

MANAGING FILES FOR DIGITAL PRESENTATIONS



SPRING '17

TEACHING & LEARNING COLLABORATIVE TOOLKIT

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In the age of digital file storage and collaboration, cycling individual or groups of students through presentations can be smoother and easier than ever. Read on for some ideas that will keep transitions between presenters short and efficient, prevent tech issues, and allow students to ditch their thumb drives.

Idea # 1: Use Moodle Assignment Activities as a Digital Dropbox

If you're already using Moodle to collect your students' presentations for an assignment, you can easily download all the files with just a few clicks. Just visit the Moodle Assignment activity and click **View/Grade All Submissions**.

Once on the Submissions page, look in the upper left area of the screen for a dropdown box marked **Grading Action** (Figure 1). In the Grading Action dropdown list, you can choose **Download All Submissions**.

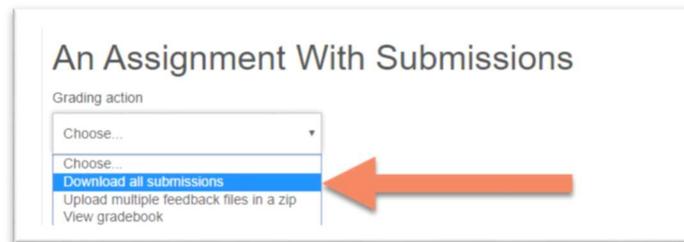


FIGURE 1 – THE GRADING ACTION DROPPDOWN LIST

All the student work will download to the local computer as a ZIP file. Make sure to save the file to the Desktop so it's easy to find. You can then just double-click the ZIP file to expand it into a folder containing all the files. The student names will even be pre-pended (see Figure 2) so it will be easy for students to come up to the classroom computer, find their file, and begin their presentation with a minimum of downtime.

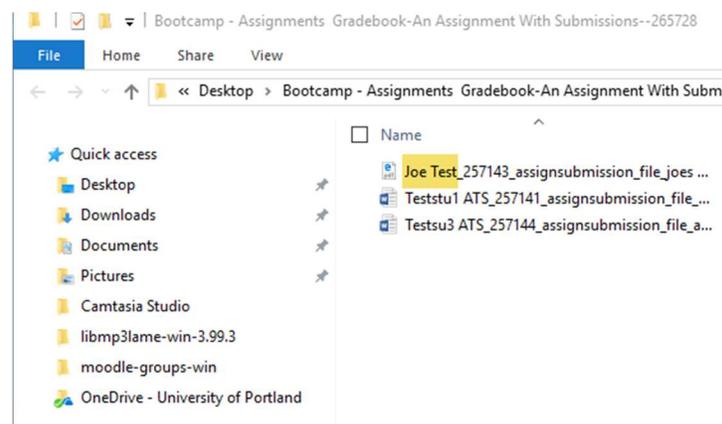


FIGURE 2 - A SUBMISSION FROM "JOE TEST"

Not using Moodle to collect assignments for grading? No problem. You can create an ungraded Moodle assignment. When configuring the assignment, just look under the **Grade** heading and change the option from **Point** to **None**. This way you can use a Moodle assignment as a digital dropbox without effecting your Moodle gradebook.

Idea # 2: Use Office 365 OneDrive to Collaborate With Students

If you are looking for a more collaborative solution, consider using OneDrive for Business. Each UP user has access to a terabyte of cloud storage which can be accessed from any computer via a web browser or any iOS or Android mobile device via the OneDrive app, allowing for a truly collaborative digital environment.

Using this approach, you can create a folder on OneDrive for Business and share editing privileges with select individuals, or generate a sharing link that anyone with a UP account can use. Students can visit the shared folder, view or edit any contents, and upload their presentation materials. Note that because this would be a shared space, each student would need to give their file a unique name.

On the day of the presentation, an instructor or student coordinator can download the contents of the folder to the podium desktop so that each student or presentation group can quickly pull up their materials, or students can rapidly access each other's presentations across any devices they use in the classroom.

To get started with OneDrive for Business, sign in to the Office 365 portal via UP Single Sign-On at <https://sso.up.edu> or directly at <https://portal.office.com> with your UP email and password.

See OneDrive in Action

Want to learn more about using OneDrive for Business to set-up a shared folder? You can watch a training video by following the link or scanning the QR code below.

[Video: OneDrive for Shared Folders](#)

Visit: goo.gl/obYh9f

OR

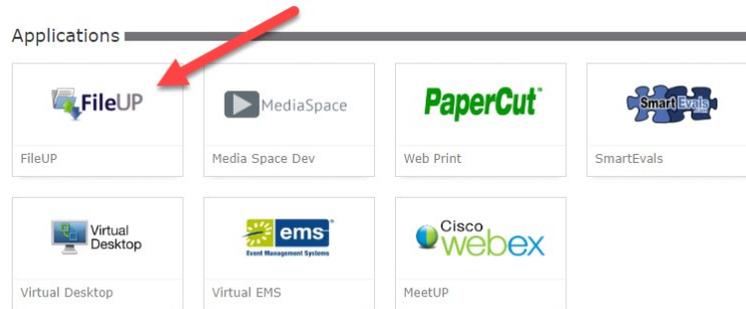
Scan and Watch:



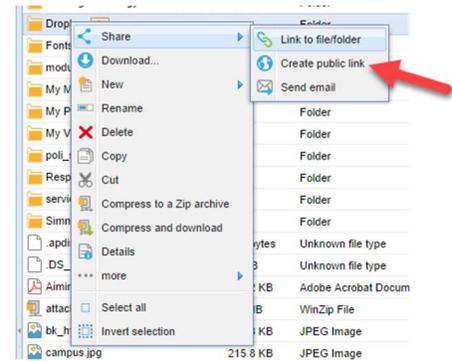
Idea # 3: Use FileUP to Create a Customized Dropbox

The University's FileUP system lets you utilize space on your P: drive to create a customizable digital dropbox that students can access via a link. Here are the steps to follow to explore this option:

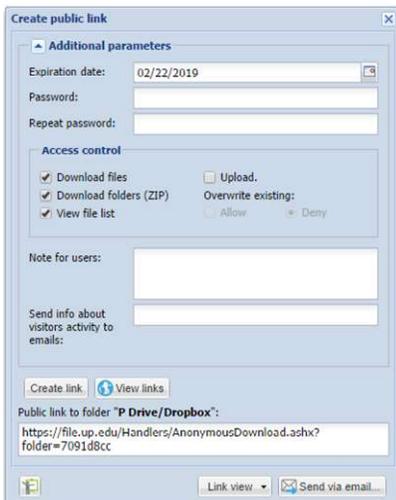
Step 1: Login to FileUP via UP SSO at <https://sso.up.edu>



Step 2: You should see a list of or your P: drive folders and files. If you want to create a new folder to share, click **New Folder** at the top of the screen. Select a folder and right click on it to bring up the folder options. From the context menu choose **Share > Create Public Link**.



Step 3: From the Sharing options menu, click **Additional Parameters**.



Step 4: You can now customize your shared folder! You can:

- Set a password
- Customize what visitors can access and how they can interact with folder content (for a "blind" upload folder, uncheck all options other than upload.)
- Add a note for visitors
- Receive email notifications for new activity in the folder.

Step 5: Click **Create link** to generate a link to your customized folder.