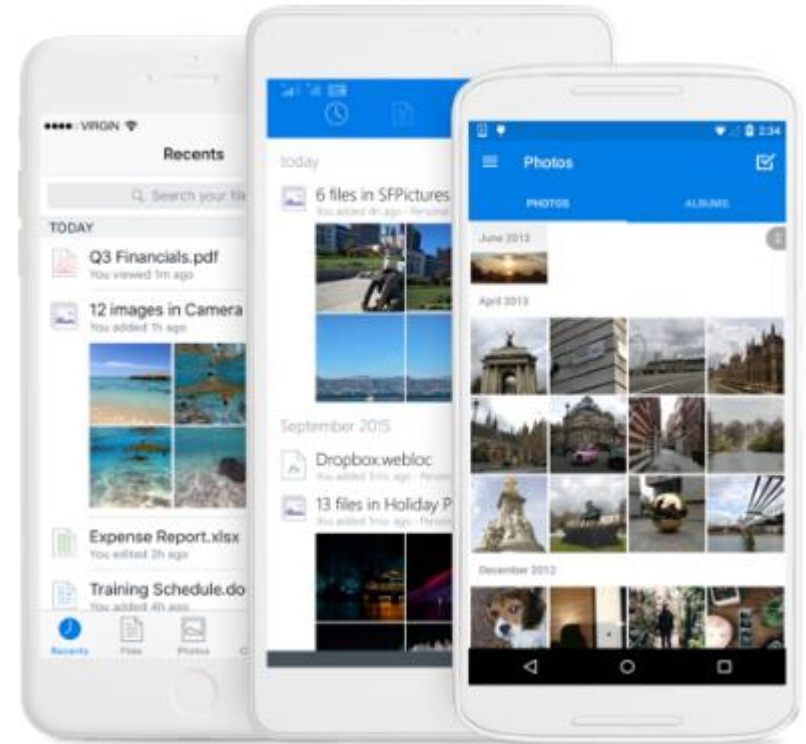
[Settings](#)
[Install](#)
[Upgrade](#)
[Gift Dropbox Pro](#)
[Sign out](#)



How Dropbox works

Dropbox works with all mobile devices

- Access your files on any device, even if you're offline from your iPhone, iPad, Kindle, and Windows phone or tablet
- Back up photos and videos automatically if you choose
- Send large files and share links to your largest files without using email attachments
- Create and edit Microsoft Office files from you phone and tablet



iPad
iOS 7 and up



Kindle Fire
Android 4.0.1 and up



Windows
Phone and tablet



Dropbox vs Google Drive

| | Dropbox | Google Drive |
|----------------|--|--|
| Free Storage | 2 GB files in Dropbox only (500 MB per referral up to 16 GB) | 15 GB incl. messages and photos (excl. files created in G Suite) |
| Access | Web-based, desktop client, app | Web-based, desktop client, app |
| Sharing files | Web and offline desktop client | Web and offline desktop client |
| Selective Sync | Choose selected folders, sub-folders and individual files | Choose parent folders and files, no sub-folders shared individually |
| Sharing docs | Easy sharing using right click menu on desktop client | Only sharing using the online web-based Google Drive |
| Collaborating | Real-time Microsoft co-authoring File version and revision history | Real-time G Suite office tools File version and revision history |
| Photos | Limited storage, sharing features, automatic sync/backup | More storage, limited sharing, web-based editing, Picasa integration |
| Productivity | Full Microsoft Office Suite tools | Basic G Suite office tools |
| Search | Windows/Mac OS search | Google Search features |
| Speed | Fast on large file uploads | Slow on large file uploads |
| Security | Two-factor authentication, encrypted during transit and storage, no private keys | Two-factor authentication, encrypted during transit and storage, no private keys |
| Privacy | See link in Resources on last slide | Scanning of files and messages |



Productivity tools and sharing features

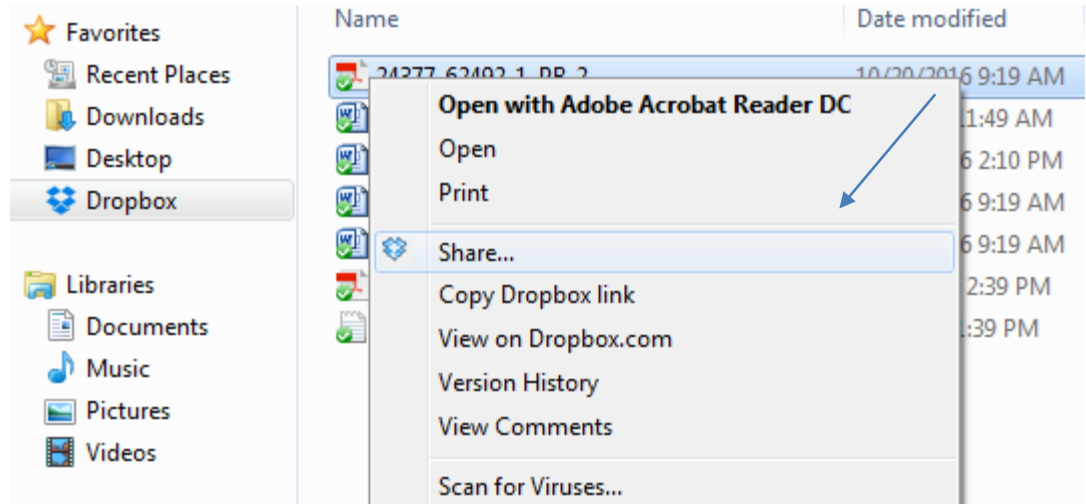


https://youtu.be/-_xXSQuBh14 (1:09)

Productivity tools and sharing features

Desktop version:

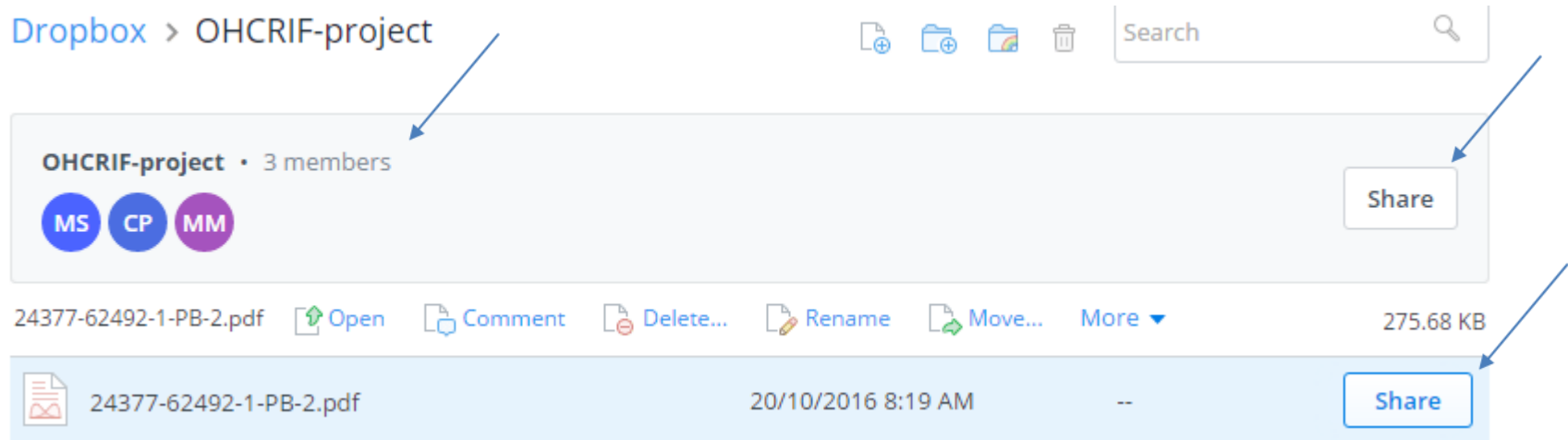
- Use right-click menu to share by email or link



Web-based version:

- Use the Share buttons to share entire folders or individual files

Dropbox > OHCRIF-project

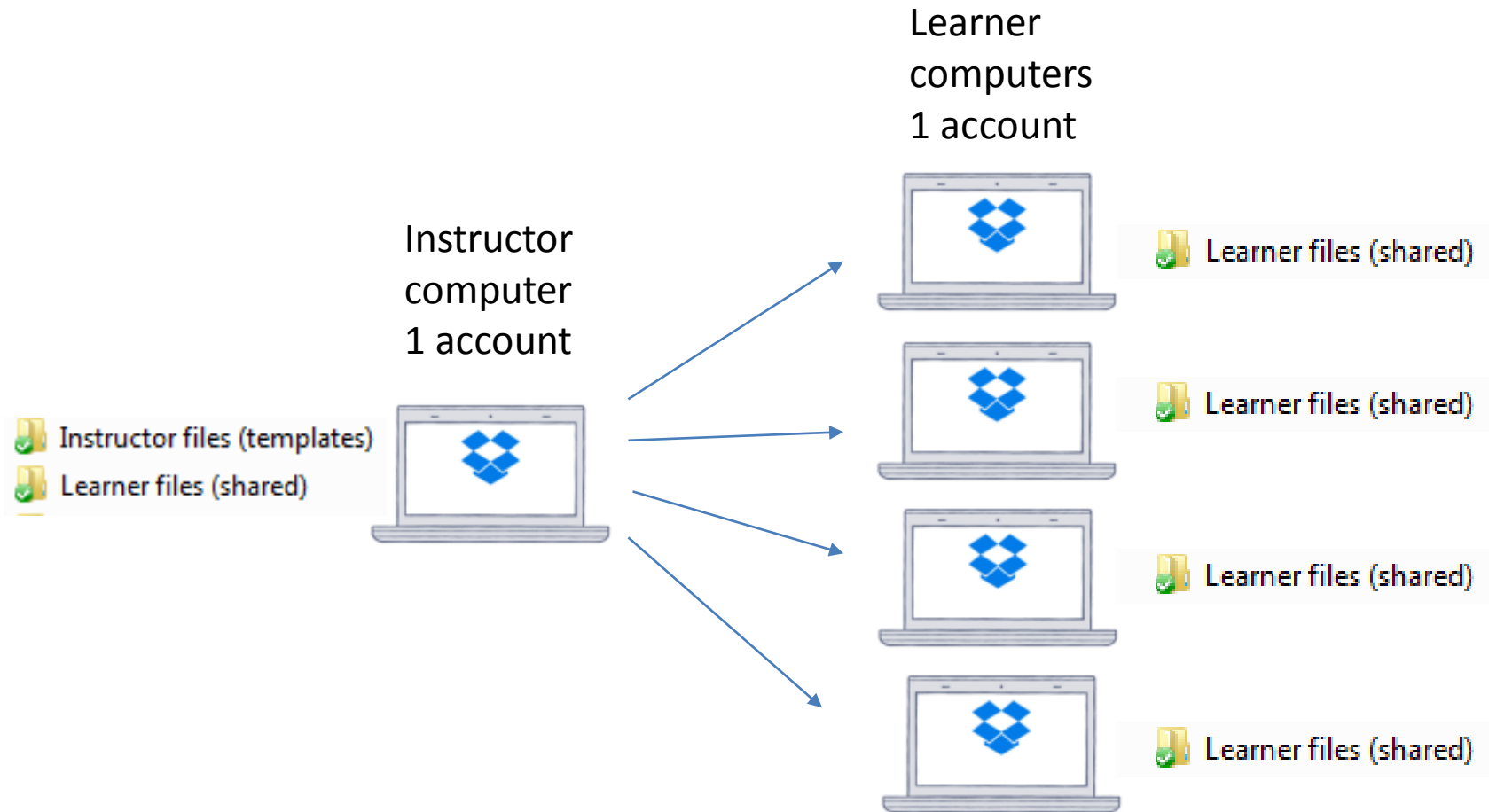


Productivity tools and sharing features

- Send files and folders easily by sharing from your desktop or on the Web
- See who else is working in Microsoft Word, PowerPoint, or Excel files to avoid losing or duplicating work
- File requests make it easy for others to share work with you
- Microsoft co-authoring allows you to collaborate on Microsoft Office files online in real time
- Comment on a file and photo
- Secure sharing allows you to protect your work by controlling who can view or edit a file or folder
- Version history lets you recover edits made to your files in the last 30 days (free accounts)



Network computers with Dropbox



Network computers with Dropbox

- Setup two program-specific Dropbox user account, one for the instructor(s) and one for learners
- Desktop version on each learner computer automatically synched to a shared folder of the instructor's account
- Files in shared Dropbox folder are automatically accessible on each student computer
- Instructors can access files offline and online anywhere, and copy learning activity templates into shared folder(s)
- Sub-folders can be shared with instructor account, e.g. folders for learning activities or for each learner
- If learners want to have private and/or remote access to their work, separate folders can be shared with a learner accounts and accessed on the Web with their own login
- Files sync with multiple devices or across a “network”



Backup files with Dropbox

- Backup of files in the Dropbox folder in Windows in the file management system of your computer is automatic
- Make sure the most up-to-date version is saved in your Dropbox, that you are connected to the Internet, and that syncing has completed before shutting down
- To avoid backing up of potentially corrupted files periodically save each file elsewhere on your computer
- Dropbox uses encryption during the transfer and storage of files in the cloud - there is no private key and Dropbox is not a zero knowledge storage provider



Why use Dropbox: Discussion

- Save learner files remotely (if Deep Freeze is installed)
- Distribute and manage files across a “network”
- Backup files on multiple devices and in the cloud
- Share files between instructors locally and remotely
- Collaborate on projects using Microsoft Office
- Other ideas and suggestions?



Resources to get going with Dropbox

Tech Talk America – Teaching technology to the Non Tech Savvy
Get Started Using Dropbox in 5 Minutes or Less

<https://youtu.be/zjSFC6pPkyk> (5:09)

Desktop App download (Windows and Mac)

<https://www.dropbox.com/downloading>

Dropbox mobile apps (Apple App Store and Google Play Store)

<https://www.dropbox.com/mobile>

Is Dropbox Secure?

9 Ways To Make The File Sharing Service Safer To Use

<https://www.comparitech.com/blog/cloud-online-backup/make-dropbox-more-secure/>



Thank you!

Your Feedback

<https://www.surveymonkey.com/r/673QJFT>

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