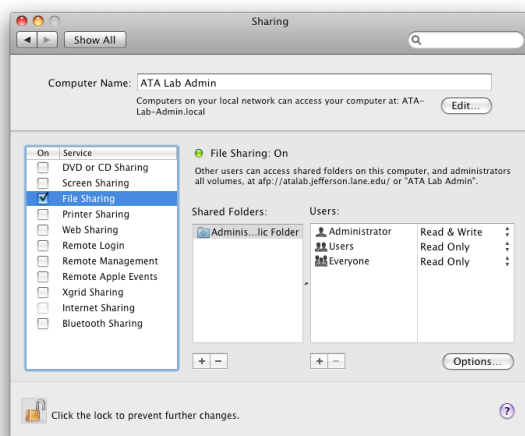# Your Digital Drop Box

Introduction

Your Mac has the ability to share files and folders on its hard drive, which lets us create a "Digital Drop Box" where students can send files. It's like a networked jump drive which allows files to be copied directly to a teacher's computer without using a name or password.

Enable File Sharing

1. Click on the **Apple** menu, then **System Preferences…**.
2. Click on the **Sharing** icon.
3. In the lower right corner of the **Sharing** window, there may be an icon of a closed padlock labeled **Click the lock to make changes.** Click this icon and enter your computer's administrative name and password.
4. Look at the **Computer Name** field and verify that it is easy to identify as yours. For example, the teacher "Mrs. Smith" might want to change hercomputer's name to "Mrs. Smith's iMac".

   Note: Please ask your school's Technology Support Specialist to confirm that it is OK to change the computer's name.

The **Sharing** settings in **System Preferences.**

5. If you see three tabs labeled **Services**, **Firewall**, and **Internet**, make sure the **Services** tab is selected.

6. Check the box next to **Personal File Sharing** or **File Sharing**. The title of this option varies depending on which version of the Mac operating system your computer is running.
7. Close the **Sharing** window.

Sending Files To The Drop Box

This section explains how students will send files to your digital drop box. For half-page handouts to print and distribute to students, please visit: http://staff.4j.lane.edu/~nelson_d/

1. Log onto the Internet using Safari or Firefox.
2. Click once on your Desktop.
3. Click on the **Go** menu, then **Network**.
4. Find the name of your teacher's computer and double-click it.
5. If you are asked for a name and password, click the Guest button, then the **Connect** button.
6. Choose your teacher's username.
7. Drag files into the **Drop Box** folder.

Disconnecting

Like a physical jump drive, your Digital Drop Box needs to be disconnected before the students put their computers away. To do this, simply click its icon on the Desktop, select the **File** menu, then **Eject**.

Technical Considerations

- Your computer *and* your students' computers must be logged into the Internet if using wireless.
- The standard Mac OS X operating system found on your computer will only allow ten concurrent connections to its file sharing. Consequently, you cannot ask an entire class to send you their files at the same time. Once ten students are connected, some will have to disconnect before others can use your Digital Drop Box.