

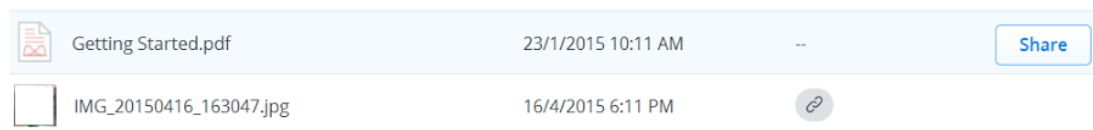
Dear Student,

If you would prefer to share the Role Play video files via Dropbox, please kindly make sure you have chosen the right button to do that.

Students often choose the "Share a folder" icon on the top tool bar for sharing files, which, does not work for IIT as we do not have a Dropbox account.

However, Dropbox does offer another option so you can share files with us.

*Step 1.* Once you uploaded your files onto Dropbox, you should be able to see them highlighted as blue when your mouse moves onto one of them:



*Step 2.* Instantaneously, you should see the "Share" button at the end of the file as shown above.

*Step 3.* Please then click that button for sharing files to IIT.

*Step 4.* In this way, you will be able to share files with third party without a Dropbox account; however, if you are doing the role play videos for different modules, you will need to do this "Share" step several times for each of the files you need to share with us.

**Tip:** after sharing the file, you should be able to see the grey circle icon appearing next to the uploading date - it is the web link of that file, you can further explore the function of it, or other functions included in the Dropbox system.