READYTECH

AdminPortal:

How to Set up Dropbox Integration to link materials

Table of Contents

Setting up Dropbox integration

Dropbox is a file hosting service you can use to store training material for ReadyTech courses. When integrated with ReadyTech applications, Dropbox allows you to link your stored training material to course-design templates in the ReadyTech AdminPortal.

This document tells you how set up Dropbox integration by:

- Creating a Dropbox app that allows ReadyTech applications to access Dropbox files
- Generating a secure access token for a shared Dropbox folder
- Linking files to Dropbox from the Admin Portal

To get started, you need an existing Dropbox account. This can be a free or paid account. If you have questions about creating a new Dropbox account or accessing an existing account, contact Dropbox for assistance.

Create a new Dropbox App

The following section will guide you in setting up a new Dropbox App, and configuring the app for access from the ReadyTech AdminPortal.

To create a new Dropbox App:

1. Go to https://www.dropbox.com/developers/apps/

2. Sign in to Dropbox.

3. On the right-hand side, click **Create app**.

4. Under **Choose an API**, select **Dropbox API**.

5. Under **Choose the type of access you need**, select **App folder**.

6. Under **Name your app**, type a name of your choice.

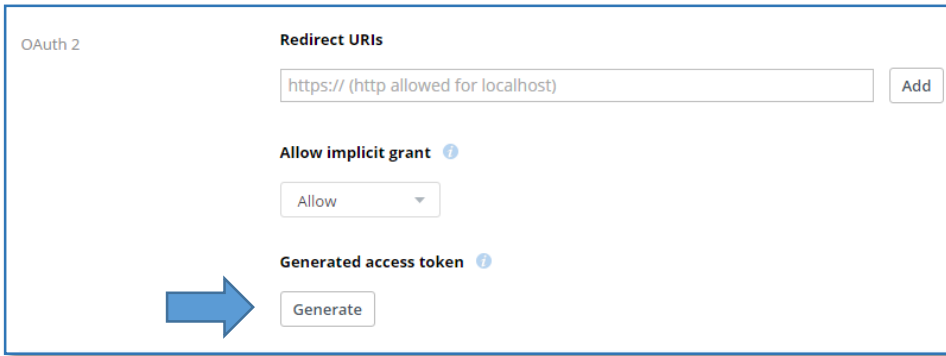7. Select the **agreement** check box and then click **Create app**.

Configure your app

Once you have created an app you will see a settings page. Next you will need to link your Dropbox app to your AdminPortal account. On the app settings page you will need to generate an access token. This token is used to access a shared Dropbox folder from the ReadyTech AdminPortal.
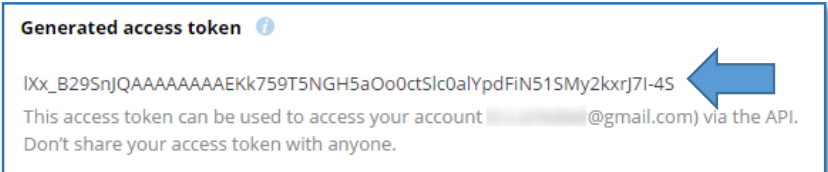
To generate an access token:

▪ Under the **OAuth 2 section**, click **Generate** and then copy the **access token**.

OAuth 2 section

Generated access token

Tip If you lose your access token, you can generate a new one by returning to the Dropbox app settings page, and repeating the token generation steps above.

## Add training materials to your Dropbox app folder

After creating your Dropbox app and generating an access token you can now add training materials to your Dropbox.

To find your newly created shared Dropbox folder:

1. Go to your Dropbox home page www.dropbox.com/home

2. From the **Files** list, click the **Apps** folder.

In your Apps folder, you will see a folder with name of the Dropbox App you created earlier. A puzzle piece icon (🧩) will indicate that the folder is correctly linked to the Dropbox app you created earlier. If you do not see this icon, or you do not see a folder under your Apps folder, repeat the steps in the Create a new Dropbox App section above.

Apps folder
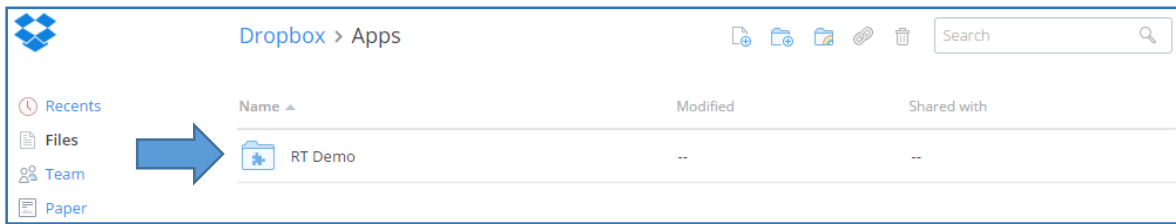
Place training materials in this folder. This folder and your training materials will be accessible from the ReadyTech AdminPortal. This folder is private and only you will be able to access the materials it contains.

Place your training materials in this folder by creating a substructure of folders organized by course. This enables you to easily link the correct material to the appropriate ReadyTech course template.

For example:

- Course A
  - Module 1
  - Module 2
  - Module 3
- Course B
  - Module 1
  - Module 2
  - Module 3
- Course A
  - Module 1
  - Module 2
  - Module 3

Apps folder organization

## Link Dropbox files to course templates in the AdminPortal

The following section contains steps on how to link your training materials in your shared Dropbox course folders to your course templates in the AdminPortal. There are two ways to add a link to materials stored in Dropbox:

- Link to secured Dropbox files: This option uses the access token generated in the Dropbox app to securely access your Dropbox apps folder containing your course materials.

- Link to unsecured Dropbox files: This option uses a standard Dropbox share link to share a file in your Dropbox. This link is public; anyone who has this link can access the file including outside of the ReadyTech AdminPortal.

To link materials, first login to the AdminPortal:

1. Go to the ReadyTech AdminPortal https://admin.readytech.com and sign in.

2. On the **Navigation** menu, click **Templates**.

3. On the **Templates** menu, click **Materials**.

Navigation menu
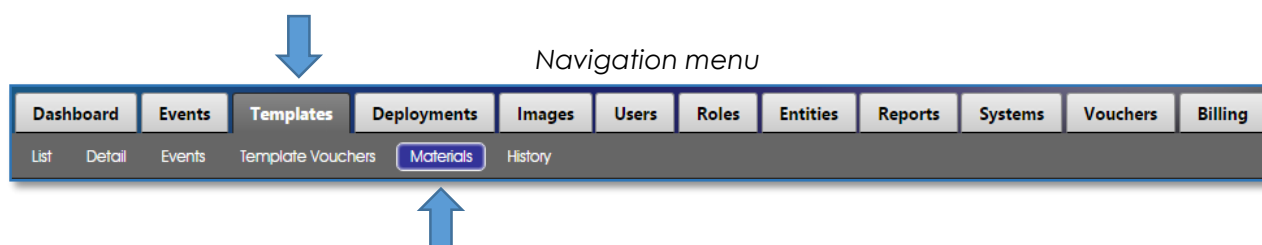
## Add a secured link Dropbox files to Course Materials

When adding a secure link, you will need the access token you generated when creating a Dropbox app. If you no longer have this access token, you can generate another one by repeating the steps under the Configure your app section.

To add secure linked Dropbox files:

1. On the **Material** table, click **Add Material**.

Material Table
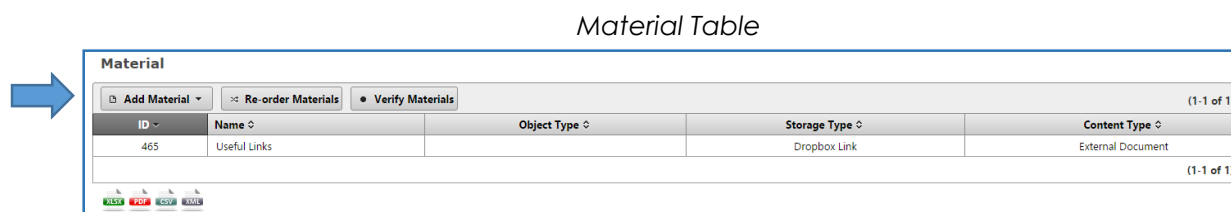
2. In the **Add Material** list, click **Link to Secured Dropbox**.

3. In the dialog box that appears, enter your access token.

> ⚠️ **Important** At least one file must be stored in your Dropbox app folder or the access token dialog box will not appear.

4. In the **Role** list, click the permission of your choice. The material will be visible to users with that role only in the Materials tab of the ReadyTech training portals.

5. Click **Authorize**.

6. In the **Template Document** dialog box, select the **file**(s) or **folder**(s) check box to link to your course template.

   ▪ **Auto Highlight**: This option will highlight the material in the training portal at a certain point during class.

   ▪ **Folder**: You can specify the folder or folder path you want the material to appear under in the Materials tab of the ReadyTech training portals.

7. Click **Save**.

The material will be added to the Material table. When the course template is used to schedule a class, the linked material will appear in the Material tab of the training portal. Repeat the above steps to link additional materials.

Add an unsecured link to Dropbox files

To share material with an unsecured link from your Dropbox, you will first need to obtain the share link of the material from your Dropbox.

To obtain the share link of a material in your Dropbox:

1. Go to https://www.dropbox.com/ and sign in.

2. In the Dropbox **Files** list, point to the file or folder you want to share, and click **Share**.

3. In the **Share link** dialog box, copy the **Link to file** address.

In the next steps you will need to link the unsecured material to your course template in the AdminPortal. To add unsecure linked Dropbox files:

1. On the **Material** table, click **Add Material**.

2. In the **Add Material** list, click **Link to Dropbox**.

3. In the **Template Document** dialog box, enter a **Name** for the material. This is required.

4. In the **Doc. Link** box, paste the share link of the material you copied from Dropbox.

5. **Auto Highlight**: This option will highlight the material in the training portal at a certain point during class.

6. In the **Role** list, click the permission of your choice. The material will be visible to users with that role only in the Materials tab of the ReadyTech training portals.

7. Click **Save**.

The material will appear in the Material table and will be available in the Materials tab of the ReadyTech training portals. Repeat the above steps to add additional materials.

Supported Material types

You can link any file type to your course templates. However, only the following file types can be opened and viewed directly in the ReadyTech training portal:

- Documents with the extension .txt and .pdf

- Video files with the extension .mp4

- E-learning folder structures created by tools like Articulate Storyline and Adobe Captivate. ReadyTech requires an index.htm or index.html file in the root directory of linked e-learning content. If the starting file of your course is something other than index.html or index.htm, such as story.html, you should rename the file to index.html or index.htm.

All other file types will be available for download on Materials tab of the training portal.

ReadyTech Technical Support

ReadyTech provides **24x7x365** live support.

Email:

get-support@readytech.com

Phone:

Americas: +1 (510) 834 3344 - Toll free: 1 (800) 707 1009
APAC: +61 2 9191 6448
EMEA: +31 858 880632

Live Support:

https://Support.hostedtraining.com