

File Sharing: Dropbox

Filla Baliwag | EDIT 704

Behavior Modeling

Instructor Guide

Overview

This short e-Learning course has been created by The Center for Green Schools at the U.S. Green Building Council¹. This initiative involves K-12 teacher training that emphasize and encourages sustainable practices in the classrooms. Participants will learn to recognize, adopt, and implement practices that have promote resource efficiency and minimize the classroom's carbon footprint.

The online course focuses on file sharing through Dropbox, a free service that allows access to your files anywhere. This cloud storage allows for easy file sharing with others through the use of public links².

This course emphasizes integrating technology into curriculum planning to enhance efficient and green practices in the classroom and will be offered through Blackboard's Collaborate Virtual Classroom and Discussions.

Components of Behavior Modeling

1. Prescribed Critical Steps or Behavior

The instructor teaches specific steps for using Dropbox. The steps will be demonstrated through animated module presentations with visuals and audio so that the learner can follow along the steps. Critical steps for how to save files in Dropbox and file sharing will be highlighted below.

This course requires students to have already taken the pre-requisite "Installing Dropbox" module that is not included within the scope of this lesson plan.

2. Credible Model

The expert for this course is a representative from The Center for Green Schools at the U.S.

¹ Project context loosely adapted from: U.S.G.B.C. (2012). Green Classroom Certificate Program. Retrieved from <http://www.centerforgreenschools.org/main-nav/k12/how/classroom/Greenclassroom.aspx>

² Dropbox (2012). Tour - Dropbox. Retrieved from <https://www.dropbox.com/tour/1>

Green Building Council. The instructor acts as a moderator to facilitate online learning by fostering interactivity between learners, as well as the learner and instructor. The instructor also provides groundwork and rules for the online learning environment and adjusts it according to student needs. Furthermore, the instructor establishes various learning opportunities for the students to practice.

3. Skill Practice Exercise

“Try It Yourself,” are exercise sets available after each demonstration module. This lesson contains two “Try It Yourself” exercises that include a set of instructions and practice files for each task. These knowledge checks will allow students to practice and reinforce what they learn from the presentations.

4. Specific feedback and social reinforcement

During live class sessions, students are able to interact with other students and the instructor through Blackboard Collaborate’s Chat and Private Messaging features.

In addition to live class interactions, the instructor assigns students to participate in discussion groups within Blackboard. Students are asked to reflect on their experience during the assignments and discuss various applications of Dropbox that they can use in their classrooms.

A “water cooler” forum will also be available for students to post questions or comments for the instructor and other students to see.

5. Transfer Strategies

Each demonstration moves from simple to more complex tasks. Students will be able to practice all the tasks they learned in a “Try it Yourself 2” exercise. The skill needed in this exercise will be learned from a previous module and task.

6. On-the-job Reinforcement

The training modules are available to students after the course. Students can review the presentations and re-take the exercises as refreshers.

File Sharing: Dropbox 101

Instructor Guide

This short e-Learning course is sponsored by The Center for Green Schools at the U.S. Green Building Council. This program was designed for K-12 teachers and administrators with knowledge and skills to implement eco-friendly practices within the classroom. The course is delivered through a virtual classroom created within Blackboard Collaborate and is scheduled for one 50 minute session. Each online class will have one instructor or moderator and no more than 20 students. The purpose of this course is to teach educators file sharing procedures using the Dropbox service in support of the Green Classroom initiative.

Objectives

To learn how to use Dropbox for saving and sharing files.

After completing this e-Learning course, students will be able to:

- Save files within Dropbox folders
- Produce public links for file sharing

Instructor Materials

- Computer
- Internet access
- “Try It Yourself” practice files (Teacher Edition)
- Blackboard login
- Dropbox login
- Captivate Presentations and Video Demonstrations (links and files)

Student Materials

- Computer
- Internet access
- “Try It Yourself” practice files
- Blackboard login
- Dropbox login

Student Requirements

- Must have completed the previous short course, “Installing Dropbox,” and already have Dropbox access (with accounts created before October 4, 2012).

- Must have completed the “Blackboard Collaborate Introduction” course.

Instruction Date(s): To Be Determined

Estimated Total Instruction Time: 50 minutes

Instruction components:

- Introduction/Overview (3-5 minutes)
- Module 1: How to save files in Dropbox (20 minutes)
- Module 2: How to share files using Dropbox’s Public Folder (25 minutes)

Initial Task with Students

1. Review pre-requisites for the course and make sure that every student meets these requirements.
2. Review “house keeping rules” for net-etiquette.

Quick Glance: Student Procedures

Module 1: How to save files in Dropbox

1. Open your Dropbox folder.
2. From your computer, right click or control click and copy the file that you want saved in Dropbox.
3. Paste file into Dropbox folder.

Module 2: How to share files using Dropbox’s Public Folder

1. Open your Dropbox folder.
2. Right click or control click and copy the file that you want to share from Dropbox.
3. Paste file into the “Public” folder.
4. Open “Public” folder and select same file. Right click on file and choose “Dropbox>Copy Public Link.” This copies a URL that you can share.
5. Paste into emails, Blackboard posts, etc.

Note to Online Instructor

The resources outlined in this guide are for you to supplement your lesson planning and course delivery. All files are located in the “Instructor Materials” tab in Blackboard. The files consist of instructional videos and presentations that you can draw from to demonstrate the steps of saving and sharing files in Dropbox. Students will have their own practice files located in the “Student Materials” tab in Blackboard.

In the Blackboard Collaborate Virtual Classroom, you will be able to present these media items

to your students through content sharing features including the White Board Space, Application Sharing, and Web Tour³.

Happy (green) teaching!

Introduction

Time: 3-5 minutes

This video provides a great segue from the previous learning module, “Installing Dropbox” (excluded from this guide). It gives the students an overview of the Dropbox and its functionality with file saving and sharing. You may use the Web Tour to show this video. Participants will be able to view and interact with this video in a separate window on their screen.

Access this link at <http://www.youtube.com/watch?v=OFb0NaeRmdg>.

Video length: 2:18 minutes



Module I: Saving Files in Dropbox

Time: 20 minutes

1. Visual Presentation (4 minutes):
 - Instructor initiates Application sharing with students to show PowerPoint presentation below (File name: “SavingFiles_Dropbox.ppt”)

³ Blackboard (2012). Blackboard Collaborate In Action. Retrieved from <http://www.blackboard.com/Platforms/Collaborate/Resources/Recorded-Demos.aspx>

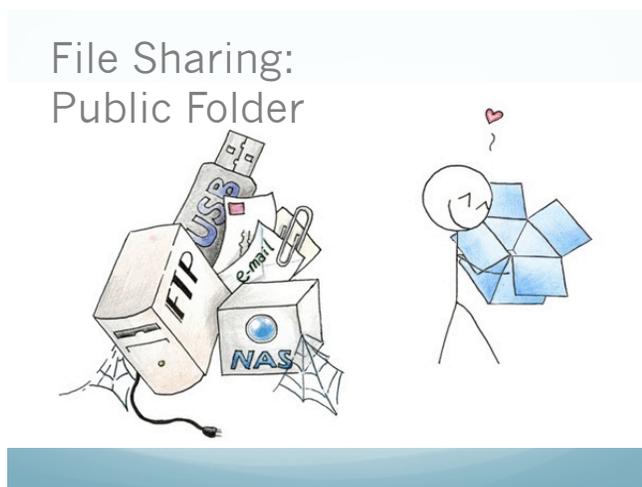


- Students will watch presentation on how to save files in Dropbox.
2. “Try it Yourself” Activity (10 minutes):
 - Instructor allows time for students to access their Dropbox accounts and practice.
 - Students practice what they see on the demonstration with their own sample files.
 3. Quick Sanity Check (6 minutes):
 - Instructor takes a quick poll to ensure students have completed the activity and check for students’ understanding.
 - Students respond back with Hand Raise Feature or post questions they might have through the Chat Box or Private Messages to the instructor.
 - Instructor reviews or clarifies any student questions using the Whiteboard Space as well as give appropriate feedback.

Module 2: Sharing Files in Dropbox

Time: 25 minutes

1. Visual Presentation (5 minutes):
 - Instructor initiates Application sharing with students to show PowerPoint presentation below (File name: “SharingFiles_Dropbox.ppt”)



- Students will watch presentation on how to share files in Dropbox.

4. Try it Yourself' Activity 2 (13 minutes):
 - Instructor allows time for students to access their Dropbox accounts and practice.
 - Students practice what they see on the demonstration with their own sample files.
5. Quick Sanity Check (7 minutes):
 - Instructor takes a quick poll to ensure students have completed the activity and check for students' understanding.
 - Students responds back with Hand Raise Feature or posts questions they might have through the Chat Box or Private Messages to the instructor.
 - Instructor reviews or clarifies any question using the Whiteboard Space as well as give appropriate feedback.

Transfer Strategies

- Module 2 allows learners to practice similar skills from Module 1.
- Within the Blackboard Discussion Group, the instructor assigns students to participate in discussion groups within Blackboard. Students are asked to reflect on their experience during the assignments and discuss the various applications of Dropbox that they can see in their own classrooms. This provides a great opportunity for students to collaborate and internalize Dropbox as a solution in their classrooms.

On-the-Job Reinforcement

The training modules are available to students after the course and will serve as job-aids. Students of this course will be able to use these tutorials and discussion area as references and refreshers.