

## Frank Roberts Junior High Professional Development: Technology Session

How to use a drop box to allow student to submit assignments and projects over the Internet.

- Drop.io (<http://drop.io/>)



Figure 1 – drop.io

- **Drop Name:** Type a name for the drop box into the textbox that starts with drop.io (e.g. **drop.io/frjhtech9gr2**)
- The name should indicate what the purpose of the drop box. From the example above:
  - *frjh* (Frank Roberts Junior High)
  - *tech9* (Technology course for Grade 9)
  - *gr1* (Group 2)
- **Add Files:** You can add files to the drop box for your students.
- **Additional Settings:** (Click on the + sign to reveal options. See screenshot on next page)
  - *Guest Password:* Set the password that guests (students) will use to access the drop;
  - *Drop Expires in:* You can set when the drop will expire and be automatically deleted. It can be 1 Year, 1 Month, 1 Week, or 1 Day from the last time someone accesses the drop or from the date when you first setup the drop;
  - *Guest Can:*
    - **Add Files:** You can allow guest (students) to add files;
    - **Comment:** You can allow guest to comment on anything added in the drop;
    - **Delete:** You can allow guests (students) to delete anything from the drop. This is something you may not want them to be able to do;
    - **Download:** You can allow guest (students) to download files from the drop.

**drop.io** simple real-time sharing & collaboration

Use drop.io to **privately** share your files and collaborate in **real time** by web, email, phone, mobile, and **more**. Create each drop in two clicks and share **what** you want, **how** you want, with **whom** you want. Check out our 'How To' video.

Choose new drop name (trying to **access** an existing drop?)

drop.io / frjhtech91gr2

Apply an Upgrade Code or Template (not required)

+ Use a drop.io template

Optionally add files (100 MB free per drop, **upgrade** for more)

Add Files 100MB available.

Find out more about Drop.io on our [blog](#).

☐ Additional settings (password, permissions, expiration)

Guest Password: .....

Drop Expires In: 1 Year from last view

\* You can renew later

Guests Can: ☒ Add Files ☒ Comment ☐ Delete ☐ Download

\* Can be changed later

**create drop**

You agree to the drop.io Privacy Policy & Terms of Use

time at drop.io? take a tour

Figure 2 – Setting up the drop

- Click the **create drop** button. You should see the button change to **drop.ing**, which means it is creating the drop.
- Please Set an Admin Password/Recovery E-mail to Preserve Admin Access:**
  - Password:* Set your admin password for the drop;
  - Recovery Email:* Enter your email which will be used to send you the password to get into the drop if you forget it.

drop.io / frjhtech91gr2 / blog

Manager About How To Support Developers Upgrade / Premium Login to Manager

Admin Settings Logout

Add View Share

Please Set an Admin Password/Recovery E-mail to Preserve Admin Access

Password: ..... Needed to change administrator settings in the future, including expiration (highly recommended)

☐ Show password

Recovery Email: ..... Used to recover your drop and/or admin password, should you misplace them

Save Settings or associate a Manager Account >>

This drop is empty

- Click 'Add' above to start adding files, links, notes, and more.
- Click 'Settings' at the top right to customize your drop and manage its features.

**Customize this sidebar**

**NEW Presentation**

Set your name below and start a live web presentation. Present PowerPoint slides, movies, audio, and more.

Your name (optional):

Guest4586

Start Presentation

Learn more about [presentation](#)

**Chat**

You can now [chat live](#) with other users on this drop. Click the gray bar at the bottom to get started.

Find out about our [chat view](#), [third party client support](#), [mobile chat](#), and new [streaming features](#)

**Contact this Drop**

Settings <--

Email Address: frjhtech91gr2@drop.io

Voicemail: 646-495-9227 x 20348

Conference Call: 218-486-3891 x 260202207

Figure 3 – Setting the Admin password and email

- Click the **Save Settings** button. You should see the word **Success** appear.

- You can go into the **Admin Settings** at the top-right of the screen to set more options on the drop.

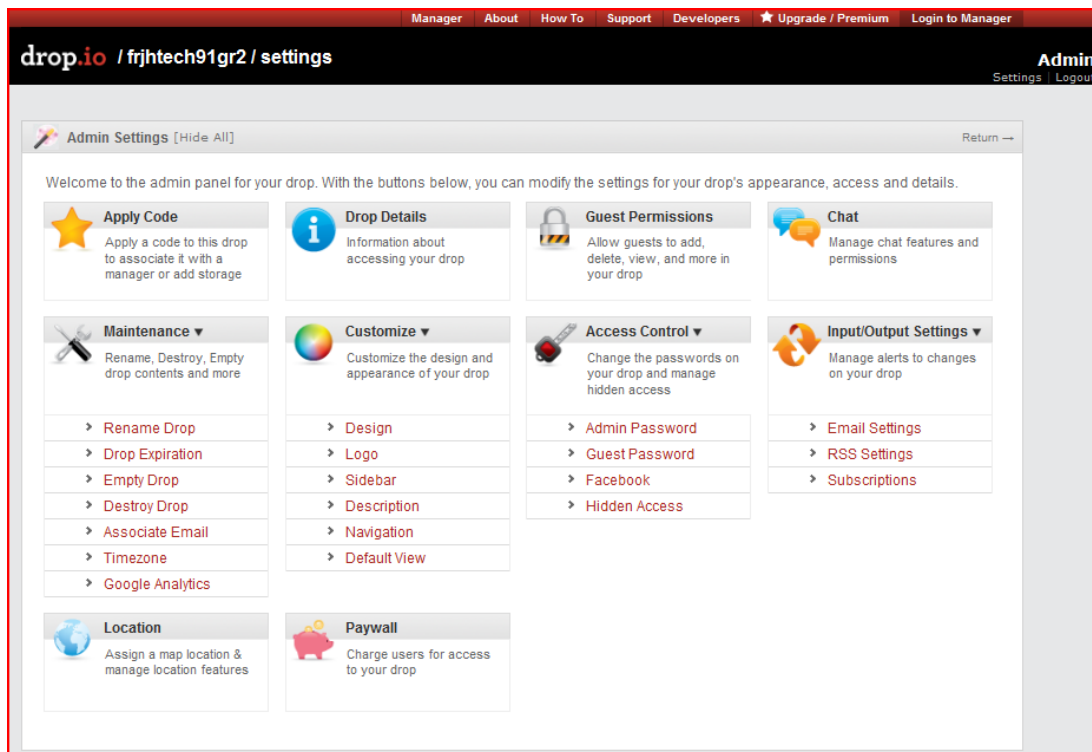


Figure 4 - Admin Settings

- To set more permissions for guest (students) you need to click on **Guest Permissions**.

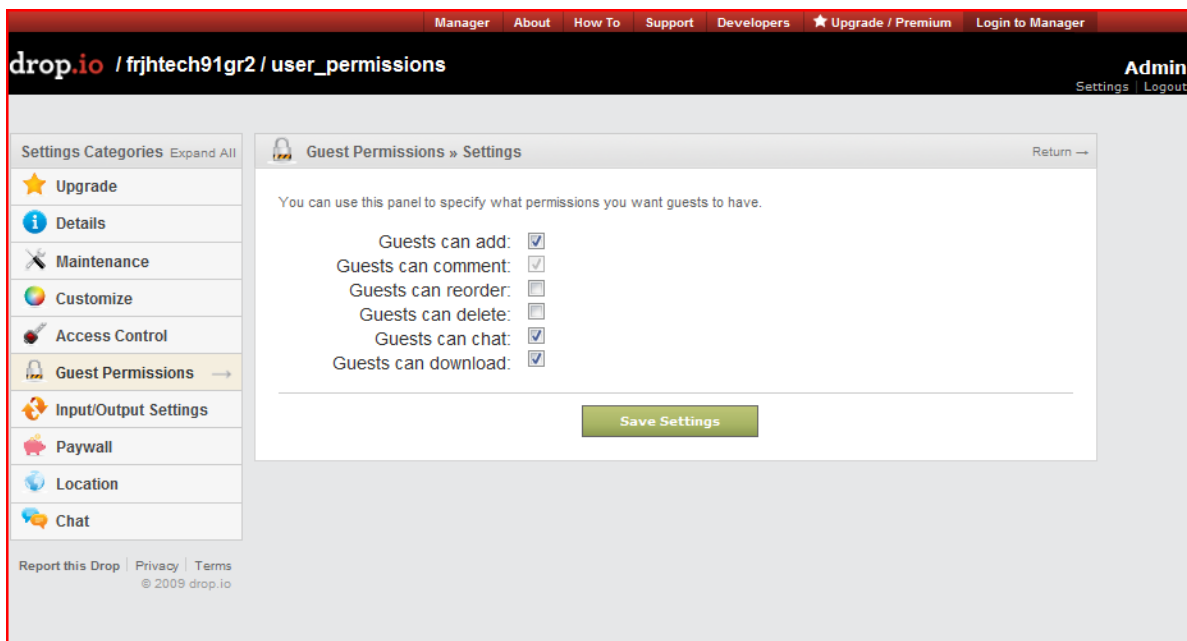


Figure 5 - Guest Permissions

- I usually remove **chat** and **download** permissions here and allow students to **reorder** the files they add to the drop.

- Click the **Save Settings** button. You should see the following message: *"The user permissions have been updated"*.

Now let's log into the drop using the guest (student) password and see what the students will be looking at. First you need to logout of the drop:

- Click on Logout at the top-right (next to Settings).

So, how do the students access the drop?

- They must enter the url (web address) for the drop in a web browser on a computer connected to the Internet;
- This includes the **drop.io** url and the name you gave the drop.
- In this case it would be: **http://drop.io/frjhtech91gr2**

The screenshot shows a web browser window with a red header bar containing navigation links: Manager, About, How To, Support, Developers, Upgrade / Premium, and Login to Manager. Below the header, the URL bar shows 'drop.io / frjhtech91gr2 / login'. The main content area is a light gray box with a white login form in the center. The form has the title 'Log in to this drop' and a label 'Guest or Admin Password' above a text input field. Below the input field is a green 'Log In' button. Underneath the button, there is a message: 'If you did not expect to see this page, or if you are sure your password is correct but you still can't log in, then this drop may have expired.' At the bottom of the form are two links: 'Forgot drop name?' and 'Forgot your password?'. In the bottom right corner of the gray box, there are links for 'Privacy' and 'Terms', and a copyright notice '© 2009 drop.io'.

**Figure 6 – login screen for the drop**

- Log in to this drop:** Log in to the drop box using the guest password (If you wanted to log in as the administrator of the drop you would enter the admin password. The drop automatically sets the permissions according to which password you enter).

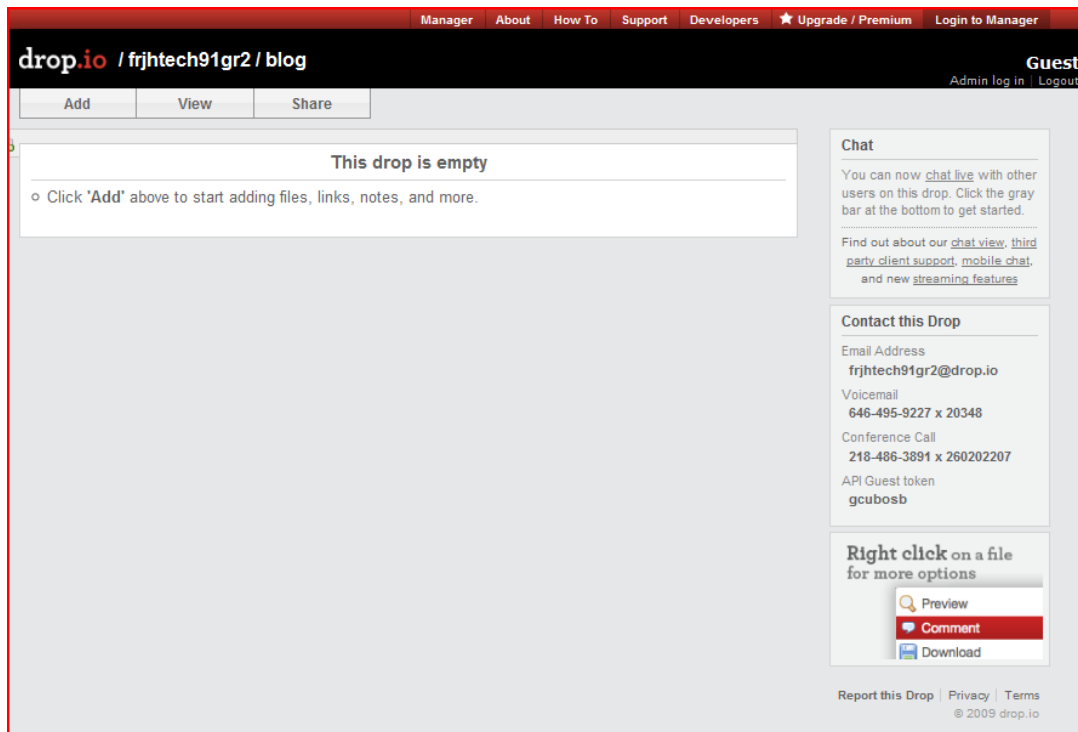


Figure 7 - Guest (student) logged in to the drop

- Note the word **Guest** at the top-right indicates which level of user is accessing the drop.
- Click on **Add** to access the place where guest (students) would upload files to the drop.

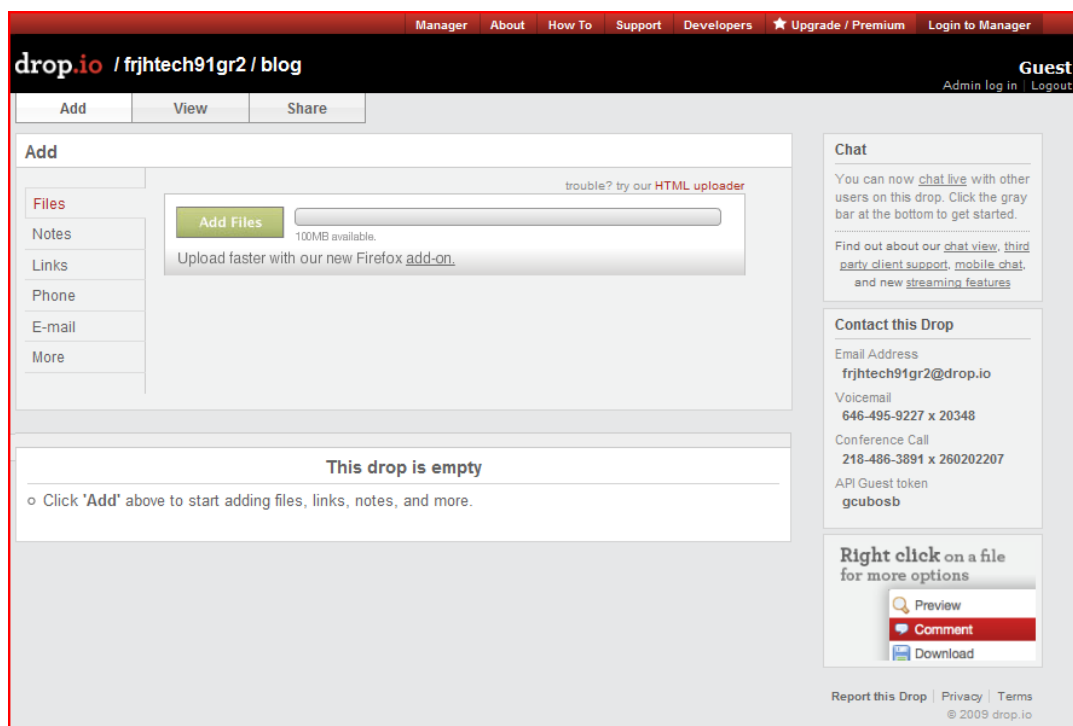


Figure 8 -Add Files to the drop

- Students would browse to their P: drives to select the file(s) to be uploaded. The larger the file the longer it takes.