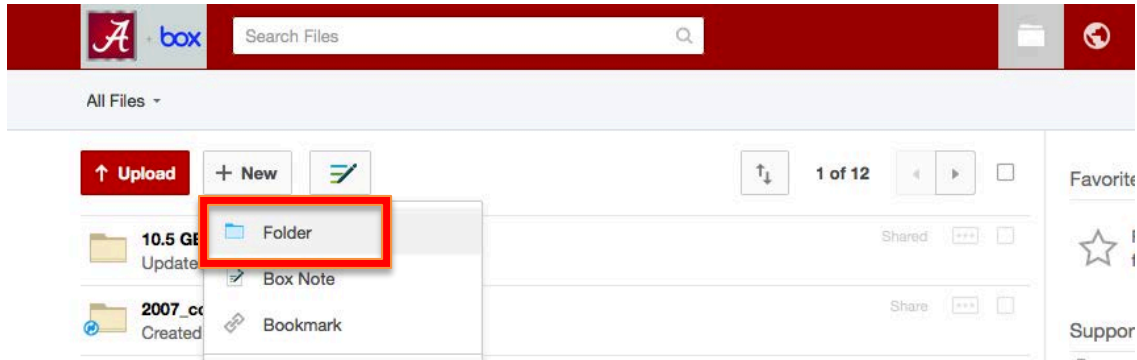# Collect and Distribute Class Notes via UA+Box

NOTE: As of August 8, 2016, all UA students will have their UA+Box accounts automatically created.
Information on how to access your UA+Box account can be found in the "Getting Started with UA+Box" tutorial at
http://frc.ua.edu/uabox/.

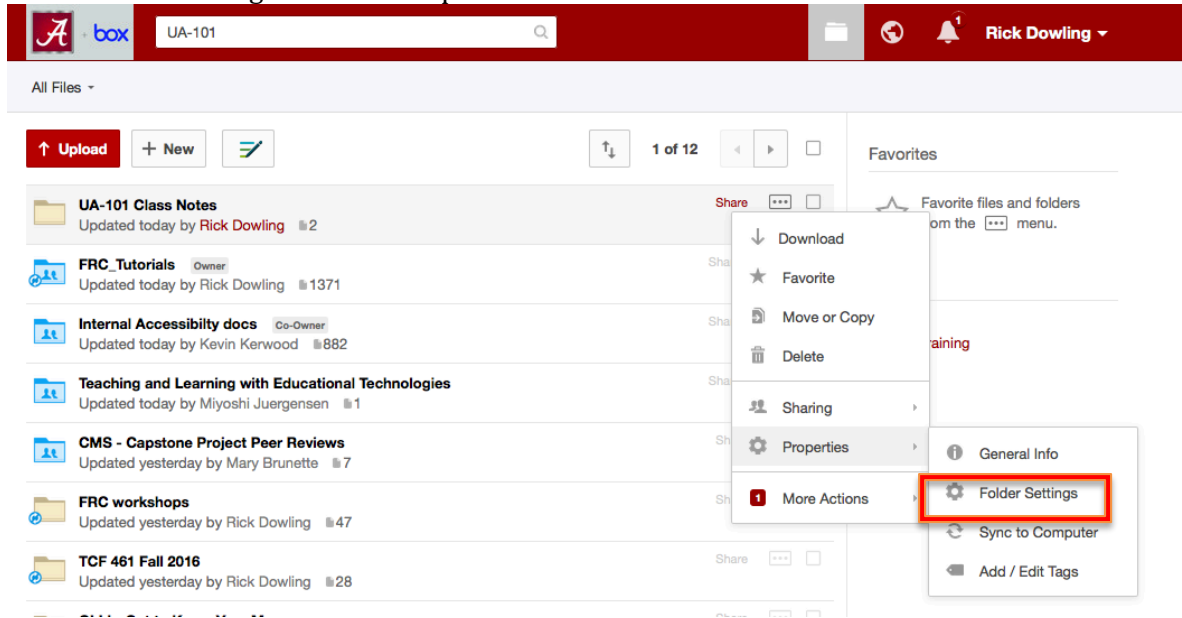Once you have logged into your UA+Box account:
1. Choose New > New Folder

2. 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.
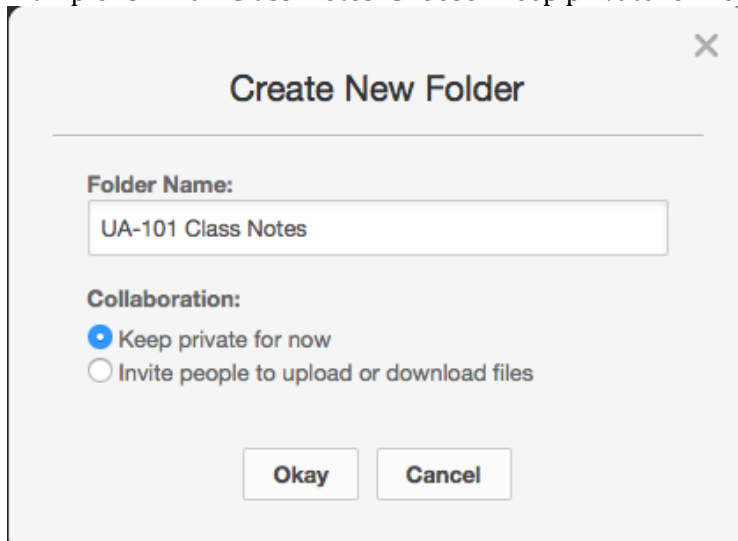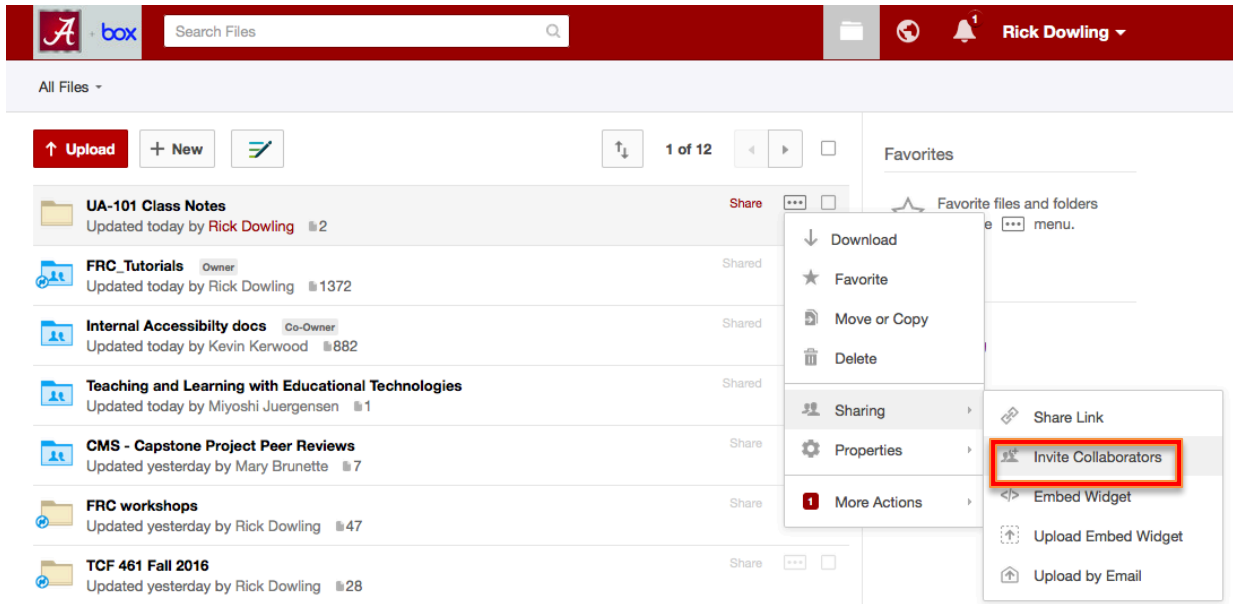
3. Select Folder Settings from the Properties menu.

The Settings window opens. Under Invitation Restrictions, check Hide Collaborators. **THIS STEP IS VERY IMPORTANT IN ORDER TO MAINTAIN STUDENT PRIVACY.**
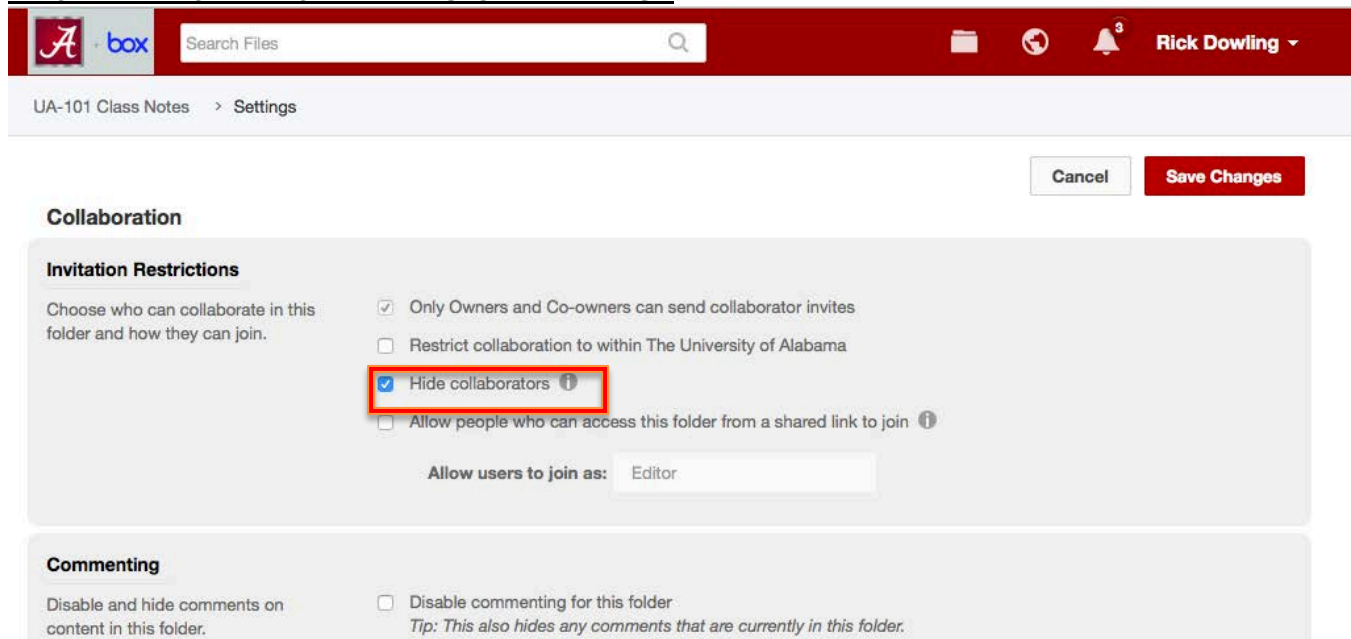
4. To allow students who need notes to access them, return to Options for the folder>Sharing and choose Invite Collaborators.

5. In the Invite field, add the Crimson email account(s) for the student(s) who need class notes, as well as your note-taker. After typing an email address, Enter/Return to add another address. For Invited Permission, choose Viewer Uploader. 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 access your UA+Box account, go to the myBama Tech tab, then Software channel, and choose UA+Box login.

6. The note takers will be able to access the folder through their individual UA+Box accounts, and will add files as needed.
7. Students who need notes as an accommodation will access the folder via their individual UA+Box accounts.

For faculty assistance with UA+Box, contact the Faculty Resource Center at 205-348-3532 or frc@ua.edu. For student assistance with UA+Box, contact the IT Service Desk at 205-348-5555 or itsd@ua.edu.

Last updated August 2, 2016