Steps To Collect And Distribute Class Notes Via UA+Box

1. If you do not have a UA+Box account, log in to myBama. Navigate to the Tech tab and select the link for UA+Box log in and first-time user account setup.
2. Login to your UA+Box account.
3. Choose New > Create a folder.

4. Enter a folder name that will make sense to you, the note taker(s), and the student(s) who access the notes. Example: UA-101-Class-Notes. Choose “Keep private for now” and select Okay.

5. Choose the down arrow to access More Options for the folder. Select Upload Options > Email Files to this Folder.

6. The Folder Properties appear. Check the option to Allow Uploads to this Folder via Email. You may also want to alter your notification settings. Make sure to copy the email address to give
the note taker(s). They will email the files containing their notes to the folder.

7. Select Security from the Folder Properties window and, in the Restrictions section, check Hide Collaborators. *This step is very important in order to maintain student privacy.*
8. To allow students who need notes to access them, return to Options for the folder and choose Invite Collaborators.

9. In the Invite field, add the Crimson email account(s) for the student(s) who need class notes. After typing an email address, Enter/Return to add another address. For Invited Permission, choose Viewer. Enter a message to the student(s). A sample message is given below. Select Send.

Sample message: This is the folder where class notes for UA-101 will be placed by your classmates. To get a UA+Box account, go to myBama Tech tab, then Services channel, choose UA+Box login and first time account setup and accept the terms.

10. Give the note takers the email address generated by UA+Box in step 6. They must email the notes as an attachment and NOT in the body of the email. You may also decide to add them as collaborators with Viewer Uploader permissions.

11. Students who need notes as an accommodation will access the folder via their individual UA+Box accounts.