

Guidelines for the GP3 Cloud Sharing Project

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Upload Guidelines

- Use .pdf format unless you would like to begin a collaborative project on a more easily editable document.
- Verify that your file extension is not hidden. If it is, the file could be difficult to open on another machine.
- Label your file in an intuitive manner with your last name listed first: e.g. Crappell_VideoRecordedLessons_EvalForm.pdf.
- Include your name and email within your uploaded document for reference.
- Do not upload any files that may contain harmful content (e.g. files containing harmful scripts within spreadsheets or databases).
- Be sensitive about the size of the file you upload. Many files can be reduced in size before uploading.
- Upload your file to a relevant sub-folder. If that folder does not exist, you may create a new sub-folder. If you have questions about which folder is most appropriate, contact courtney.crappell@utsa.edu, subject line, "GP3 Cloud Sharing Project."

Download Guidelines

- With a shared cloud storage folder, you do not need to download files manually. They will automatically be synced to your local machine.

Edit Guidelines

- Currently, DropBox offers sharing privileges in the form of "can edit" or "can view." Participants are granted "can edit" privileges so that they can upload content freely. With this in mind, please do not remove or edit the material uploaded by other participants unless you are invited to do so.
- The "can edit" privilege will also allow you to upload newer versions of your own files. Feel free to replace your old documents with newer files. Alternatively, you could create an archived version of the file if you still feel it would be relevant for future reference.

Copyright and Ethical Guidelines

- Do not upload any content currently under copyright.
- Do not use any content that is not your own to develop a product commercially.
- Treat content belonging to others as you wish them to treat content belonging to you. Please realize that content you access uploaded by other participants belongs to them. Content is intended for reference and as a catalyst for collaboration. If you would like to use any content that is not your own in any way, shape, or form, please contact the owner directly for permission.
- Finally, be an active contributor. If you find content be helpful, contribute (or "fork") your own helpful content as well.
- Be nice. Be polite and considerate. Be helpful.