

3.4 Use of Dropbox

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 by IS&T 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 10.26/27/29. 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 the 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

For your work this semester, please 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 project management 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 term.
3. Notify all who share your Dropbox folder and then close out your team folder at the end of the term. 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 on their local storage 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 2014, 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 Project Management folder (applies to ALL STUDENTS) that is to be used exactly according to the instructions entitled Requirements for using Dropbox with Project Management 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) project management 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)
 - 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 Project Management Documents

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

Create a folder entitled Project Management Folder, and inside create seven sub folders for project management 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, project management coordinator, and consultants.
5. TKI results sent via e-mail to your team. If you do not agree with your results make notations in the Project Management Coordinator Comment Folder. The project management coordinator will use these comments when giving feedback.
6. Project Management Coordinator Comment Folder - comments by the project management coordinator on agendas and weekly progress reports will be posted in the Comment folder about one week after receipt by the Project Management coordinator.
7. Agendas

Bonnie van Stephoudt 10/13/15 9:40 AM
Deleted: Team Building

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 project management 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". 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>

Of course, you may maintain a Dropbox relationship with your team members for as long as you like. This recommendation is more like a public service announcement, preventing you from inadvertently deleting valuable files and helping you free up space in your individual Dropbox account.