

Uploading Files from a Cloud Dropbox

This document provides step-by-step instructions for how to use the LiveText-Dropbox integration. Users have the ability to import a variety of file types into their LiveText File Managers for attachment to LiveText documents or assignments from dropbox.com – allowing for the submission of artifacts users have stored in Dropbox. Mobile device users and those who use Dropbox to store their work will find this feature most valuable.

Instructions

1. Click the Tools tab located in the top center of the screen.
2. Click the File Manager tab.
3. Click the Cloud Import tab button.
4. Click the Dropbox button that appears underneath.
5. Log into your Dropbox account.
6. Select the file from your Dropbox account you wish to import into your LiveText File Manager.
7. The file automatically uploads. Once the file is uploaded to the File Manager, a “File has been saved in File Manager” message appears.

The screenshot shows the LiveText File Manager interface. At the top, there are navigation tabs: Reports, Standards & Outcomes, Visitor Passes, **File Manager** (highlighted with a red circle 2), and Analytics. Below this, there are sub-tabs: Uncategorized, Archives, Trash, Manage Labels, Upload Files/Images, **Cloud Import** (highlighted with a red circle 3), and Dropbox. Under the Cloud Import tab, there is a 'Dropbox' button (highlighted with a red circle 4). Below the buttons is a table of files:

File Name	File Type	Size	Date Uploaded	Actions
Exercise_Science_API.pdf	pdf	41.97 Mb	March 11, 2015	Rename Download
HPE_Assessment.pdf	pdf	1.50 Mb	March 11, 2015	Rename Download
SU_SLO_Formats.pdf	pdf	1.32 Mb	March 11, 2015	Rename Download
Outcomes_Assessment_risksheet_SAMPLE_1.pdf	pdf	36 Kb	March 11, 2015	Rename Download
SU_Institutional_Outcomes.pdf	pdf	8 Kb	March 11, 2015	Rename Download
CustomBrandingGuide_implementation.pdf	pdf	545 Kb	June 26, 2015	Rename Download
SO_Manual_Final_10_10_14.pdf	pdf	1.13 Mb	June 26, 2015	Rename Download
Keycodes_OneSheet_web.pdf	pdf	273 Kb	June 26, 2015	Rename Download
Turnitin_TrainingManual_3_20_15.pdf	pdf	735 Kb	June 26, 2015	Rename Download
QR_FortValley_1.pdf				

Below the table, there is a section for Dropbox integration. It features a graphic of a laptop with a Dropbox logo and a document. The text reads: "Dropbox works the way you do" and "Get to all your files from anywhere, on any device, and share them with anyone." There are input fields for Full name, Email, and Password, a checkbox for "I agree to Dropbox terms", and two buttons: "Sign up for free" and "Sign up free with Google". A red arrow points from the Dropbox button in the Cloud Import section to this interface.

Note: All files are initially saved to the “Uncategorized” section of the File Manager.