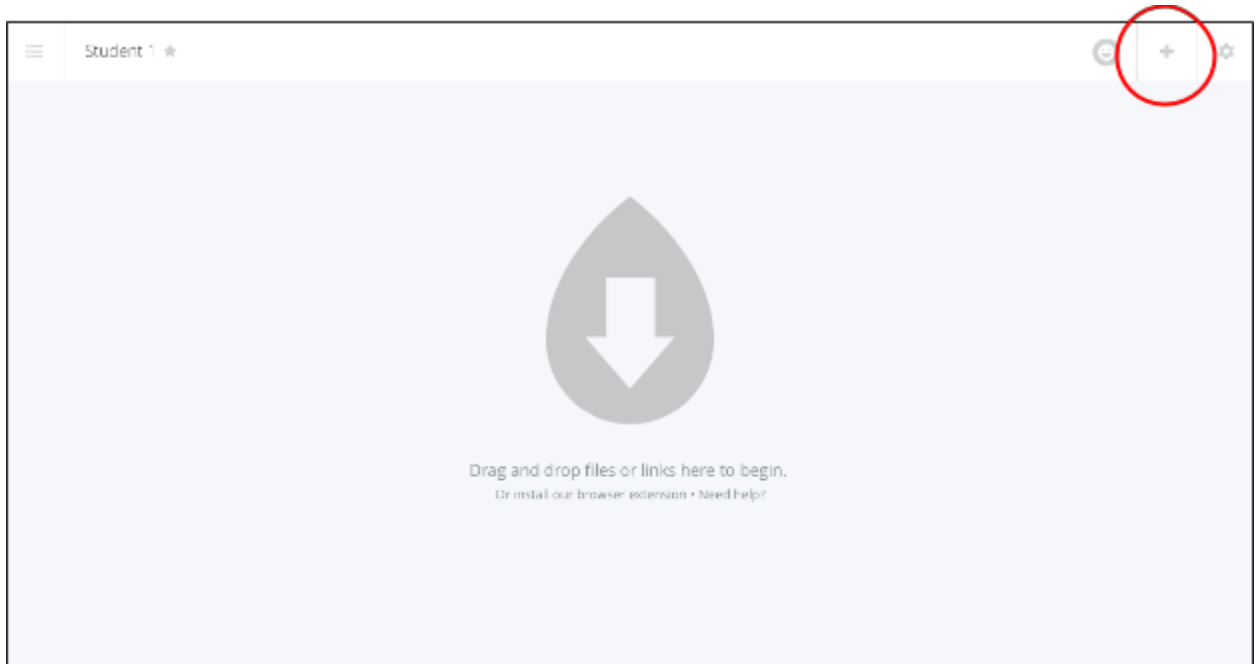


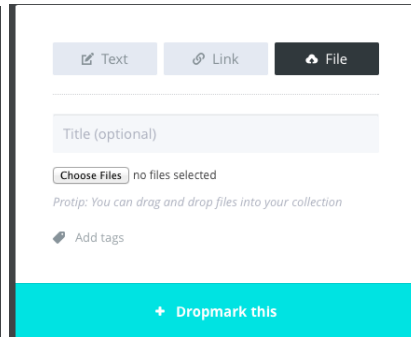
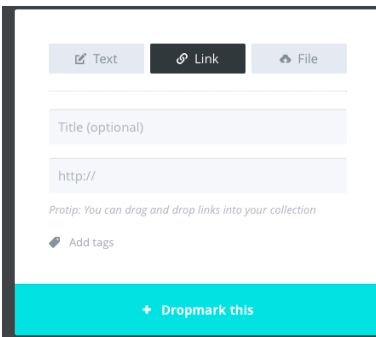
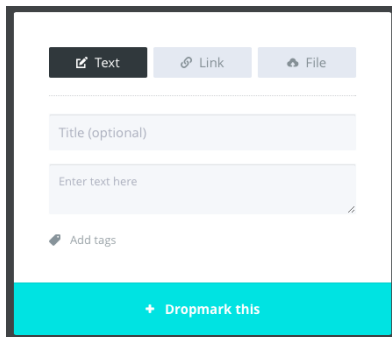
Dropmark directions for students



1. Follow this short link [\[link\]](#) to get to your drop mark folder.
2. Click the plus (+) button in the upper right hand corner to add a document or project to your portfolio.



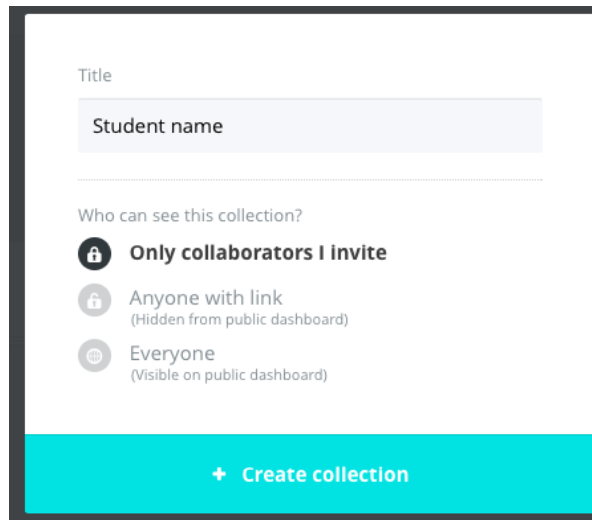
3. Choose how you will add your project: Typing text directly into Dropmark, attaching a link from a google doc or another website, or uploading a file from your computer or flash drive.



4. Once you add your project, click the teal **+ Dropmark this** button, and your project will appear in your collection!
 - For additional directions on how to upload a project into your dropmark collection, [watch this video](#).

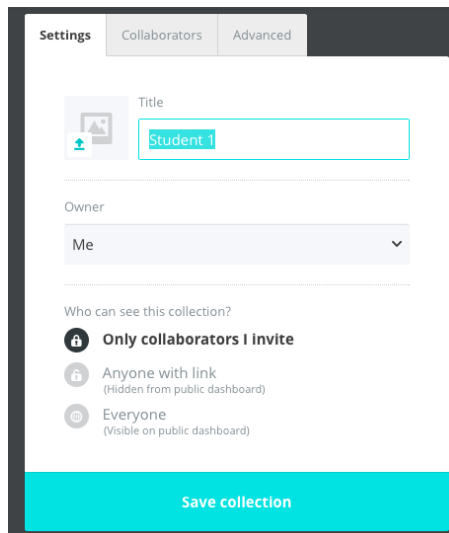
Dropmark directions for teachers

- To use drop Mark as a portfolio storage and organization for students, first create your own account.
 - go to dropmark.com and click get started.
 - choose the plan that fits your needs and create your account.
- Once you create your own account, you will need to create a collection for each student, and allow each student to access and edit their information by adding their email.
 - to create a collection, click on + New collection and name it using the student's name



The screenshot shows a form for creating a new collection. At the top, there is a 'Title' field with a light blue background and the text 'Student name'. Below this is a section titled 'Who can see this collection?' with three radio button options: 'Only collaborators I invite' (selected), 'Anyone with link (Hidden from public dashboard)', and 'Everyone (Visible on public dashboard)'. At the bottom of the form is a large cyan button with a white plus sign and the text '+ Create collection'.

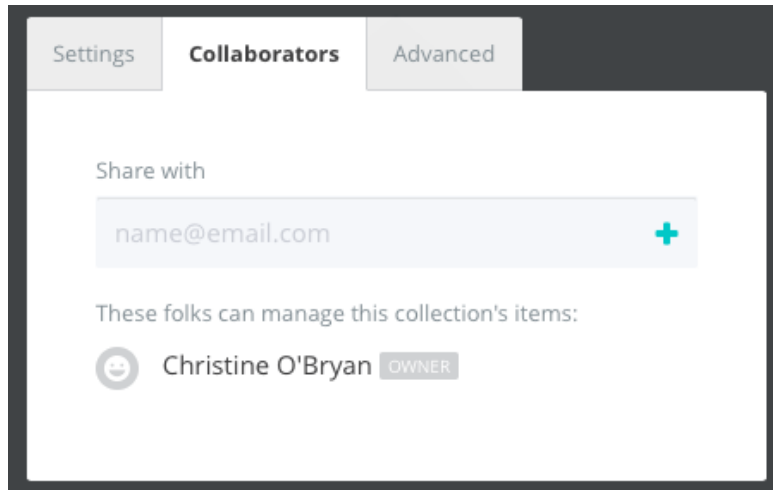
- to allow each student to access and add to their portfolio, click on their collection, and it should open up a window to the settings tab.



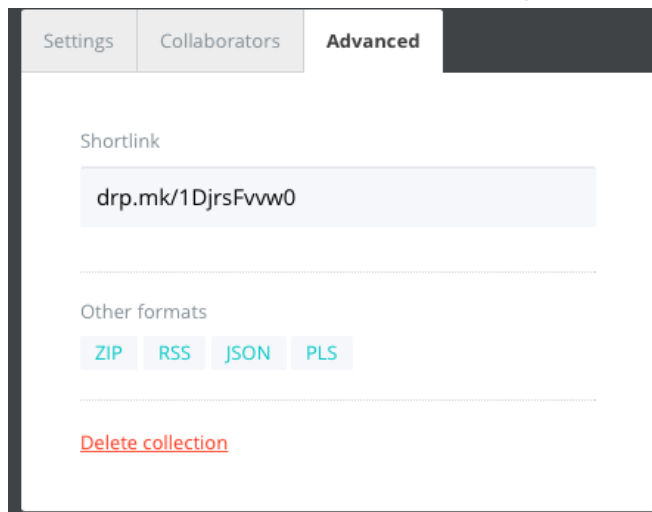
The screenshot shows the 'Settings' tab for a collection. At the top, there are three tabs: 'Settings' (selected), 'Collaborators', and 'Advanced'. Below the tabs, there is a 'Title' field with a light blue background and the text 'Student 1'. Below this is an 'Owner' dropdown menu with 'Me' selected. Below the owner field is a section titled 'Who can see this collection?' with three radio button options: 'Only collaborators I invite' (selected), 'Anyone with link (Hidden from public dashboard)', and 'Everyone (Visible on public dashboard)'. At the bottom of the settings window is a large cyan button with the text 'Save collection'.

- Choose the option to allow only collaborators I invite.

- click the collaborators tab, and in the share with box, type the student's email and click the + button.



- click the ADVANCED tab and copy the short link into a spreadsheet next to each student's name, and write it in the box on step 1 of the student directions.



- Once you set up all of your students, they can upload any documents or projects to their collection, and you can view and edit/make comments as needed.