

## Dropbox Instructions:

*We successfully began our Dropbox Digital Student Record System with the class of 2021. We are happy to say that through our use of Dropbox, we've reached our goal to eliminated all paper advising files officially when our 2020 students graduated in May of 2020. Dropbox is a fast and secure means of providing documents, eliminating the need for you to keep track of your paper advisee folders and we are excited to continue using the system.*

### Using Dropbox:

1. Follow the links provided for you (we suggest bookmarking them on your online browser).
2. Once you open the link, you will see a folder labeled with one of your advisee's names with the course numbers of their primary and secondary major (if they have one).
3. In each folder you will find:
  - a. An updated **Student Profile**, which is essentially an overview of your student's information.
  - b. (Class of 2023 ONLY) Your **Advisees' Advisor Fit Survey Results** they filled out a couple months ago. We included this with the hopes that it will create a clearer understanding of the advising relationship on both sides. If an advisee does not have this document, it's because they elected not to share their results.
  - c. (If an 8-flexible student) **A Flexible Status Sheet** – Note that the plan is not usually created until their junior year.
  - d. **Various important documents** pertaining to your student such as:
    - Double major petitions
    - Any Committee on Curricula (CoC) letters
    - Completed UROPs
    - Relevant previous transcripts

Emma Dunn will be routinely adding documents to the student folders as needed. You can add comments within the folder that will only be visible to you, Emma, and Cathy Modica.