

2018 Dropbox Instructions

From 2018_Awards_and_Judging-RockyMountainLogistics File

1. Within a week of Kickoff, the team's Eventbrite teacher or mentor will receive an email via Dropbox with an invitation to share their school's Dropbox folder. Access to this folder is established with edit access by the team's Eventbrite teacher or mentor and the Rocky Mountain BEST Awards and Judging Leads. (In 2018 email ,will be sent from Kayla.Straub@bestinc.org with 2018 folder reference.)

Subject: Linda King shared "2017 *School Name* " with you
Date: Wed, 30 Aug 2017 22:25:52 +0000
From: Linda King (via Dropbox) <no-reply@dropbox.com>
Reply-To: linda.king@bestinc.org
To: *Eventbrite Teacher / Mentor email address*



Hi *Teacher*,
Linda King (linda.king@bestinc.org) invited you to edit the folder "2017 *School Name*" on Dropbox.
Go to folder
Enjoy!
The Dropbox team

2. Each team's Dropbox contains a blank **2018_Demographics_sheet.xls** spreadsheet with School Name replacing the "sheet" in the file title.
3. The Teacher or Mentor will download this file and click the "Enable Content" at the top of the spreadsheet (PC) or open the file and keep the macros (Mac). The teacher or mentor then enters the required school, student, school robotics program, student STEM interest, and software use information.

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4. The spreadsheet automatically error checks the student count information (grade, race, gender) to ensure it is consistent across entries. If student information is entered that is inconsistent, error cells to the right of the form are filled with yellow until the information is made consistent.
5. The team's ***Demographics.xls*** file and the ***Engineering Notebook.pdf*** file must be uploaded to the Team's Dropbox Folder by 9:00am on Practice Day, October 20, 2018. (A WEEK BEFORE GAME DAY!)
6. In addition to #5 above, the team's teacher or mentor must bring a hardcopy of the completed EXCEL file to robot compliance on Practice Day, October 20, 2018.
7. The team's access will be changed from "Can edit" to "Can View" on October 20, 2018.
8. Contact Kayla Straub at Kayla.Straub@bestinc.org if you have questions, want team access changes, or need to make other arrangements for submittal.

Dropbox Download & Upload Instructions

If you are not familiar with Dropbox and are not downloading the Dropbox software, follow these instructions:

Demographics Sheet:

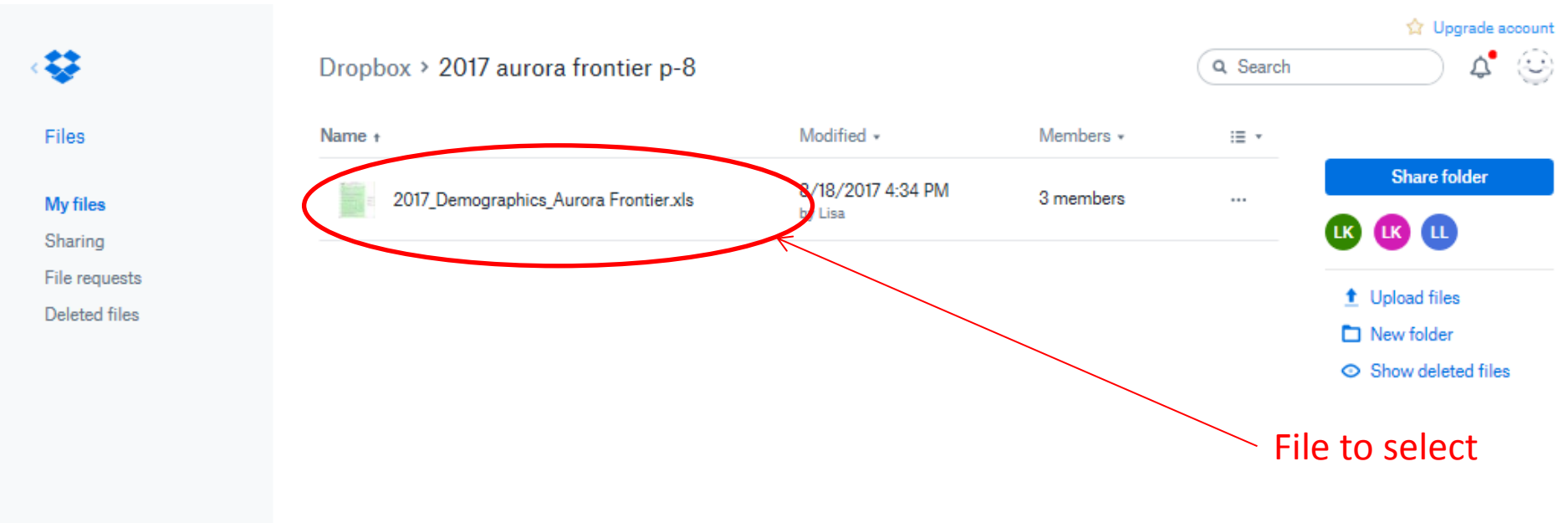
1. Use download instructions on following pages to download the blank Demographics Sheet and save it on your computer.
2. Once you enter the required data into the file on your computer, then use the upload instructions on the last page to upload the new edited .xls file – place a version number v1 on the end of the new uploaded file name.

Engineering Notebook (EN):

1. Use upload instructions on last page to upload your Notebook pdf file to your Dropbox folder. Please include school name and team number in your EN file name.

Note – screen shot examples are from 2017 folders.

Dropbox Download Instructions (1 of 2)



The screenshot shows the Dropbox interface for a folder named "2017 aurora frontier p-8". On the left sidebar, there are links for "Files", "My files", "Sharing", "File requests", and "Deleted files". The main area displays a table of files with columns: "Name", "Modified", "Members", and a menu icon. The table contains one file: "2017_Demographics_Aurora Frontier.xls", which is circled in red. To the right of the file name, the modification date and time are "8/18/2017 4:34 PM" and the uploader is "by Lisa". The "Members" column shows "3 members". On the right side of the interface, there is a "Share folder" button, three sharing links (LK, LK, LL), and options to "Upload files", "New folder", and "Show deleted files". A red arrow points from the text "File to select" to the circled file.

Name	Modified	Members	
2017_Demographics_Aurora Frontier.xls	8/18/2017 4:34 PM by Lisa	3 members	...

1. Click on the file you want to download in your Dropbox folder.

Dropbox Download Instructions (2 of 2)

< 2017_Demographics_Aurora Frontier.xls ☆
Modified on August 18

Share

Download

Download
Button

BEST Team Demographics - 2017

Submission of this form is required as part of the Robot Compliance Check conducted at the local hub. Please complete prior to this check. Alternate format (e.g., electronic) acceptable if approved by your local hub.

School Name City State

Q1 Most correctly describes school location: ☐ Rural ☐ Urban/City ☐ Suburban

Q2 Type of school: ☐ Public ☐ Private ☐ Home School ☐ Other

Q3 School grade level: ☐ Middle/Jr. High ☐ High School ☐ K-12 ☐ Other

Q4 Which most appropriately describes the total student population at your school:
☐ 1 to 399 ☐ 400 to 799 ☐ 800 to 1199 ☐ 1200 to 2000 ☐ greater than 2000

Q5 Number of students on the BEST team by grade:
K - 5th: 6th: 7th: 8th: 9th: 10th: 11th: 12th:

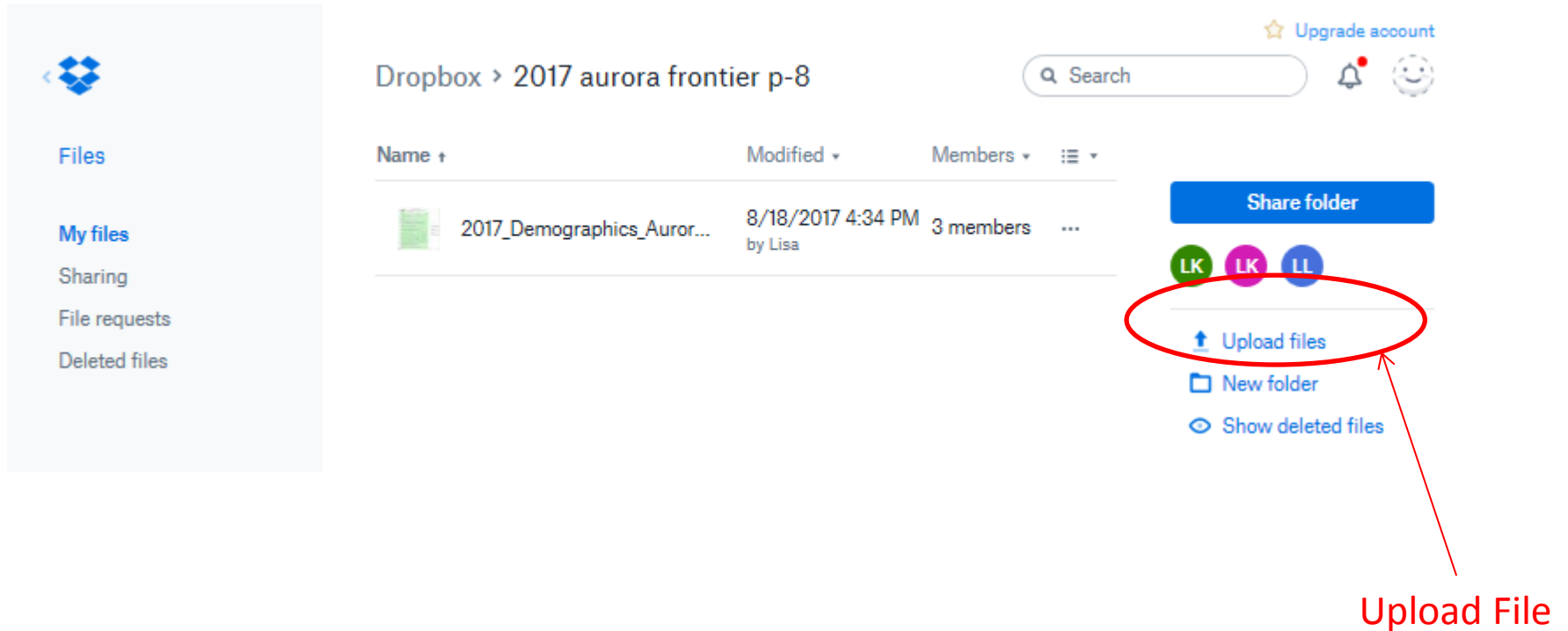
Q6 Number of students on the BEST team by race (optional):
African Amer: Asian Amer: Hispanic: Native Amer: White: Other:

0 Team Total (by grade)
(should be equal other team totals)


0 Race Total
(should be equal other team totals if it is filled out)

2. Click on the Download button to copy to your computer.
3. Save file on your computer. Add V1 to file name.
4. Open file on your computer – at top, select enable editing button, then select enable content button.
5. Edit file and save file.

Dropbox Upload Instructions



The screenshot shows the Dropbox web interface for a folder named "2017 aurora frontier p-8". On the left is a sidebar with navigation options: Files, My files, Sharing, File requests, and Deleted files. The main area displays a table of files. The first file is "2017_Demographics_Auror..." with a green icon, modified on 8/18/2017 at 4:34 PM by Lisa, and shared with 3 members. To the right of the file list is a "Share folder" button and three user avatars labeled LK, LK, and LL. Below these is a menu with three options: "Upload files" (with an upward arrow icon), "New folder" (with a folder icon), and "Show deleted files" (with a magnifying glass icon). The "Upload files" option is circled in red, and a red arrow points from the text "Upload File" to this circle.

Name ↑	Modified ↓	Members ↓	⋮ ↓
 2017_Demographics_Auror...	8/18/2017 4:34 PM by Lisa	3 members	...

Share folder

LK LK LL

↑ Upload files

📁 New folder

🔍 Show deleted files

Upload File

1. Click on circled Upload files text in your Dropbox folder.
2. Select Choose Files and go to the location of your edited Demographics sheet or Engineering Notebook.
3. Click Done and you will see your file in your folder.

Problems? Send email to Kayla.Straub@bestinc.org