



Dropbox for Education @ ASU

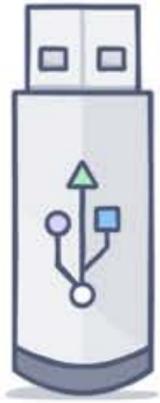
Julie Ann Wrigley Global Institute of Sustainability

Overview

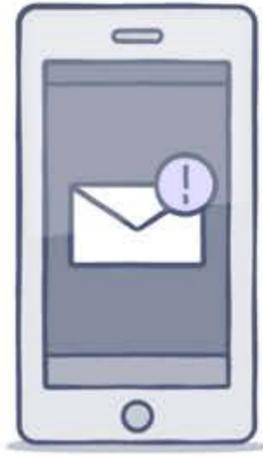
- Background
- Installation
- Connecting Personal Dropbox accounts
- Collaboration
- Selective syncing
- Accidental deletions
- Groups and sharing
- GIOS Department drive changes
- Q&A



Old tools impose boundaries



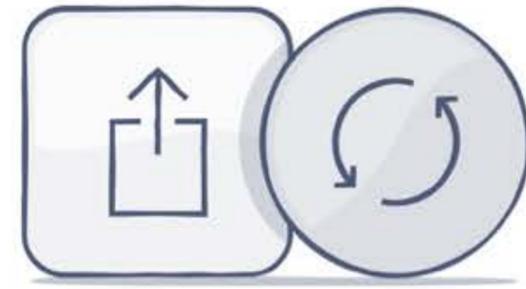
In-person



Size limits



Internal-only



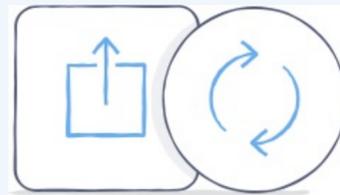
Low adoption

To get around these limitations ASU personnel have used ad hoc tools including Dropbox personal and premium accounts

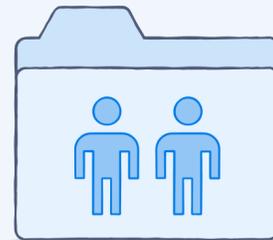


What is Dropbox?

A cloud-based, secure, file system linked to your “devices”



Give the right people access



Sync and share with just a click



Simplify your workflow internally and externally



Encrypt at rest and in transit



Protect business data



Manage compliance, guard user accounts, maintain privacy



Anywhere, Anytime Access!

Supported Mobile Applications

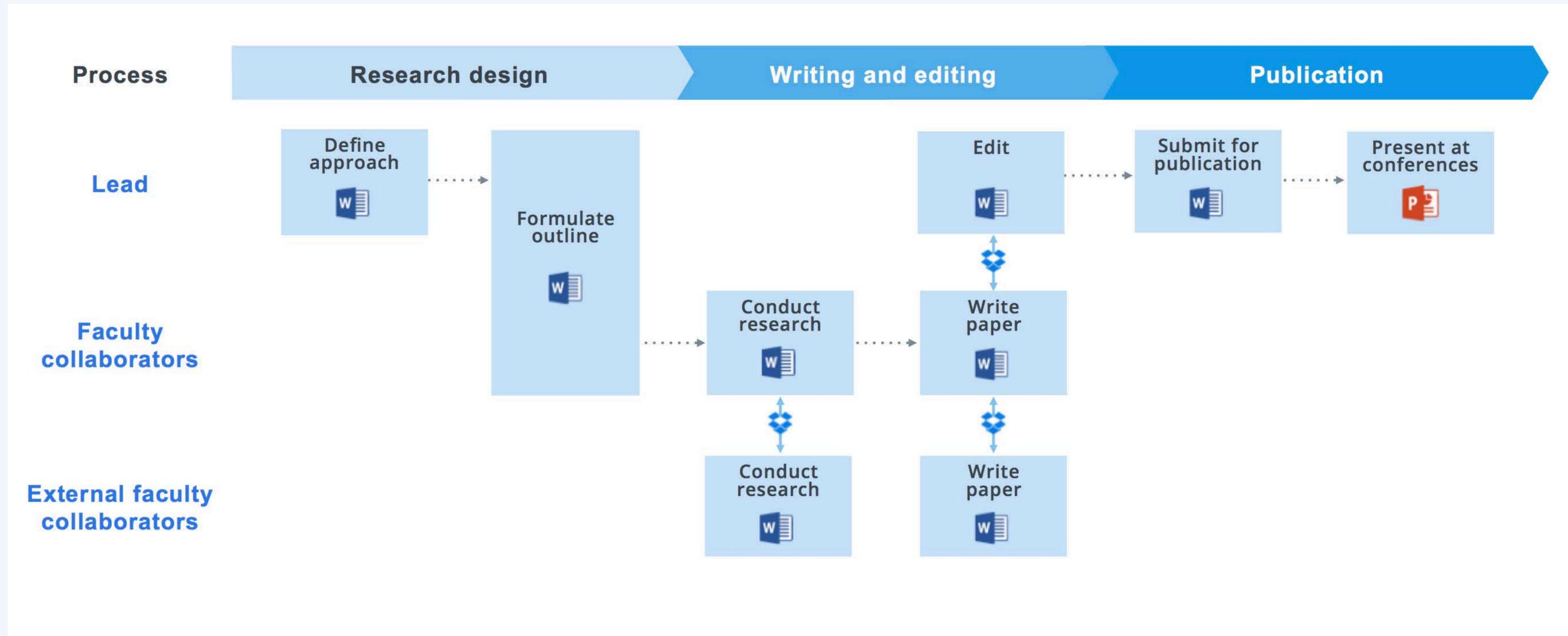
- Android
- iPhone, iPad
- Blackberry
- Kindle Fire
- Windows phones and tablets

Supported Desktop Access

- Windows
- Mac OS X
- Linux
- Website: Chrome, Firefox, Safari, Internet Explorer



Faculty Research Project



Files hosted in Dropbox

Collaboration – Sharing Files

share the top folder...

Micro Econ- Students



Assignments



Readings



Agendas

... or share the subfolders

Research



Emerging Mkts



Water access



Alt Energy



... not both!

Economics



Micro Econ



Macro Econ



Game Theory





Demo

Installation

- Instructions for installation are available through MyASU
- Click on Service tab
- Search for “Dropbox”



Connecting Accounts

- During the process of setting up your ASU Dropbox account, you will be guided through the process to connect your two accounts
- If you do not make the connection at that time, you can still connect later.
- https://www.dropbox.com/help/4270?path=manage_account





1. The badge – You're alone in the file
2. Photo or initials – A collaborator has opened the file
3. Download arrow - You can update to your collaborator's version
4. Two files – you're viewing your own separate version
5. Lock – A collaborator is editing the file
6. Exclamation mark – You and a collaborator are both editing the file

1.

 Copy Link to Clipboard

 View File History...

 Shared Folder Settings...
Presentation: 5 members

2.

 James is viewing this file.
If James makes any changes, we'll let you know.

3.

 James just saved changes.

Save my changes as a separate version

[Get James's version](#)

4.

You're now working on your own version.

[Re-open the shared version](#)

Last edited by James Davis 3m ago

5.

James has unsaved changes.
Wait to edit. Saving now will create a separate version.

 James Davis
Unsaved changes for 7m

 Copy Link to Clipboard

 View File History...

 Shared Folder Settings...
Presentation: 5 members

6.

You and James have unsaved changes.
Save now, and we'll help James get the new version.

 James Davis
Unsaved changes for 7m

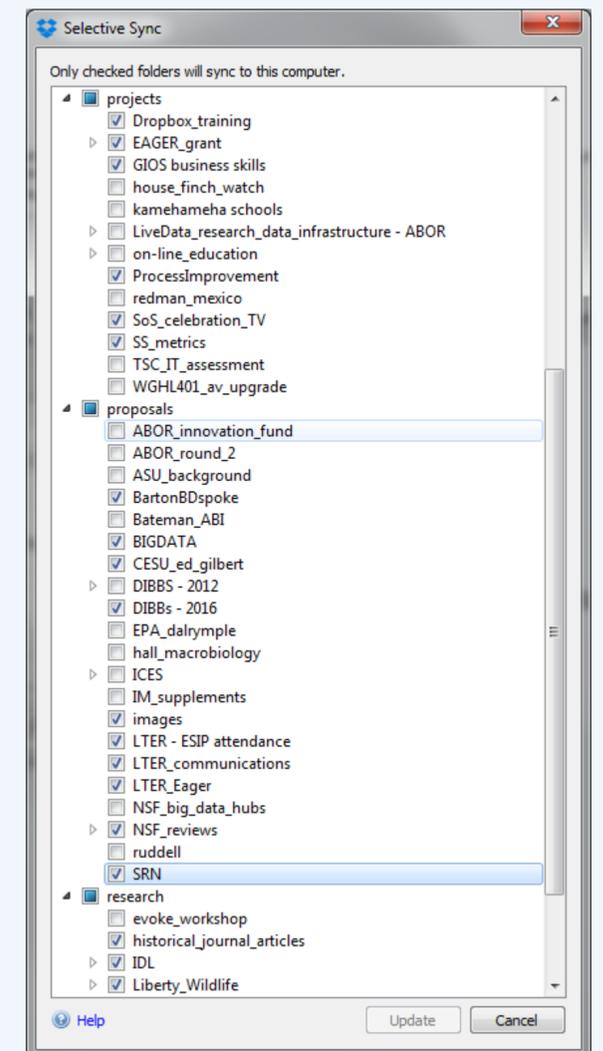
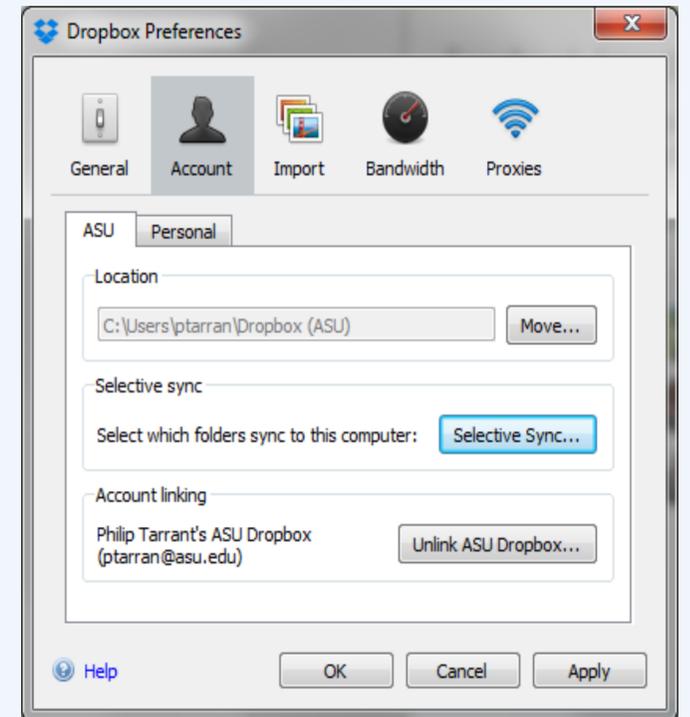
 Copy Link to Clipboard

 View File History...

 Shared Folder Settings...
Presentation: 5 members

Selective Syncing

- Click the **Dropbox icon** on the system tray
- Click the **gear icon** and select **Preferences...**
- Click the **Account** tab
 - Note: If you have connected your personal and ASU accounts, you'll need to select the Dropbox you want to change the settings on
- Click the **Selective Sync...** button



Groups and Sharing

- Using groups, you can create and manage teams of colleagues rather than adding people individually
- Group names should reflect the department or project where the membership is affiliated
- Internal groups should begin with GIOS, e.g. *GIOS Finance* or *GIOS DCDC*
- Sharing files can be done by sharing the file/folder or by sharing a link



Accidental Deletions

- Accidental deletion happens, eek!
- Access Dropbox through the web interface to recover deleted files
- Deleted files are retained for...
- You can re-join a shared folder you have deleted



GIOS Department drive changes

- GIOS P:drives
- Outlook .pst files
- Other department drives i.e. Business (N:), Research (R:), etc.





Q&A



Thank You!

