Sharing Files Via Dropbox for Reading Teams at the May Elementary Commission

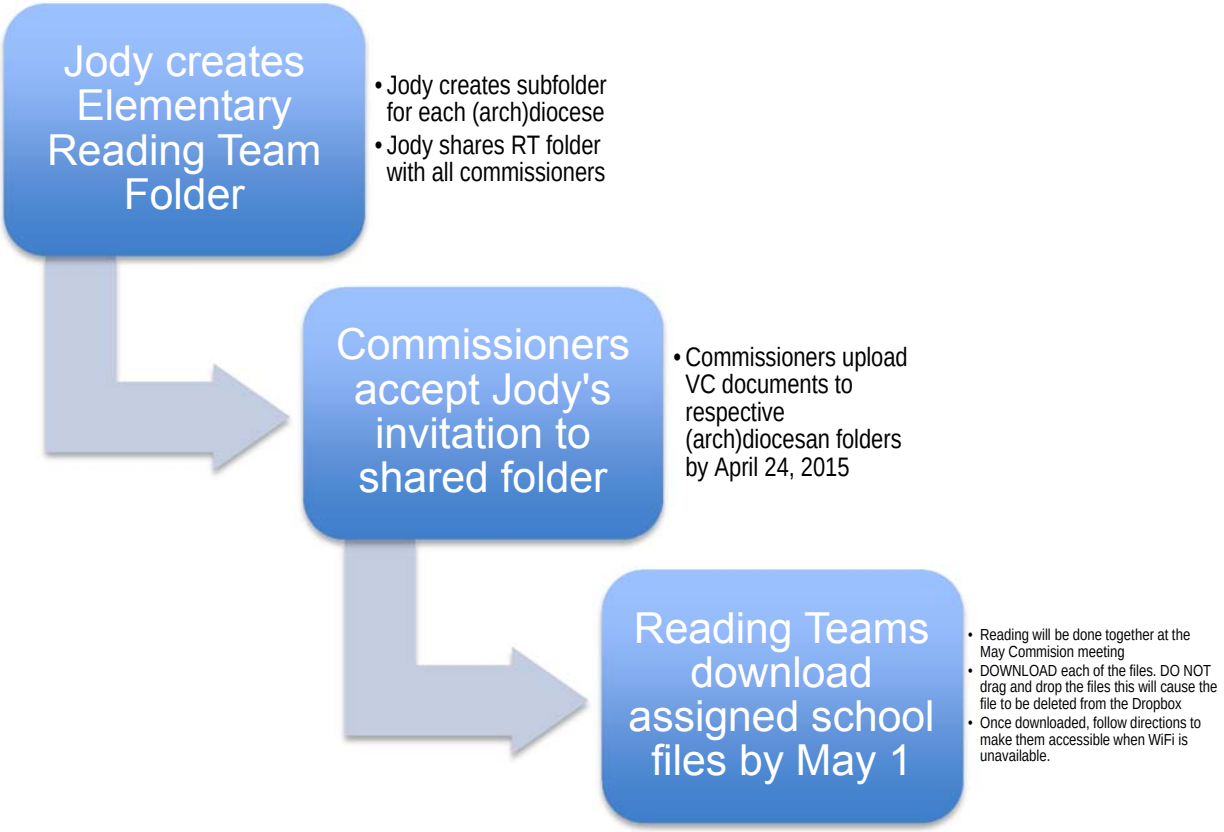
Assumptions

1. Commissioner has access to a Dropbox account.
2. Dropbox account email is the same as email address that WCEA uses to contact Commissioner.
3. Commissioner will have access to a laptop or mobile device at the May commission meeting.

General Process Structure

- WCEA Associate Director, Operations (Jody Dritschel) creates 2015 Elementary Reading Team (RT) Folder on Dropbox with Subfolders for each (Arch)Diocese.

- Jody shares Folder with all Commissioners.
  - Commissioners upload Visiting Committee Documents to their respective (Arch)Diocesan folder as they become available.
    - Each school's VC file is a combined PDF of the Recommendation for Accreditation, Justification Statement, and Report of Findings IN THAT ORDER.
    - Each school's file is named using this convention: SchCode-SchoolName-Dio-City
      - For example: E244-StPatrick-LA-NorthHollywood
  - Reading Team members access files in Dropbox. Process details below.



General Procedures

Creating a Dropbox Account (if you do not currently have one or if you wish to create a new one using a different email address)

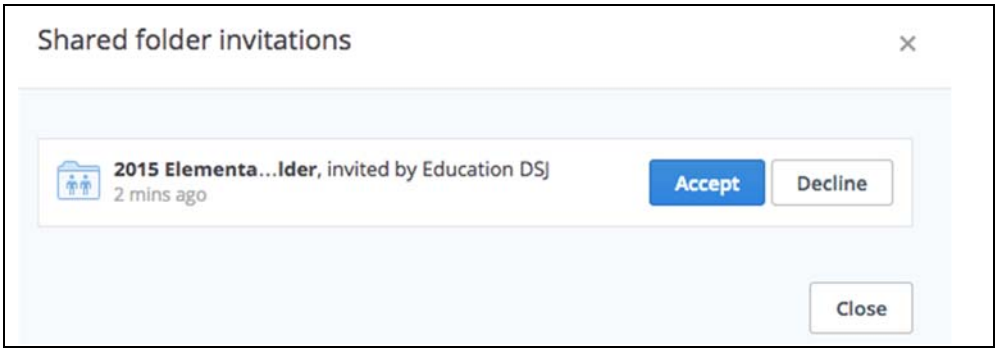
- Use the email address that you have provided to the WCEA Commission. This is the email address that Jody will use when she shares the Reading Team Dropbox Folder.

Signing in to Dropbox

- If you have an existing Dropbox account **and** it is not the same email address as the one that WCEA uses to contact you, send your "Dropbox email address" to Jody.

Accepting an Invitation to a Shared Folder in Dropbox (for Commissioners)

- An email will be sent to you with a link to "View Folder" in Dropbox.



- You will be asked to Sign In to your Dropbox account.
- Click 'View Folder' in the dialog box that pops up open opening your Dropbox.

- The '2015 Elementary Reading Team Folder' will open and you will see a folder for each (Arch)Diocese.

Creating a Single PDF VC Document (for Commissioners)

- Create a combined PDF document out of the Visiting Committee documents IN THIS ORDER: Recommendation for Accreditation, Justification Statement, and Report of Findings.
- Please seek help from your own IT personnel to create the combined PDF document, or follow the directions provided in 'Combining VC Docs in Word' below.

Combining VC Docs as One Word Document to Create a PDF File

1. Open the file *Recommendation for Accreditation Status*
   - Choose "Save As" from the File menu:
     - Name the file using this convention: SchCode-SchoolName-Dio-City. For example: E244-StPatrick-LA-NorthHollywood
2. Scroll to the bottom and select "Page Break" from the "Insert Menu"
   - Keep this file open
3. Open the file *Justification Statement*
   - In the Edit menu, click on "Select All"
   - In the Edit menu, click on "Copy"
   - Close the file *Justification Statement*. Do not save.
4. Click back on the file *Recommendation for Accreditation Status*
   - Place your cursor where you had inserted the new page
   - In the Edit menu, click on "Paste"
   - Save this document but keep the file open
5. Repeat steps 3 and 4 with the *Report of Findings* file.
6. Save the new combined file (SchCode-SchoolName-Dio-City) as a PDF
   - In the "Format" pop-down menu chose PDF
   - In the "Location" menu, choose "Desktop"
7. Repeat the same process for all your school files.
8. Now you are ready to upload your files to your designated (arch)diocesan folder on Dropbox.

Uploading a File to Dropbox (for Commissioners)

- Upload the single VC PDF document to your respective (arch)diocesan folder by April 24, 2015 so that Reading Teams will have ample time to download their assigned schools before the May Commission meeting.

Accessing Files in Dropbox *(for Commissioners)*

While connected to WiFi: (do the following so that you can access files while without WiFi access)

- *For laptops: MacOS or Windows*
  - DOWNLOAD each document for your assigned Reading Team school. (Right-click on the file name and select DOWNLOAD)
  - DANGER! *Do Not* drag and drop a file as this will delete the file from the Dropbox and no one else will have access to it once it is on your desktop!

- *For IOS devices (iPads, iPhones)*
  1. OPEN the Dropbox app
  2. Tap on the '2015 Reading Team Folder'
  3. Tap on the (arch)diocese folder of your assigned Reading Team school
  4. From the list, find the school you would like to 'favorite' or download
  5. Swipe right to reveal icons. Tap the 'star' icon and the app will 'favorite' your file by downloading it. This will make the file available to view "offline"
     - OR -
  5. Tap to open the file. When the document appears to the right of the screen, tap the 'star' icon on the upper right corner of the screen. This tags this document as a 'favorite' and makes it available to view "offline"
  6. Repeat #s 1-5 until you have 'favorited' all your assigned schools
  7. When you click on the 'star' icon at the bottom left of the screen, you will see all of your assigned schools

- *For Android devices (Nexus tablets, phones)*
  - OPEN the Dropbox app. Click on each school file for your assigned Reading Team and SAVE every one of them to your device. This will allow you to access them “offline”

Accessing documents without WiFi connection:

- To test to make sure downloaded or opened documents can be accessed “offline”
  - Disable WiFi connection (turn WiFi off)
  - Try opening all of the files.