

How to Access Classroom Handouts and PowerPoints on an iPad or Laptop

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Minimum requirements:

- Internet and wifi access at school for both teacher and student
- Wifi-enabled mobile device such as a laptop or iPad
- Teacher and student email accounts
- Permission to install programs on a district-owned device such as a computer or iPad
- Digital handouts or powerpoints – will need a scanner if the handouts are paper only

Setting up Dropbox for a classroom teacher:

1. Go to www.dropbox.com
2. Log in to your account (if you do not have an account, sign up for one)
3. Click on the link “Get free space!” at the top of the screen
4. Click the link “Refer friends to Dropbox”
5. Click the button that says “Copy link”.
6. Compose an email to the teacher, and paste the link into the email. Email the link to the teacher
7. Have the classroom teacher open the email and click on the link.
8. Suggest the teacher follow the directions to set up an account, and install on primary computer.

Setting up Dropbox for the student:

1. Involve the parents first, and document permission to utilize email with student. Suggest parents keep a copy of all usernames/passwords for monitoring students’ activity, and help with recovery.
2. Be prepared to write down username/passwords for email, Dropbox, and Apple ID. Explain to student the information will be used for recovery purposes only, and that parents have the right to monitor.
3. Follow steps 1-7 from “Setting up Dropbox for a classroom teacher”
4. Help student install Dropbox on laptop, and/or download Dropbox app on iPad.

Setting up shared folders:

1. Go to www.dropbox.com. Sign in with whoever’s account will be sharing the folder.
2. Click on the link along the left side of the screen that says “Sharing”
3. Click on the button that says “New shared folder”
4. Choose the option: I’d like to create and share a new folder
5. Label the folder with a descriptive title, example: Michael-Ting
6. Type in the email of the person you would like to share the folder with. Click “share folder”
7. The folder will be shared as soon as the recipient checks their email, and clicks the link from Dropbox to join the shared folder
8. Make sure everyone sharing the folder understands: space constraints, implications of sharing files (viruses, editing/deleting)

Special considerations:

1. Math and science materials. Check that figures and notations such as chemistry symbols traveled across cyberspace intact. If you find that figures are broken, or symbols are missing, the file must be saved and shared as a pdf.
2. Notification of folder updates – the receiving end of the shared folder may not notice new items unless they open the folder.
3. Use shared folders between teacher and student, alternate media person and student, etc. Any two people who might normally pass papers back and forth.
4. Teachers: never share your original. Any person who edits a shared document will alter the document on both ends. Think of it like sharing the same piece of paper.
5. Dropbox is view only. PDF's are typically view only.
 - a. To read PDFs (must be saved as a text PDF): VoiceDream Reader
 - b. To edit documents on an iPad, syncs with Dropbox: CloudOn (Microsoft Office documents), Xodo (pdfs)
 - c. To edit documents on a laptop: Use Microsoft Word if you want the student to edit documents, or make sure the students has a program that allows editing pdfs such as Adobe Acrobat Pro
6. Check about compatibility with braille notetakers. May vary.