# SHARING AND STORING FILES COLLABORATIVELY

*(a work in progress)*

**Box.com**
*"Simple, Secure Sharing from Anywhere"*
From the website: "Box lets you store all of your content online, so you can access, manage, and share it from anywhere. Integrate Box with Google Apps and Salesforce and access Box on mobile devices….Invite others to view, edit, and more; track file versions; post comments and discussions; assign and manage tasks; real-time activity feed; Google docs integration."
Cost: Free for personal use. To use with up to 500 users, $15 per user/month for 1000 GB of storage.   https://www.box.com

***Dropbox***
Dropbox makes it easy to put all of your files in one, simple location on the cloud.
Cost: Free 2 GB of storage (plus you can increase GB by inviting others to join your Dropbox folder; OR $19.99 month ($199/year) for 100 GB
***http://www.dropbox.com***

***Copy***
"Sync, Protect, and Share Everywhere"
You can use this tool from a computer and/or download a multi-platform app for Android and iOs that is very similar to Dropbox. You can share files or folders with others by generating a URL. It works on a computer with Dropbox already installed and the free account gives you 15GB of storage.  Copy.com only "counts" shared storage once; therefore, if you are "sharing" a file that belongs to someone else, it does not count against your free limit. Additional storage is available for a price. Create an account and be sure to follow the tour to learn all the parts of this app.
NOTE: This site includes advertising.

> In the Classroom: Use for any work students may wish to collaborate on. They can easily make documents public or private and share with others. Though not a complete back up of all your documents, Copy can be used to collaborate and to finish work easily from different devices. Any item you can work with using word can be used with Copy. Use this tool easily in your Bring Your Own Device (BYOD) classroom since all students will be able to access it for free, no matter what device they have. Share entire files and folders with students easily.

https://www.copy.com/home/

***KeepandShare***
Share, manage, and access all of your content online.  Store calendars, files, and photos securely. Create shared to do lists and databases.

*Cost*: Team plans start at $29/month for 10 users  (nonprofits save 30%)
Solo Plan is $9/month for 1 user (nonprofits save 30%)
*Usability*: Easy to collaborate with anyone from anywhere. Video tutorial.
http://www.keepandshare.com


### ***Zotero***

From the website: "Grab your research with a single click"
"Open-source Firefox extension to aid the collection, management, and use of research sources"    "A free, easy-to-use tool to help you collect, organize, cite, and share your research sources."
"This tool specifically targets research-based collaboration. Citing sources, avoiding copyright infringements, and producing a bibliography means your back is covered and you don't have to sift through a card catalog. Zotero actually does the sifting for you. With a free plugin and one click of the mouse, your research is saved and organized."   "Zotero collects all your research in a single, searchable interface. You can add PDFs, images, audio and video files, snapshots of web pages, and really anything else. Zotero automatically indexes the full-text content of your library…."

There are groups in the Zotero network with everything from Agriculture to Urban Studies. Search through documentation tags and forums to join the conversation. Save tags, share, and expand upon existing ideas.

Cost: Free
 http://www.zotero.org


Sources: multiple, including online article, "20 Collaboration Tools for College Students," at ScholarshipExperts.com, interviews with and recommendations from teachers, and online search for collaboration tools.