A9: Online Public Sharing

Important:

Other than the PowerPoint-instruction file, no comprehensive background material will be published for the assignment. Doing the tasks in a computer lab is still recommended especially if it seems difficult to progress.

Make sure you submit the correct documents.

Remember to save your data regularly.

Objectives of the Assignment

The assignment will introduce to you well-known online public sharing tools. After completing the assignment, the student will

- know how to make a PowerPoint presentation and share it using a link
- know how to download a PowerPoint presentation in Sway-application, how to edit and share it
- know how to download, create and share files in Dropbox
- know how to download, create and share files in Google Drive
- know how to create a blog and produce content in Blogger-service
- know how to shorten links

Tasks and Grading of the Assignment

There are 5 tasks in the assignment. The maximum total points for the assignment are 10 points.

Task 1 Sharing a PowerPoint-presentation via OneDrive or SlideShare (3 p)

Task 2 Public Sharing via Sway (1 p)

Task 3 Public Sharing via Dropbox (2 p)

Task 4 Public Sharing via Blogger (2 p)

Task 5 Google Drive and public sharing (2 p)

What needs to be submitted?

One document in txt-form including the answers to tasks 1-5. Name the file as:

> *A9.txt (or, optionally just one .pptx-document)*

At first - Tip

The assignment introduces to you various online public sharing programs. The answers to the questions are links to the material publicly shared with the help of a specific tool discussed in each task. **Make sure your links work.** This can be done by copying the answer link to the address bar in a browser where you are not logged in to use a tool. – This is the way to check how other unlogged users can see the content of the link.

The username of the account (i.e. SlideShare or Google account) you use for some of the tasks may reveal to the peer reviewer. This is completely OK.

You will be able to delete the content you have shared in the tasks once the course has finished.

The content to be shared in tasks 2-5 is done in task 1. Therefore, starting with task 1 is mandatory.

First open Word and save the file as **A9.docx**. Once you've completed the tasks save the file as a text file for submission in .txt-format (as **A9.txt**)[1].

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[1] You can use any program to create the solution document, as long as you can save it in *.txt*-format (i.e. NotePad) to create the solution document. It doesn't have to be Word.

Task 1 (3p): Sharing a PowerPoint-presentation via OneDrive or SlideShare

Create at least 1 + 3 slides (in other words, 1 title slide and 3 content slides) long PowerPoint-presentation of one of the topics below. Share the presentation via SlideShare or OneDrive and attach a link of the presentation to your response document.

Choose freely one of the following topics. You can find information on the topic using the provided links, but you can use other sources, as well:

1) **Impact of AI.** Artificial intelligence will change workplaces inevitably. Create a presentation where you describe what kind of changes might be ahead. You can use, for example, articles from Robotic Business Review or Issues in Science and Technology

2) **Internet of things**. Internet connects also objects not only people. Create a presentation where you tell of either opportunities or threats it brings along (or both, if you want to). You can use, for example, articles from Forbes or IoT for all.

3) **Intenet hoaxes**. Internet is a useful device. However, like in the real world, also in the internet there are criminals who try to take advantage of you Create a presentation where you give some examples of typical scams at the moment. You can use, for example, articles from Business Insider or Investopedia

4) **Blockchains**. If you are interested how crypto currency (like Bitcoin) works, you can now try and explain it to yourself and to your peer. Create a presentation on Blockchain Tehcnology. You can use, for example, articles from Deloitte or WE-forum.

There are no specific requirements for the presentation content, of course it would be good if you learned something new when reading the background material, and hopefully will be able also to provide new information for your peer. The presentation doesn't have to be exhaustive. To get maximum total points of the task the presentation has to

a) include at least 1 + 3 slides, the first slide has to have a title **Tip 1**
b) include a slide/s with plain text and a slide/s with both text and pictures. **Tip 2**
c) include a title slide without the footer *T3 Assignment 9*. Also date and automatically updated slide number have to be added. **Tip 3**
d) use a ready theme (*Design*) **Tip 4**
e) be a substantive presentation of any of the topics above, source/s have to be mentioned on the last page.
f) be shared with a link either via SlideShare **Tip 5** or OneDrive/Office365. **Tip 6**

You can also try animated transitions (Transitions/Transition to this slide) and animations if you wish. When the presentation is ready share it using a link and attach the link of your presentation to the task 1 solution.

Task 1 solution: a link to a shared PowerPoint-presentation.
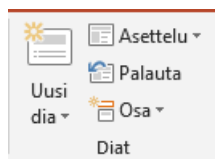
Tip 1. The PowerPoint-presentation in the background material is a good starting point for the assignment especially if PowerPoint is a new tool to you. Slides can be added by selecting *New slide* on the *Home* tab. The layout of a slide can be set as it is inserted but it can also be quickly changed afterwards by selecting *Layout* (picture on the left).
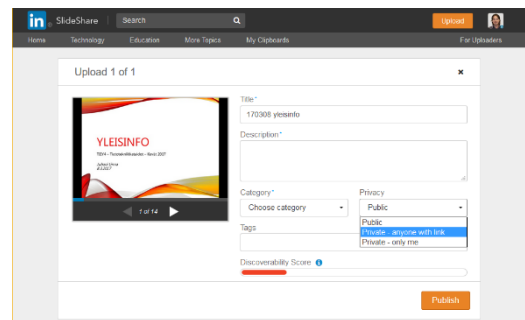
Tip 2. Slides always have a ready theme that is worth utilizing: This way headlines and other content can be set neatly and it is easy to change the style afterwards. The layout theme can be formatted and changed by selecting *Home/Layout*. Typical options are i.e. headline slides, headline and content slides and 2 sections content slides. Content can be text, pictures or videos. Slide bases vary but in a blank presentation without a theme they look like the slides in the picture on the right.
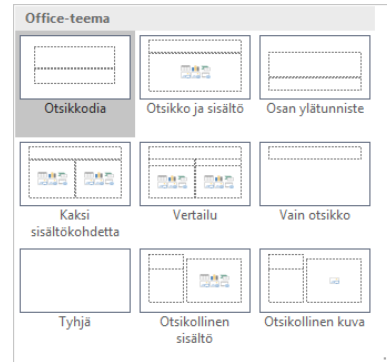
Tip 3. Footer, slide number and date can be added on the *Insert* tab's *Header and Footer* tool. Select for date *Fixed* instead of automatically updated.

Tip 4. Once you've composed the content of your presentation you can change the theme on *Design*-tab. Choose a theme of your choice. Alternatively, you can choose the theme first and then create the content.

Tip 5. Open the browser and navigate to the address https://www.slideshare.net. Log in (or create a LinkedIn account if you don't have one). Once you're logged in you'll be able to download presentations by selecting *Upload* (picture on the right). Once you've downloaded the file assign a title to it (the topic you chose), give a short description and category and set the privacy settings to *Private - anyone with a link*. Click on *Publish* and copy the link in the browser's address bar (Ctrl + c). The link will look somewhat like this: https://www.slideshare.net/secret/bZmPm3iNUgnblY. Note that if your presentation contains animations they often don't appear correctly in the SlideShare interface. You won't lose points for this.

Tip 6. Sharing a link in OneDrive and as a single Office-file can be found in the background material of Theme I.

The tasks from 2 to 5 are not mandatory

The following tasks teach you different techniques to publish material online. The services needed usually require you to create an account and you may find it tedious to create many new accounts. As it is a useful skill to be able to share material on the web, while not mandatory, it is worth doing all the tasks.

If you choose not to do any of the tasks 2-5, you can just send the PowerPoint presentation as the solution document for this assignment.

Task 2 (1p): Public Sharing via Sway

PowerPoint-presentations can be edited relatively straightforward and shared in Office 365 Sway-application, which was briefly introduced in Theme I. Share publically via Sway the presentation you created in task 1 including a link with review rights (not editing rights) to your organization's users (university) and change the style of your presentation to something else. Attach the link as a response to task 2. **Tip 7**

 Task 2 solution: A link to a shared Sway-presentation.

Tip 7. Open Sway and click on *Start from the document*. Upload the PowerPoint-presentation you created in task 1 to Sway. Then use the layout tab to customize the style by selecting one of the ready styles. Click Share to share and select *Organization users with a link*, as well as review rights. Copy and paste.

Task 3 (2p): Public Sharing via Dropbox

Dropbox is one of the most used storage and sharing services. Save the presentation you made in task 1 into a Dropbox-file and share the folder with a link. Attach the link as a response to task 3. **Tip 8**

**Task 3 solution:** Link to the presentation shared via Dropbox.
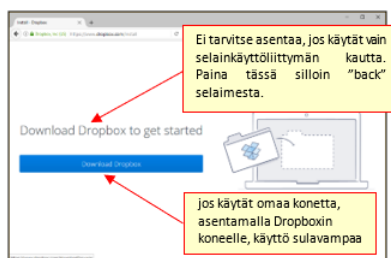
Tip 8. Dropbox user account can be created on the first page of Dropbox at https://www.dropbox.com/ (Sign up). The email address and password you entered will be used to access your Dropbox account in the future, that is, if you wish to continue using Dropbox.

After creating an account Dropbox prompts you to download the desktop version of Dropbox which is useful if you use the service on your own computer. Installation of the service isn't necessary for the task– click on the browser's Back button if you wish to skip the installation.

The Dropbox browser interface is similar to the picture below when you sign in for the first time. Get started -pdf includes instructions for beginners, you can glance through the document if you feel like it. Click on the face icon icon in the top right corner (section 1 in the picture) to customize your account settings (such as language), click on *New Folder* to create new files (2), and click on *Upload* to upload files (3). Make sure the presentation you uploaded is in the exact folder you wanted to share.
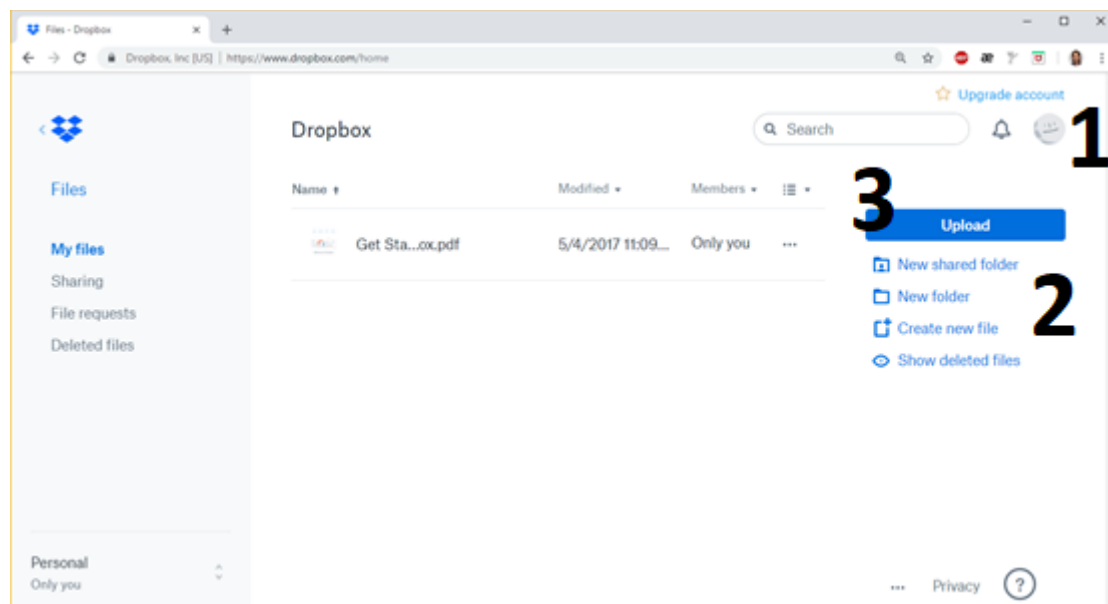

Task 4 (2p): Public sharing via Blogger

Share publically the content of your presentation in task 1 in the Blogger blog service. Sharing a blog isn't the best solution for this type of content but we practice the technical matters here. **Tip 9**

You can add content to your shared document if you wish. Don't mention your own or

others' name in the content. The blog will be made public but it will be buried somewhere in the internet– proper names may still appear in search results. The blog isn't expected to be rich in content nor a technical master piece. However, in order to score the maximum total points it will have to include

    a) Both text and pictures
    b) Link/s to other websites
    c) Possibility to comment
    d) Proper and coherent content, source/s mentioned

Task 4 solution: A link to the blog made in Blogger including content based on the presentation in task 1.
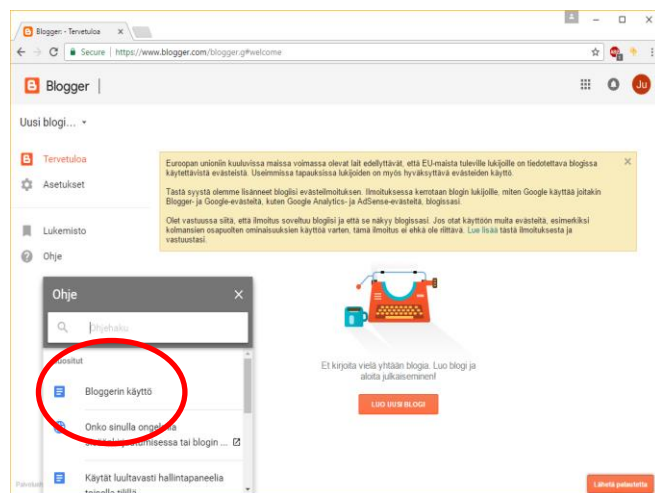
Tip 9.

Open the browser and go to blogger.com. Sign in (if you have a gmail account and want to use it for this task) or create a new gmail account. If you're new to the service check out the instructions in Blogger user guide (picture on the left). You can start from the article "Creating a Blog", for example.

Click New Blog to create a new blog in the home view. Name the blog and the address; it has to end with blogspot.com. You can choose the theme you like. Click on Create blog!
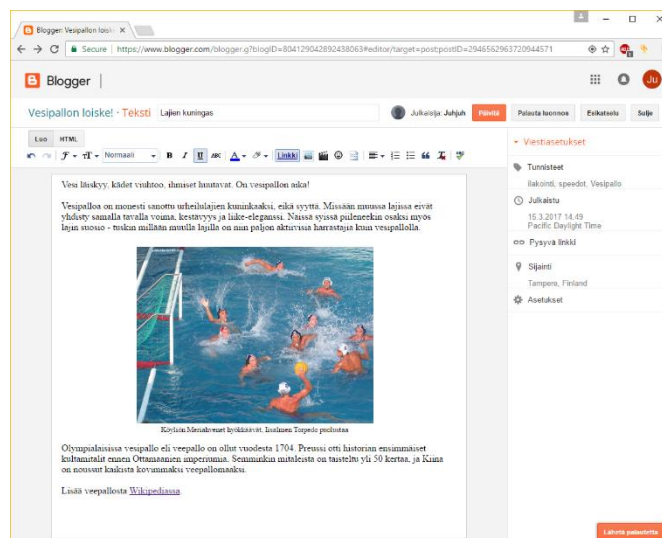
Create and post at least one blog post that includes text, a picture/s and a link/s and that can be commented on (picture on the left). You can create more than just one blog if you like. You can also add tags ("key words") and location. You can adjust the blog's release date and either allow or deny comments in the posting settings. The blog will be posted right away when you click to post and the comments will be allowed by default.

Make your blog public (Settings/Basic/Blog readers/public). Copy the blog address and attach it as a response to task 4.

## Task 5 (2p): Google Drive and Public Sharing

Google Drive is a cloud service by Google to store, share and format files. Using Google Drive requires (only) a gmail account, a browser and internet connection.

Save the presentation you made in task 1 in the Google Drive-folder you created and share the folder with view rights link. **Tip 10** Shorten the link in tinyurl -service. **Tip 11**

Task 5 solution: Shortened link in Google Drive-folder including task 1 presentation.

Finally, save your document in.txt-format and submit in Weto.

Tip 10. Open the browser and go to the address drive.google.com. Sign in (if you have a gmail account and want to use it for this task) or create a new gmail account. If you just began using Google Drive the view looks similar to the one below.
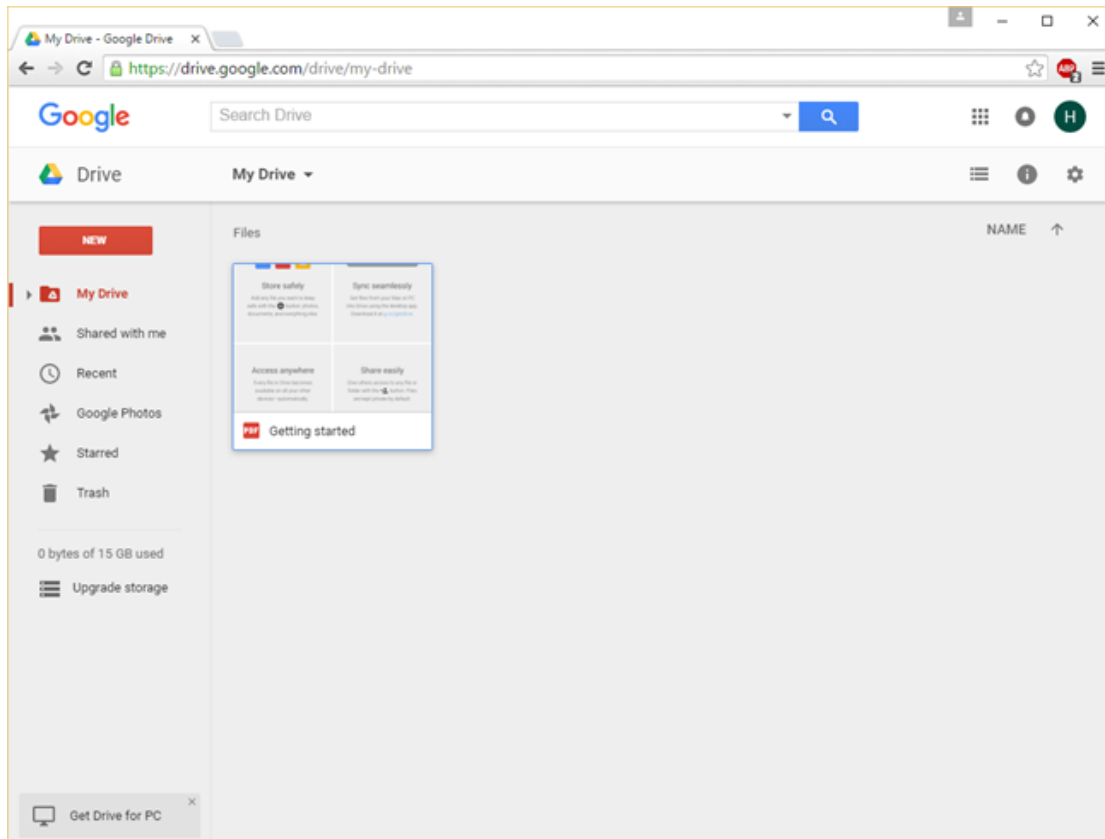
To create a folder select **New/Folder** , to upload files select **New/File upload**. Make sure you upload your files in the correct folder (the one you want to share). Files can be moved by dragging and dropping.

Select a shared folder to share a link and click on **Get shareable link** (picture on the right). The link recipients have view access by default (*…can view*). The link is automatically copied to the clipboard.

Next to the link button is **Share**-button where you can share user rights to email addresses the same way as in OneDrive. There is also a link sharing option behind this button.
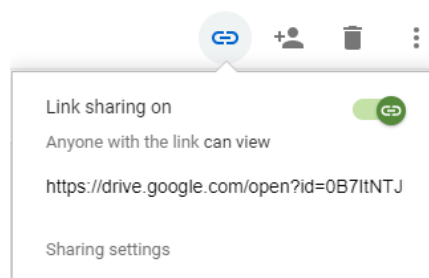
Tip 11. Go to the address tinyurl.com. Attach the link you copied in *Enter a long URL to make tiny* and click on *Make TinyURL!* Copy a new, shorter link as a response to task 5. The link will look like this: https://tinyurl.com/y8qd7bec.