Back to Basic ComputerSkills Training Plan

Dropbox

Learning Objectives:

1. Is able to log on and off Dropbox.
2. Is able to sync files on their Dropbox folder
3. Is able to share files on their Dropbox folder.

Learning Tasks:

Connection:

- Discuss "what is Dropbox".

Dropbox is a folder on your computer that synchronizes your files online and across computers. Any files you place within it will be available on your other computers with Dropbox, as well as the web. This means that all of your files are available from any computer that has an internet connection. Furthermore, if you make any updates to the files within your Dropbox, they'll update across all your other computers without you needing to do anything. Dropbox also works on Windows, Mac and Linux, so your files can be synchronized no matter what computer you use. There are two parts to Dropbox: the Dropbox application and the Dropbox web interface. We'll be covering both of these in this session.

Content:

- Sign up with Dropbox (dropbox.com)
- Install Dropbox installer.
- Start Dropbox. Click Dropbox icon in Taskbar. Syncing will begin. Have the participants watch.
- Explain Dropbox folder and Dropbox.com. T
- Click Dropbox Folder. Go to Public folder
- To share a file with someone: Copy a file to the Public folder. Right-click on the file and click Copy public link. The link is in your clipboard. Send the link via e-mail.
- To share a folder with someone: Click Dropbox.com. Right-click on a folder and Click Invite to folder. Then invite collaborators to this shared folder by inviting them through the form on the shared folder page. Click Share folder.
- To download a file to your PC: Click Dropbox.com. Right-click on a file and click Download. Navigate to the folder on your PC and then click Save.
- Show Dropbox menu icon.
- Delete a file/folder in your dropbox folder will delete it in your dropbox and others' dropbox.

In your dropbox folder, there is a Getting Started.pdf document.

Challenge

Have the participants do what you do in the Contents section.

Changes:

.Have the participants share another file and another folder with their partners.

Backup

Learning Objectives:

1. Is able to backup their data.
2. Is able to restore their data as necessary

Learning Tasks:

Connection:

Discuss the reason for backing up their data.

Content:

To backup your data, do the following.

- Choose a storage device for backup and connect it to your computer.
- In the Control Panel, click Backup and Restore. Click Set up backup. Follow the directions.
- You can update a backup at any time by going to Control Panel. Click Backup and Restore and then click Back up now.

To restore your data, do the following.

- Connect your backup storage device to your compute.
- In the Control Panel, click Backup and Restore. Click Restore my files. Follow the directions.

Challenge

Have the participants do what you do in the Contents section.

Changes:

.Have the participants backup their data.