

Using Drop.io: Creating a Drop Where Students Can Only Upload 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.

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Simple real-time sharing, collaboration, and presentation.

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.

Choose a new drop name (trying to access an existing drop?)
http://drop.io/issdrop101

Optionally upload files (100 MB free per drop, upgrade for more)
Add Files 100MB available
Use [Tweet.io](#) to share your drop over Twitter.
+ Additional options (password, permissions, expiration)

Create A Drop
100MB for FREE. Make as many as you want.
you agree to the [Privacy policy](#) & [Terms of Use](#)

Free trial of drop.io manager: for a limited time, we are offering [30 day free trials of drop.io manager](#), our professional product

put anything collaborate get anywhere
pictures documents share the space web links audio connected widgets
web mobile phone

TIME.com 50 BEST WEBSITES 2009
"drop.io is a more elegant solution: a private file-sharing service...It's a great way to share a lot of data with other people"

The New York Times
"There is, however, a more elegant solution. For very large media files that surpass an e-mail system's size limit"

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.

drop.io /issdrop101 / media Admin | Settings Logout

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Please Set Your Admin Password (or associate with your manager account)

Admin Password: Required to change important settings
•••••••• (show password)

Recovery Email: In case you forget your password or drop name
latkins@umich.edu
 I'd like to receive information about new drop.io features and updates

Save Settings

This drop is empty

- Click 'Add' above to start adding files, links, notes, and more.
- Click 'Settings' at the top right to customize your drop and manage its features.
- This drop is not upgraded, for free you get 100MB of storage and up to 10 simultaneous realtime participants. [Upgrade for more](#)

Customize this sidebar

Contact this Drop
Settings →

Email Address @
issdrop101@drop.io

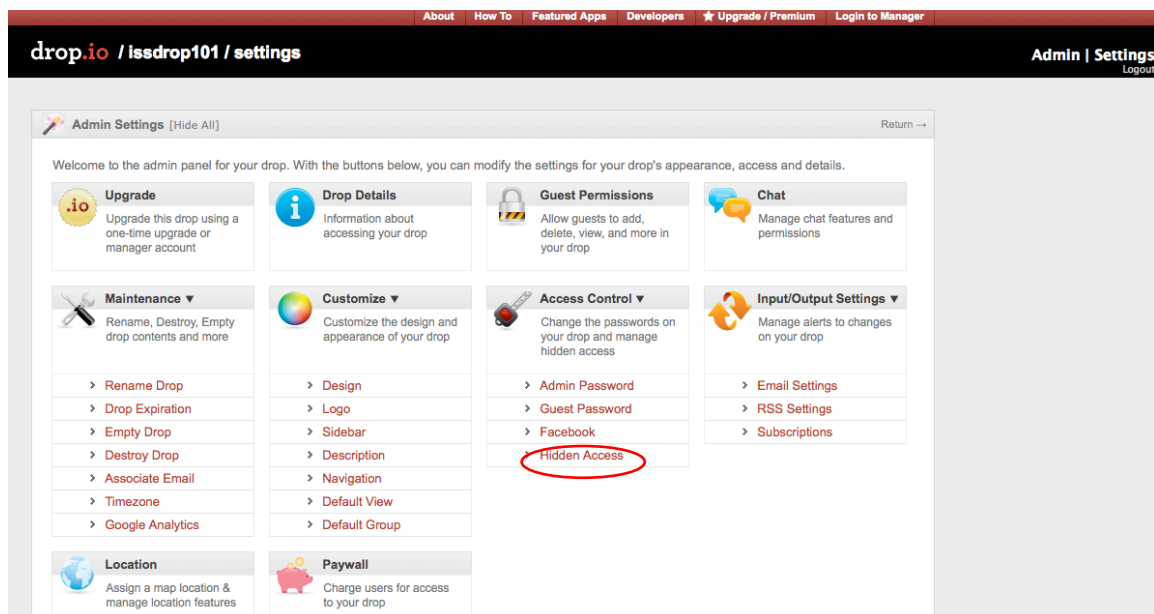
Voicecall @
646-495-9244 x 14478

Conference Call @
218-486-3891 x 119323757

1 Page, Many Drops.
Centrally manage all your drops.

2. Manage your drop's "hidden access."

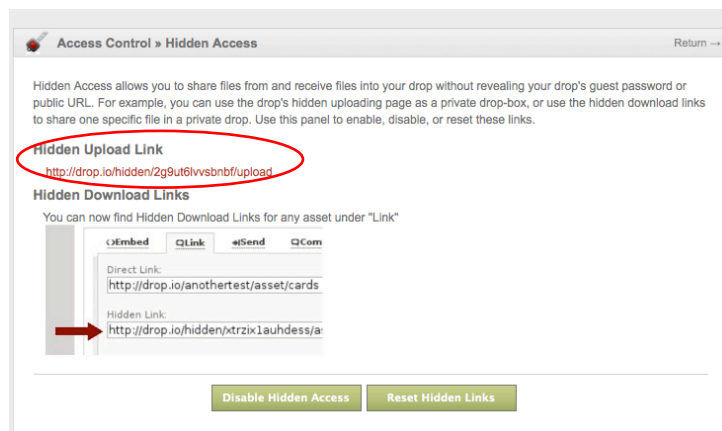
Click on the "Settings" link in the top right corner of the page.



Under the "Access Control" menu, click the link for "Hidden Access."

Hidden Access allows you to share files from and receive files into your drop without revealing your drop's guest password or public URL. For example, you can use the drop's hidden uploading page as a private drop-box, or use the hidden download links to share one specific file in a private drop.

Right-click on the Hidden Access link and copy it.



3. Make the link available to your students.

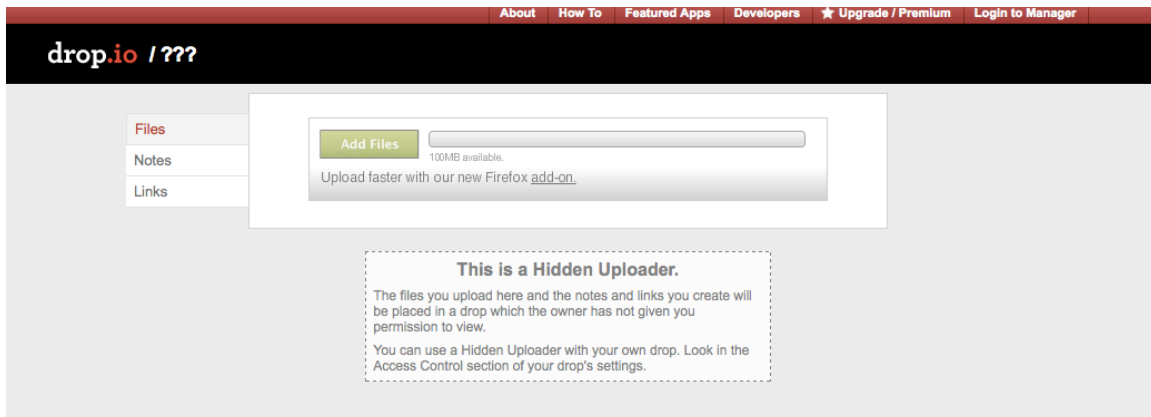
You can do this in a variety of ways: email it, post it on your course's webpage, or even make it a link accessible from CTools.

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.

The screenshot shows the 'Site Info' configuration page for 'Web Content'. At the top, there is a blue header with 'Site Info' and a question mark icon. Below the header, the text reads 'Add Multiple Tool Instances' and 'Add multiple tool instances or configure tool options. You can also make configuration adjustments later in the site using the Options menu for each tool instance.' Under the 'Web Content' section, there are two input fields: 'Title' with the value 'Upload Box' and a note '(Suggested length 15 char.)', and 'source' with the value 'http://drop.io/hidden/2g9ut6lvvsbnbf/upload'. Below these fields is a button labeled 'More Web Content Tools?' with a plus and minus icon. At the bottom, there are three buttons: 'Continue', 'Back', and 'Cancel'.

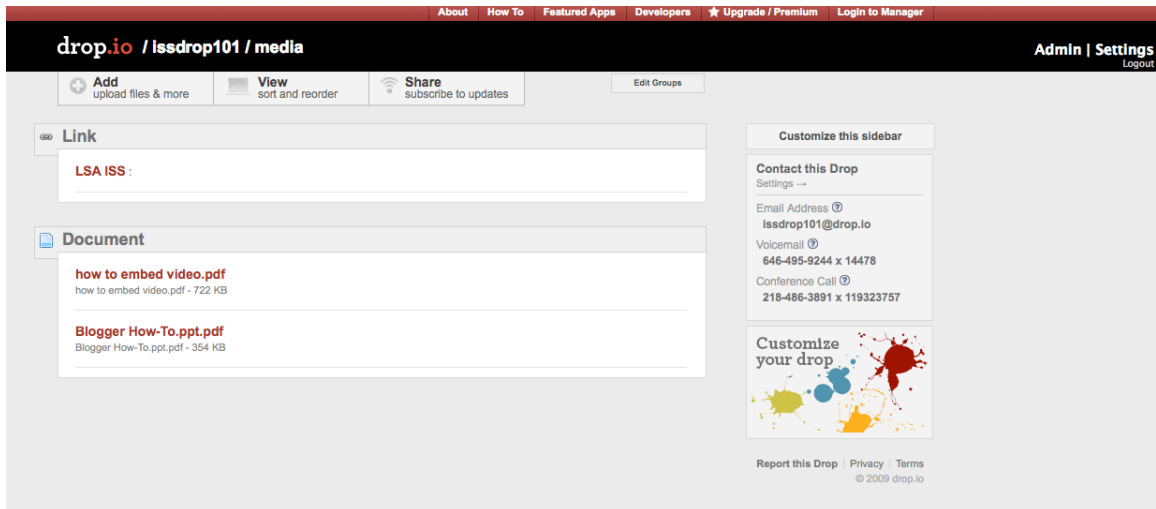
When students click the upload link you have provided them, they will see the following:



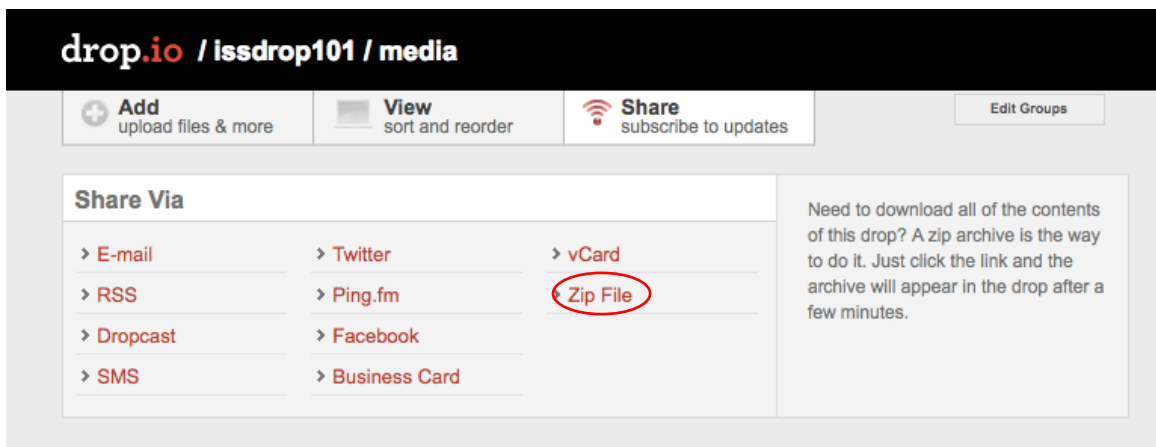
All they will be allowed to do is upload files, notes or links to this box. They will not be able to delete, view or edit any links uploaded to the space. Only you can do that.

4. View and download deposited files.

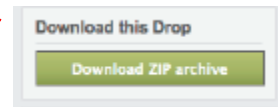
Go into your drop, using the original URL you created in Step 1. You will see a list of the links, notes and files that have been uploaded. You can click on each one individually to download them if you choose. You can also download the entire drop as a zip file, which is easier and faster.



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.” Click the button and choose a download location for your zip file. ➔



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

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