

## Using Drop.io: Creating a Drop Where Students Can Only Download Files

You can use drop.io to create a place for students to upload—and only upload—files that you—and only you—can see and download.

### 1. Create a drop

You are allowed up to 100MB per drop. Depending on the size of your class and the type of files your students will be uploading, you may want to make several drops available, or assign students drops to use.

The screenshot shows the drop.io website interface. At the top, there are navigation links: About, How To, Featured Apps, Developers, Upgrade / Premium, and Login to Manager. The main heading reads "Simple real-time sharing, collaboration, and presentation." Below this, a sub-heading says "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." The central form is titled "Choose a new drop name (trying to access an existing drop?)" and contains the URL "http://drop.io/issdrop101" which is circled in red. Below the form, there are options to "Optionally upload files (100 MB free per drop, upgrade for more)", "Add Files", and "Use Tweet.io to share your drop over Twitter." A large green button says "Create A Drop" with the text "100MB for FREE. Make as many as you want." and a link to "you agree to the Privacy policy & Terms of Use". To the right of the form is a diagram illustrating the service's capabilities: "put anything" (pictures, documents, web links, audio), "collaborate share the space", and "get anywhere" (web, mobile, phone, connected widgets). Below the diagram are logos for TIME.com (50 BEST WEBSITES 2009) and The New York Times, along with quotes praising the service.

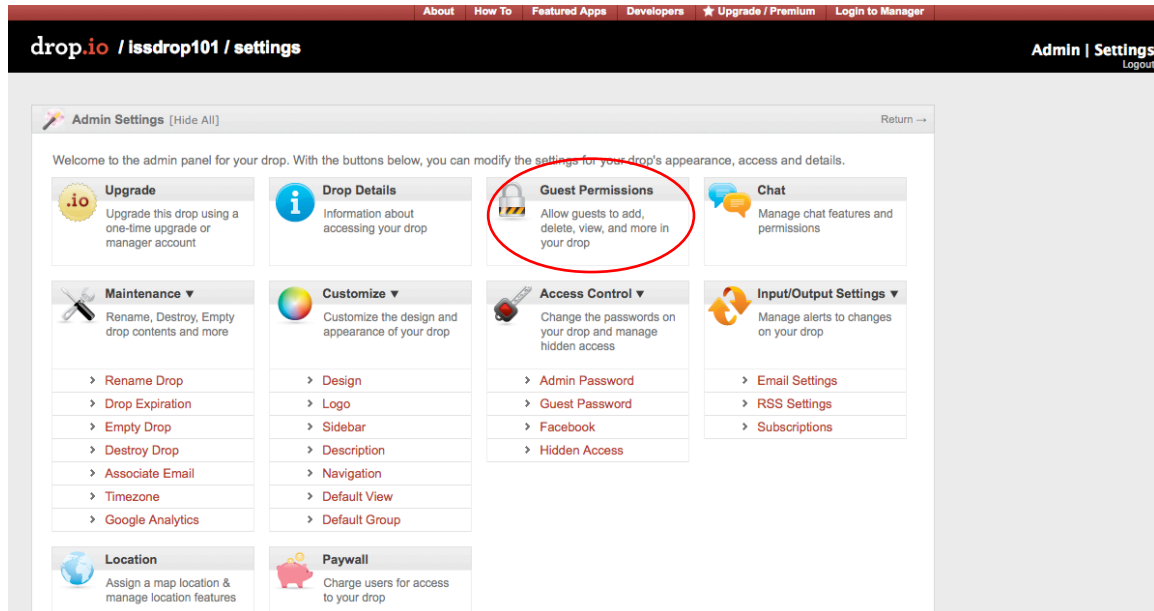
Give your drop a name and click “Create a drop.”

On the next page, choose a password for your drop (write it down somewhere you’ll remember!) and put in your email (in case you forget said password!). Click save settings.

The screenshot shows the "Please Set Your Admin Password" page on drop.io. The page title is "drop.io / issdrop101 / media" and the user is logged in as "Admin | Settings". The page has three main sections: "Add" (upload files & more), "View" (sort and reorder), and "Share" (subscribe to updates). The "Please Set Your Admin Password" form is highlighted in yellow and contains fields for "Admin Password" (with a "show password" link), "Recovery Email" (with the value "latkins@umich.edu"), and a "Save Settings" button. Below the form, there is a message "This drop is empty" with instructions on how to add files, manage settings, and upgrade for more storage. To the right, there is a "Customize this sidebar" section with "Contact this Drop" information (Email Address: issdrop101@drop.io, Voicemail: 646-495-9244 x 14478, Conference Call: 218-486-3891 x 119323757) and a "1 Page. Many Drops." section with a green network diagram.

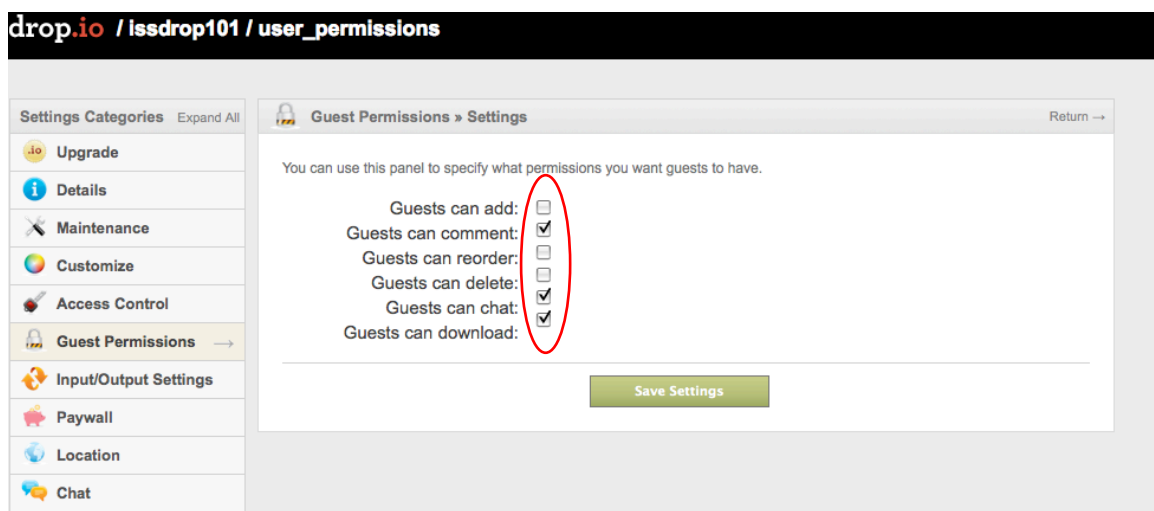
## 2. Adjust the “Guest Permissions” on your drop.

Click on the “Settings” link in the top right corner of the page and then on “Guest Permissions.”



The screenshot shows the admin settings page for a drop. The navigation bar at the top includes links for About, How To, Featured Apps, Developers, Upgrade / Premium, and Login to Manager. The main header displays 'drop.io / lssdrop101 / settings' and 'Admin | Settings Logout'. The 'Admin Settings [Hide All]' section contains several categories: Upgrade, Drop Details, Guest Permissions (circled in red), Chat, Maintenance, Customize, Access Control, Input/Output Settings, Location, and Paywall. The 'Guest Permissions' section is highlighted with a red circle and contains the text: 'Allow guests to add, delete, view, and more in your drop'.

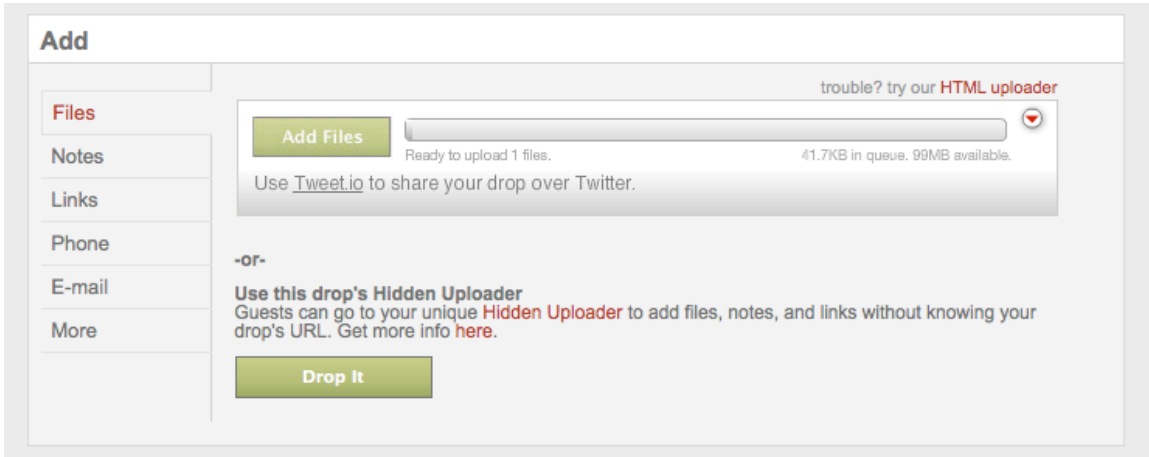
This page allows you to dictate what others can or cannot do in this drop. Uncheck the box for each privilege that you DON'T want your students to have. The abilities to add, reorder, and delete should all be unchecked. You can decide whether you want them to be able to chat or comment on the page. Click “Save Settings” and “Return.”



The screenshot shows the 'user\_permissions' page for a drop. The navigation bar at the top includes links for About, How To, Featured Apps, Developers, Upgrade / Premium, and Login to Manager. The main header displays 'drop.io / lssdrop101 / user\_permissions' and 'Admin | Settings Logout'. The 'Admin Settings [Hide All]' section contains several categories: Upgrade, Details, Maintenance, Customize, Access Control, Guest Permissions (circled in red), Input/Output Settings, Paywall, Location, and Chat. The 'Guest Permissions' section is highlighted with a red circle and contains the text: 'You can use this panel to specify what permissions you want guests to have.' Below this text are five checkboxes: 'Guests can add:' (unchecked), 'Guests can comment:' (checked), 'Guests can reorder:' (unchecked), 'Guests can delete:' (unchecked), 'Guests can chat:' (checked), and 'Guests can download:' (checked). A 'Save Settings' button is located at the bottom of the section.

### 3. Upload files

Click the “Add” box to upload files, links, notes, or to get information on how to leave voicemail notes in your drop.



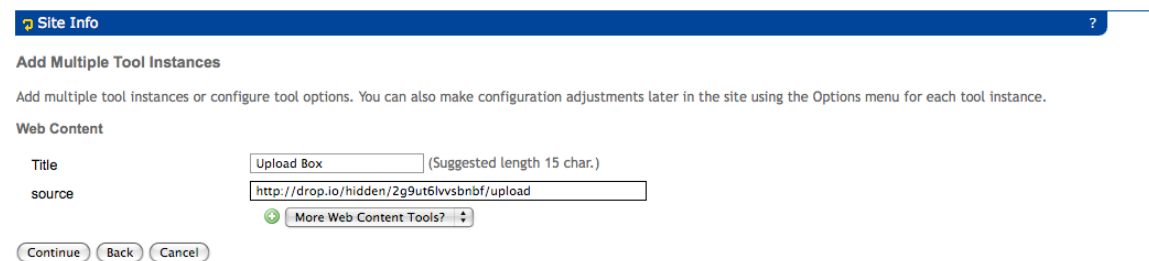
The “Add Files” button will bring up a browse box where you can search for and select files to open; select as many as you like because drop.io will simply line them up in a queue. When you are done selecting files, click “Drop It.” The system will upload all of your files.

### 4. Share the drop link with your students

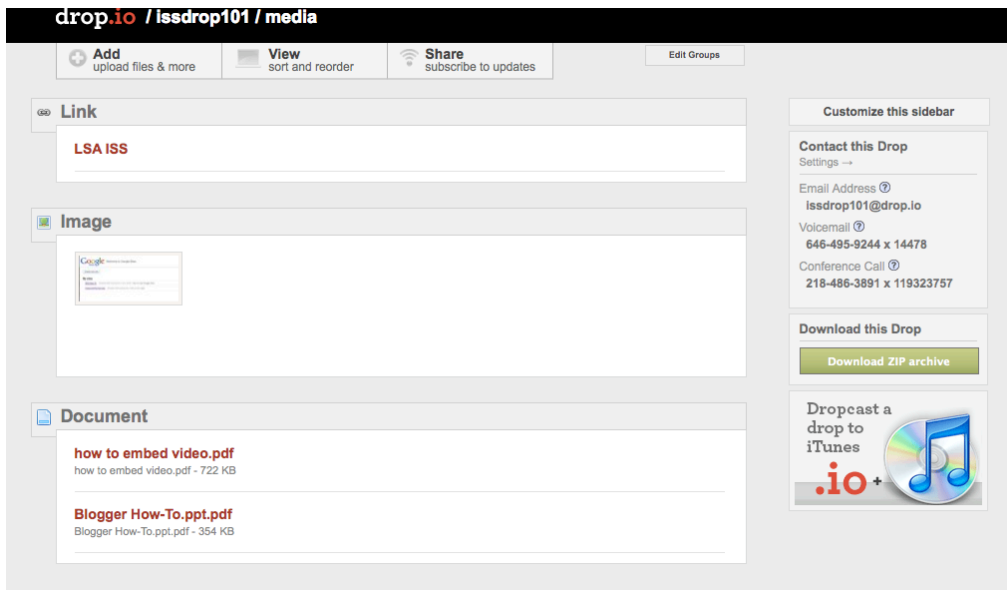
You can do this in a variety of ways: email it, post it on your course’s webpage, or even make it a link accessible from CTools.

To put it in as a CTools link, log in to your CTools site and click “Site Info” and then “Edit Tools.” Check the box for “Web Content” and press “Continue.”

Paste the link into the provided box and give it a title. Press “Continue.” The upload link will appear with your other tool options on the left.



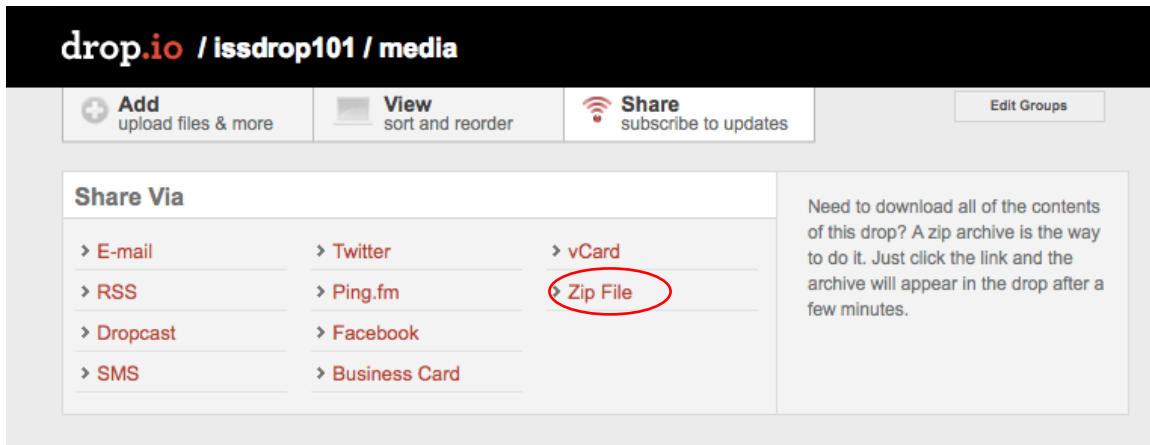
When students click the link you have provided them, they will see the following:



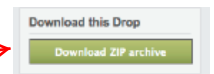
They can view and download each individual item or you can choose to create a zip file of all the materials in the drop for them to download.

#### 5. (Optional) Create a zip archive

To create a zip file of this drop, click on the “Share” button. It will give you a variety of options. Choose the link that says “Zip File.” A pop up box will come up with a “Create Drop Archive” button. Click the button.



A new button will appear in your drop that says “Download ZIP archive.” When students click the button, they can download the entire set of files in your drop. →



Questions? Email, Stop by or give us a call.  
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