How do I manage a dropbox-like solution in SharePoint?

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This FAQ contains information on how to manage a dropbox-like system in our GC Collaborate (Powered by SharePoint) which includes instructions on how to access, share and manage a document library and a dropbox page in SharePoint.

Accessing GC Collaborate (SharePoint) through the Services webpage

1. Go to the Graduate Center website, scroll down to the footer and click Information Technology
2. Click on ‘Services’
3. Click ‘GC Collaborate’ hyperlink or go to https://intranet.gc.cuny.edu/.

4. When prompted, enter your GC network username and password and click OK.
   a. On the Mac you get prompted a browser plug in, when prompted click the Trust button.
5. Once you are on the GC Intranet site, click on your department categories. For instance, Academic Departments.
6. Select your department site.
7. Once you are on your department’s site, start managing the document library and the dropbox page accordingly.

The dropbox solution in SharePoint is composed by two elements: a Document Library that serves as the main document repository and a page that serves as the Dropbox. The Document Library is inserted on the page as a Web Part. The site owner (APO, Faculty or Administrator) shares only the Dropbox page link (URL) with users (Students or Applicants). Basically, the site owner sends students the link of the dropbox page, any documents students upload on the page, will be automatically sent to the document library. In order to achieve these results, both items (document library and page) should be managed separately. For example, the site owner will assign permissions to students on both places (document library and dropbox page).

Assigning Permissions

**STEP 1: Share Document Library with students/applicants**

1. Click on the Document Library link on the Quick Launch Menu.
2. Open the Library Tab.
3. Click on the Library Settings folder.
4. Click on the Permissions for this document library link under the Permissions and Management group.
5. Click on the department **Students Group**.

6. Click on **New**.
7. Enter students’ GC usernames and select from the dropdown.
8. Click on Show Options.
9. **ALWAYS UNCHECK** the Send an email invitation. Please make sure to uncheck the email invitation box before you click Share.
10. Click on Share.

**Note:** Once the student/applicant has been added to the department’s Student group in the document library, the applicant/student will automatically be added to the dropbox page. Site owner will not need to add the student/applicant on the page students group.

### STEP 2: Share Document Library with reviewer or faculty advisor

1. Click on the Document Library link on the Quick Launch Menu.
2. Open the Library Tab.
3. Click on the Library Settings folder.
4. Click on the Permissions for this document library link under the Permissions and Management group.

Department X Library ▶ Settings

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5. Click on the Site Members group. For example: Department X Members.
6. Click on New.
7. Enter members’ GC usernames and select from the dropdown.
8. Click on Show Options.
9. **ALWAYS UNCHECK the Send an email invitation. Please make sure to uncheck the email invitation box before you click Share.**
10. Click Share.

Creating a View

In SharePoint you can create custom views to organize and show specific items. You can also filter and sort data.

**How to create a Personal View?**

1. Once you are in the library for which you want to create the view, click on the **Library Tab** and click on **Create View.**
2. On the Settings page, choose a View Type. For information on each type, see [Types of views you can choose below](#).
3. Name your View. Choose the columns you want to display, sort, filter, group by and customize your view by opening the **Settings for views.**
4. Under Audience, select **Create a Personal View**, this will prevent applicants or students from viewing other’s submissions. It is extremely important that all your views are personal with the exception of the Dropbox View (This ones comes with you solution and has been customized for that purpose).
5. After customizing your View, click **OK.**
If you want to change or delete your view, please refer to these instructions: Create, change, or delete a view of a list or library

Notes for the site owner

1. Members (faculty advisors or reviewers) only need permissions to the Library. By default members have Edit permission level.
2. Applicants or students need permissions to both items: Document Library (Contribute) and Dropbox Page (Read).
3. Always UNCHECK the Send an email invitation box when assigning permissions.
4. Under the Advanced Settings turn off the New Folder option to prevent students from creating folders in the dropbox page. Turn this feature on you need to create a new folder, for example a new academic year or any other category in the document library. After the new folder is created, turn it off.
5. To review, approve or reject any document’s versions, select the document, and under the File Tab, click on Version History. Finally, select the dropdown next to the version link and select your preference.
Quick search and filter out without creating a view

1. Click on the arrow next to the column name and select the information you want to view. Sort your data by click on **Ascending** or **Descending**.

2. You can search by a particular document name or any other metadata component by just typing it in the search box.

**Note:** Allow the search index 1 hour to display results. If students upload document you will not be able to search for them immediately. Documents will be added to the document library immediately but the search index will take from 15 min to 1 hour to find the documents.
Other Resources

- Learn How to Use and Create SharePoint Views
- Create, change, or delete a view of a list or library
- Manage a Document Library in SharePoint