

## Using Dropbox for Students

Students must follow 3 basic rules for Dropbox:



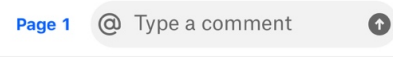
- a) Upload a single PDF file.
- b) If multiple pages are necessary, your single PDF file must be multiple pages. Multiple submissions for the same assignment will not be accepted.
- c) Rename the file so the Dropbox folder remains orderly.

These are steps (and a video) detailing what you need to do in order to upload any work to your Dropbox folder. It is recommended that you practice in order to make sure it works before an exam.

I'm told that an Android phone works the same, but I do not own one so I cannot verify that.

Video on Dropbox to scan, rename, and upload a PDF file:

<https://www.youtube.com/watch?v=NMxIs8GIID8>

1. Download Dropbox from the app store and link it to your CunyFirst account.
2. Open the app and "+ Create"
3. Choose "Scan Document"
4. Press "Auto" on the upper right to turn off auto scan, then use the shutter to take a scan. If you need to include something from your phone's camera roll, use the button on the lower left.
5. Press on the  button to choose between "B&W", "Whiteboard", or "Original." Pick whichever style looks best and hit "Done."
6. If you need to scan more pages, press the  button and repeat steps 4-5.
7. When you are finished scanning, press "Next."
8. Press on the pdf name at "File name"
9. Press on the "x" on the upper right-hand side and rename the file. I use the scheme of **LastNameFirstInitialmm-dd.pdf**. After you can put Quiz#, Test, Homework, or anything you like. This ensures that files are ordered by date of submission. Hit "Done" when you're finished renaming.
10. To keep things ordered, make sure you are using 2 digits for month and day. August 27 is 08-27 and September 8 is 09-08.
11. Under "Save Location" if you do not see the folder you want to upload to, press "Choose a Different Folder."
12. Press on the folder you want to upload to.
13. Press on "Set Location."
14. Press "Save."
15. Depending on size or internet/data speed, it might take a minute or two to upload. The file will be gray while uploading and turn black when it's done.
16. To comment on the file, bring it up and click on  on the bottom of the screen.