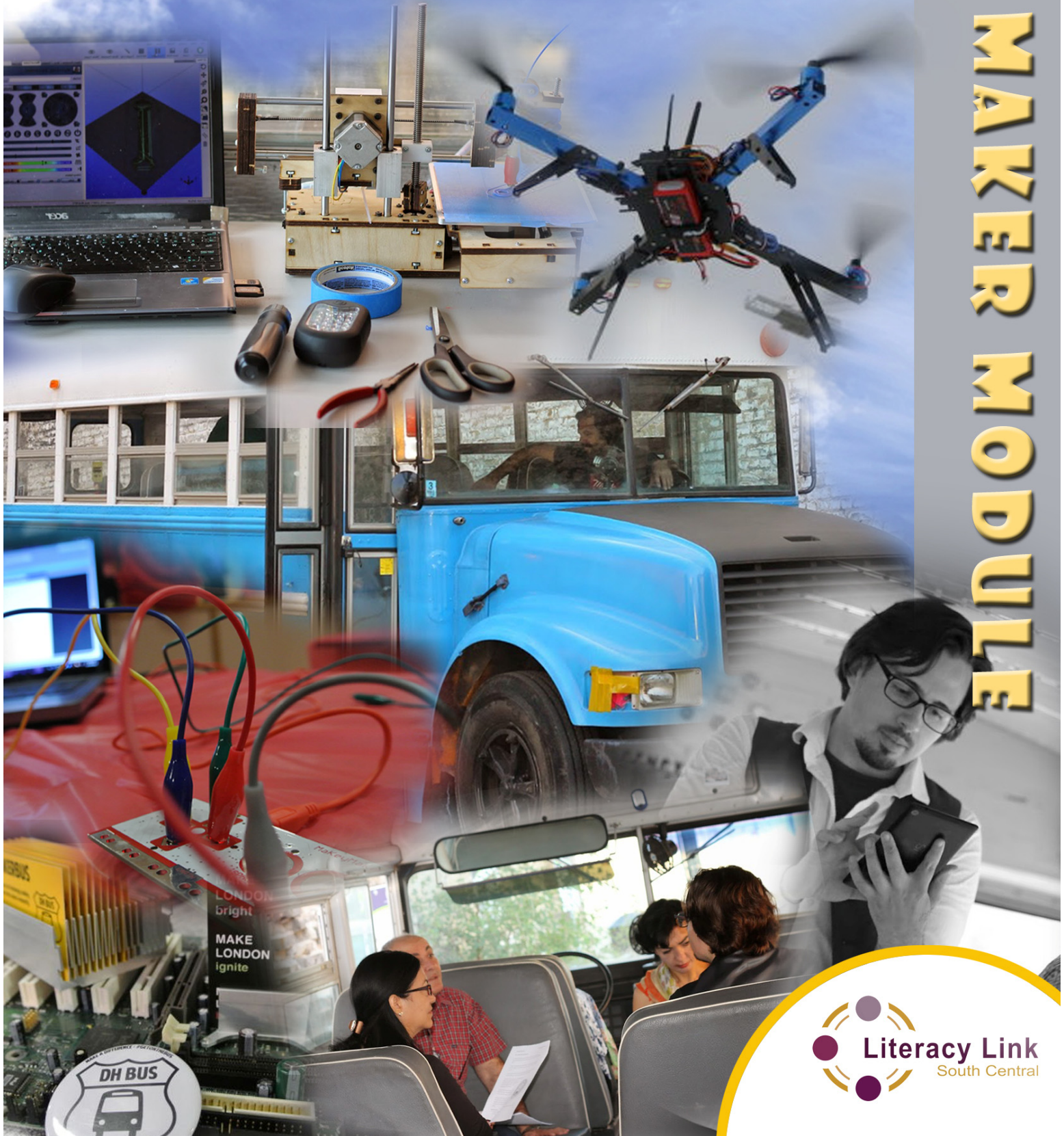




# DROPBOX



MAKER  
MODULE

## Acknowledgements

These Maker Modules were prepared for the Literacy Link South Central project “Using Technology to Facilitate Connections between Literacy and the Broader Community” (2014).

Maker Modules available in this series include:

Augmented Reality  
Bluetooth  
Dropbox  
Evernote

Leap Motion  
Macrophotography  
MaKey MaKey  
Portable Podcasting

QR Codes  
Tiny Scan  
Word Lens  
The World of 3D

**Literacy Link South Central (LLSC)** wishes to acknowledge the valuable contributions made by the following consultants, project staff and partners:

Beth Compton, MakerBus  
Danielle Carr, Literacy-Technology Liaison  
Herta Taylor, Literacy-Technology Liaison  
James Graham, MakerBus  
Kim Martin, MakerBus  
Ryan Hunt, MakerBus  
Summer Burton, LLSC

Titus Ferguson, UnLondon Digital Media Association  
Tony Mejia, Literacy-Technology Liaison

The staff and learners of Nokee Kwe Native Education Centre, Collège Boréal London, Literacy London, ATN Access Inc., WIL Employment Connections and Youth Opportunities Unlimited for testing the Maker Modules and providing their feedback.



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This *Employment Ontario* project is funded in part by the Government of Canada.

**EMPLOYMENT  
ONTARIO**

## Introduction

To successfully complete this MakerBus Module, you will need:

1. **Notes to the Literacy Practitioners**
2. **Dropbox Pre Visit**
  - estimated time 20-30 minutes
  - optional pre visit lesson, “Downloading and Deleting Applications (app)”
3. **Dropbox Makerbus Module**
  - estimated time 15 minutes
4. **Dropbox Post Visit**
  - estimated time 10 minutes
5. **Evaluation Forms (optional)**
  - learners’ feedback is done on the bus
  - practitioners’ feedback to be submitted at a later date
6. **Equipment List:**
  - smartphones with dropbox mobile app installed
  - tablets with dropbox mobile app installed

**Notes to the MakerBus Facilitator:** For this Module, students will be asked to download an app on their own smartphones or tablets. Some learners may be hesitant to do this, so additional devices may be needed. For those learners who would like to download it onto their own phones, some may have photos or documents selected that they would like to save. If possible accommodate this.

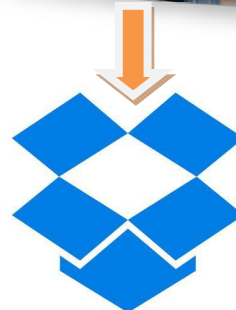
All instructional materials are available on the Literacy Link South Central (LLSC) Website, should you need additional copies. Please visit: <http://www.llsc.on.ca/>.



## Notes to Literacy Practitioners

### Learning Objectives:

1. Download the Dropbox application (app)
2. Use Dropbox
3. Upload a photo manually from a smartphone to Dropbox
4. Share their photo using email, text or social media



### Notes to Practitioners:

Having learners research the Dropbox app so learners feel more comfortable and confident in their decision to download (or not to download). The critical thinking skills required to make these decisions will serve them well in the future, both personally and professionally.

The optional Pre Visit will allow learners to find out more about cloud storage in general, and Dropbox specifically, to prepare for the time on the Bus. Time spent on the Pre Visit will vary depending on how long you want learners to research and discuss, but is estimated at 20-30 minutes. Competencies include: A1; B1.1/2/3; and D2.

During their time on the bus, learners will be asked to download and use Dropbox. If they do not wish to do this on their own device, there will be smartphones and tablets with the dropbox app installed available for their use.

For the time on the MakerBus, competencies include: A1.2; and D3.

The optional Post Visit will allow learners a chance to choose some photos and documents that they might want to save in Dropbox. This can either be done in class or at home. Estimated time is 10 minutes. Competencies include: D3; and E.1.

## Dropbox Pre Visit Activity

### Practitioner Guide

1. Have students go on the internet and read the definition of cloud computing provided by Wikipedia: [http://en.wikipedia.org/wiki/Cloud\\_computing](http://en.wikipedia.org/wiki/Cloud_computing)  
Discuss the term cloud computing and how it might be used.
2. As students will be asked to download Dropbox, it may be advisable to give them a chance to practice their critical thinking skills and decide if they think they should or should not do so. To help them be more informed have students do additional research on cloud storage and Dropbox and ask them to share what they have learned.
3. Discuss as a class: While Dropbox is free, not all cloud storage is free for business use. How would you decide which company to trust with your information? Did learners find any sites that they didn't think were trustworthy?
4. Have learners take time, individually, to think about what types of information they might want to be able to access at any time, or any place.
5. Have learners talk to a partner about things they might like to save on Dropbox. Share any concerns they may have about using this technology.  
Discuss as a class.

## Dropbox Storage MakerBus Module



Today, you have a variety of options to virtually save your documents, photos and videos, online. Its known as cloud storage, and Dropbox is one of many services that gives you an option to save “to the cloud”. Cloud storage allows you to safely keep your important digital content in an online server and access them anywhere, at anytime, for free.

### You will learn how to:

1. Download the Dropbox application (app)
2. Use Dropbox
3. Upload a photo manually from a smartphone to Dropbox
4. Share your photo by email, text or social media

### Part 1: Download Dropbox

Follow the instructions to download the DropBox app on an Android or Apple device:

	
<ol style="list-style-type: none"><li>1. Open the Google Play Store app</li><li>2. Type DropBox in search bar and hit search</li><li>3. Select the app from the results</li><li>4. Tap Install and Accept the conditions</li></ol>	<ol style="list-style-type: none"><li>1. Open the App Store</li><li>2. Type DropBox in search bar and hit search</li><li>3. Select the app from the results</li><li>4. Tap the “Free” button and “Install app”</li></ol>

**Note:** When downloading, you will be asked for your username and password. Enter the correct information to download the app.

Dropbox is a favorite in the cloud storage world because it's reliable and easy to use. You can store any kind of file in Dropbox, by either uploading them from your PC using the Dropbox website or adding them from your mobile device using the app. The service automatically and quickly syncs (synchronizes) your files across all of your devices, so you can access everything, everywhere.

## Part 2: Using the Dropbox mobile application (app)

Find Dropbox on your smartphone and tap on it.

The first time you use Dropbox the app lets you know that:

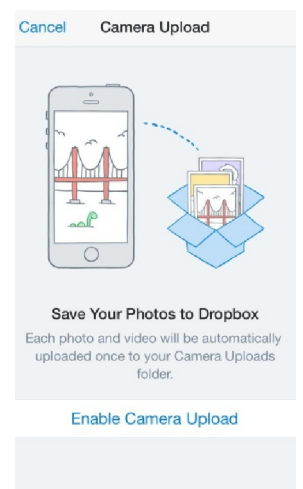
- your photos are safe in their system
- you can access your documents from your computer at anytime

If you have installed Dropbox on your own device and have an account, please sign in.

If not, you can use the MakerBus dropbox account. Ask for assistance.

**Tip:** As shown here, Dropbox will ask you to automatically upload your photos. We suggest that you don't. Dropbox will immediately upload every photo you take which is unnecessary and will take up a lot of your storage space. It would be best to save only the documents, photos or videos that you find important.

Hit Cancel and resume using Dropbox.



At the bottom of the app, you have several options:

- **Files** is where you can upload your photos and documents
- **Photos** is where you are able to see your uploaded photos and videos
- **Favourites** is where you can access your selected documents offline (offline is when your phone is not on WiFi or Data)
- **Settings** is where you can change your information and get help



### Part 3: Uploading a photo manually

1. Tap the Upload button (this should take less than 1 minute)
2. Thumbnails from your phone's photo and video gallery will appear. Tap one photo you'd like to upload, and a green check mark will appear in the corner of the selected photo
3. Tap the Upload button (this should take less than 1 minute)





## Part 4: Sharing photos on social media

1. Tap Photos in the toolbar



2. Tap the checkmark icon
3. Single tap each photo you want to share



4. Tap the share icon in the toolbar
5. Select the way you'd like to share (such as email, text message, or social network), and fill in information as needed

If you would like to use cloud computing on your computer, there is a desktop version of DropBox available at: <https://www.dropbox.com/>.



## Dropbox Post Visit Activity

### Learner Handout

Dropbox on either a desktop computer or on your own mobile device. There is a desktop version of DropBox available using the following URL:

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

1. Use it! Find a photo or document you would like to share and save it to your Dropbox account. Share with whomever you choose. What was their response? If they thought this was great, can you tell them how to use it as well?
2. Think about other things you might like to save in Dropbox. Save some other items to Dropbox now if you have time, to make it easier to remember the steps.



3. Now that you have learned a new skill, think of some ways to help this learning “stick” by practicing it regularly.