

### 3.4 Use of Dropbox (Course Manual)

During this semester you will be using the Dropbox utility to share files and documents for your work in the 10.26/27/29 classes. Dropbox is a file hosting service that offers cloud storage, file synchronization, personal cloud and client software. Dropbox is made available to all MIT staff, faculty and students. To get started, go to <http://ist.mit.edu/dropbox>.

This document describes situations for using Dropbox that are relevant to your work in 1026/27/29. For a more comprehensive overview of how Dropbox works and all of its features, go to the Download Dropbox page and click on Help Center; select one or more options for learning about the program. You can also view Getting Started with Dropbox video tutorial at <http://ist.mit.edu/dropbox>. There is also a 2001 Macworld article about the many things you can do with Dropbox:

[http://www.macworld.com/article/1161311/62\\_things\\_you\\_can\\_do\\_with\\_dropbox.html](http://www.macworld.com/article/1161311/62_things_you_can_do_with_dropbox.html)

For your work this semester, please will follow the steps that are described in greater detail in the subsections that follow:

1. Set up the Dropbox and invite your team members, faculty advisor(s), TA, consultants and team coordinator to share the contents of your team Dropbox by the end of the first week of class. The recorder should be the Dropbox coordinator and will be responsible for setting up the team folder and sharing documents and other files.
2. Use Dropbox for sharing the files that team members work with during the semester.
3. Notify all who share your Dropbox folder and then close out your team folder at the end of the semester. First check with your faculty advisor to determine if it should be left active.

#### Notes and Cautions

1. Do not attempt to edit a document that is in Dropbox simultaneously with someone else. Any document that you open is edited on your own (local) computer. Dropbox then synchronizes the changes and updates the shared file. THIS SYSTEM OF UPDATING WORKS DIFFERENTLY FROM GOOGLEDPCS. If two of you are updating a document at the same time and then upload it at about the same time, only one version will be saved. Consequently, intermediate revision can be lost.
2. Check with other team members before you delete items from shared folders and subfolders. Deleting a file on one computer deletes it everywhere.

Because of the ease with which files can be inadvertently removed and lost, especially with multiple users, anything of archival importance should be backed up on a hard drive of at least one team member. The simplest policy is that whomever shares a file keeps the original throughout the term.

## **To Create Folders**

1. Find the Dropbox folder under User>Document>Dropbox.
2. Right click (Windows) or control-click (Mac)>New>Folder.
3. Name the parent folder with “1026-Syy-Tn-descriptor”, where ‘yy’ is the last two digits of the calendar year, ‘n’ is the team number and ‘descriptor’ is a short, one word descriptor or acronym for your project. For example, if Team 5 is working on a fuel cell project in the spring term of 2015, the folder name might be “1026-S14-T5-fuelCell”. All other folders related to the project should be subfolders of this one.
4. Within the parent folder, create a Team Building folder (applies to ALL STUDENTS) that is to be used exactly according to the instructions entitled Requirements for using Dropbox with Teambuilding Documents (see below for more details).
5. Explain the organization of your Dropbox folder to all who have access and verify that all understand.

## **To Share Folders**

Note that individual files cannot be shared alone via Dropbox; they must be shared within folders.

1. Open your Dropbox folder
2. Right click on the folder you want to share. This displays a drop down menu
3. Select Dropbox > Share This Folder... This will send you to the sharing page on the Dropbox website
4. Enter the email addresses of the other team members to invite them to join the folder.

## **Organizing Folders**

Your folders on Dropbox will usually fall into two categories: (1) those folders you use to store documents and files for carrying out your project and its associated communications; and (2) team building documents for which special instructions are described below.

## **Folders Related to Your Project**

Dropbox can be extremely useful and save time only if it is organized so that all can use it efficiently. Therefore, you should choose folder names that clearly describe what is contained. Individual files and documents should have a clear, descriptive title, name of

file author, and date filed. Tailor your folder organization to your needs. Here are some examples of major headings student have found useful:

1. Documents from literature search
2. Formal reports (separate folder for each including Oral Presentations)
  - a. Drafts
  - b. Version submitted to Stellar
  - c. Revisions
3. Data
  - a. Raw and processed data
  - b. Observational notes
  - c. Images (photo, video)
4. Theoretical calculations
5. Periodic communications
  - a. Weekly progress report
  - b. Agendas, minutes, key emails or their contents

Multiple intermediate draft revisions can build up. To save memory, these can be deleted when all agree they are of no further use.

Dropbox contents do not replace required submissions through Stellar or the archival documentation of all lab activities and data in the lab notebook.

### **Requirements for using Dropbox with Team Building Documents**

All students are required to handle certain team building-associated documents exactly as specified here. The first team leader is responsible to make sure these folders and documents are labeled and set up properly.

Create a folder entitled Team Building Folder, and inside create nine sub folders for team building-associated documents in the order specified as follows:

1. Ground Rules
2. Mission Statement
3. Strengths and Weaknesses
4. Expectations of Team for TA, faculty Advisor, team members, and consultants.

5. TKI results sent via e-mail to your team. If you do not agree with your results make notations in the Team Coordinator Comment Folder. The team coordinator will use these comments when giving feedback on the Team Leader Transition Reports

6. Team Leader Transition Reports (include Completion Report).

7. Team Coordinator Comment Folder Comments by the team coordinator on agendas, weekly progress reports, and Team Leader Transition Reports, will be posted in the Comment folder about one week after receipt by the Team Coordinator.

### **Notification of Updates in your Dropbox Folder**

1. In default setting, a system tray notification will show up when a file is changed/updated in your Dropbox folder.
2. To change the default setting, right click the Dropbox icon at system tray (lower right corner of computer screen, where you see the time and battery) > Preferences > uncheck the Show system tray notification box
3. To check what files have been changed recently, right click the Dropbox Icon at system tray>Recently Changed Files. You can see up to five recently changed files.
4. For a better overview of changes/updates on your Dropbox, go to <https://www.dropbox.com/events> and you can see the history of events in your Dropbox.
5. For advanced users, you can subscribe to the RSS feed at <https://www.dropbox.com/eventspage>.

### **End of Your Project**

At the end of the semester, when the projects are concluded, you will probably want to make sure you have your own individual copies of team documents that have been held in the team Dropbox folder(s) AND to free up some space in your individual Dropbox account. DO NOT DELETE any items in your shared Dropbox folders via the desktop. Follow this simple Dropbox procedure instead:

1. Log into the web version of Dropbox.
2. Click the down arrow on your shared team folder (to the right of the folder name), which should give an option of "Shared Folder Options" (see image attached).
3. When the pop up appears, click the "Members" tab and then "leave this shared folder".
4. This deactivates your membership in the shared folder. You can now safely move it out of your Dropbox folder and archive it locally on your hard drive, so that it will no longer be part of your Dropbox space quota but you will still have the files. If you are the OWNER of the shared folder (did you initiate the team folder?), you can also

use "Shared Folder Options" to monitor others leaving the folder. When you are the sole remaining member, you can follow the same procedure to leave and at the same time maintain a copy of the files. If you get to the point where you need to close down the folder and others haven't completely vacated, you can follow this Dropbox procedure to "forcibly remove" others: <https://www.dropbox.com/help/156>