*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 <u>"Getting Started with UA+Box"</u> tutorial at <u>http://frc.ua.edu/uabox/</u>.

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.

older Name:	
UA-101 Class No	tes
ollaboration:	
Keep private for	r now
	upload or download files

3. Select Folder Settings from the Properties menu.

A box UA-101	Q S A Rick Dowling -
All Files +	
↑ Upload + New 7	↑↓ 1 of 12 < ► □ Favorites
UA-101 Class Notes Updated today by Rick Dowling 12	Share ···· A Favorite files and folders Download om the ··· menu.
FRC_Tutorials owner Updated today by Rick Dowling 1371	Sha ★ Favorite
Internal Accessibility docs co-Owner Updated today by Kevin Kerwood III882	Sha Move or Copy
Teaching and Learning with Educational Technologies Updated today by Miyoshi Juergensen ∎1	Sha Sharing >
CMS - Capstone Project Peer Reviews Updated yesterday by Mary Brunette 17	Sh 🌣 Properties 🕥 General Info
FRC workshops Updated yesterday by Rick Dowling #47	Sin  More Actions Folder Settings Sin Sin Sin Sin Sin
TCF 461 Fall 2016 Updated yesterday by Rick Dowling 128	Share Add / Edit Tags

The Settings window opens. Under Invitation Restrictions, check Hide Collaborators. <u>This step is very</u> <u>IMPORTANT IN ORDER TO MAINTAIN STUDENT PRIVACY.</u>

A box Search Files	Q	S	<b>A</b> <sup>3</sup>	Rick Dowling -
JA-101 Class Notes > Settings				
Collaboration		Ca	ncel	Save Changes
Invitation Restrictions Choose who can collaborate in this folder and how they can join.	<ul> <li>Only Owners and Co-owners can send collaborator invites</li> <li>Restrict collaboration to within The University of Alabama</li> <li>Hide collaborators</li> <li>Allow people who can access this folder from a shared link to join</li> <li>Allow users to join as: Editor</li> </ul>			
Commenting				
Disable and hide comments on content in this folder.	<ul> <li>Disable commenting for this folder</li> <li>Tip: This also hides any comments that are currently in this folder.</li> </ul>			

4. To allow students who need notes to access them, return to Options for the folder>Sharing and choose Invite Collaborators.

Search Files	🔍 📄 🕲 🔎 Rick Dowling 🗸
All Files -	
↑ Upload + New ₹	1 of 12 < ► □ Favorites
UA-101 Class Notes Updated today by Rick Dowling  2	Share Favorite files and folders
FRC_Tutorials Owner Updated today by Rick Dowling 11372	Shared \star Favorite
Internal Accessibility docs co-owner Updated today by Kevin Kerwood 1882	Shared Move or Copy
Teaching and Learning with Educational Technologies Updated today by Miyoshi Juergensen 1	Shared  Sharing  Share Link
CMS - Capstone Project Peer Reviews Updated yesterday by Mary Brunette 17	Share Properties Mrite Collaborators
FRC workshops Updated yesterday by Rick Dowling  47	Share More Actions  Share Upload Embed Widget
TCF 461 Fall 2016 Updated yesterday by Rick Dowling 28	Share 🛄 🕅 Upload by Email

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.

ada atudaat1@arimaaa ua	adu
ods-student1@crimson.ua	.edu ×
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Viewer Uploader	- 0 Learn More
ersonal Message (Op	tional)
ersonar message (op	
This is the folder where	class notes for UA-101 will be placed by
This is the folder where your classmates. To ac	e class notes for UA-101 will be placed by cess your UA+Box account, go to the n Software channel, and choose UA+Box

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 <u>frc@ua.edu</u>. For student assistance with UA+Box, contact the IT Service Desk at 205-348-5555 or <u>itsd@ua.edu</u>.

Last updated August 2, 2016