



Faculty Guide to Creating Course(s) folder in Box

John Stevenson - 2021-01-05 - Comments (0) - Box

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Information Technology is replacing the in-house system for storing data with a cloud-based system called Box. Your data will now be accessible from anywhere with any device.

Because of this we are discontinuing the X drive or Courses drive, and providing you with the ability to create and manage your own course(s) folders.

This guide will provide you with an organized process that will ensure your folders are named properly, secured, and easy for you and students to use.



1. Click on New and in the resulting menu choose **Folder**
2. This time, however, we will name our folder using the Course Name and/or CRN #. In this example we'll use **MTH 243 - Fall 2020**[\[JB1\]](#)[\[JB2\]](#) **CourseFiles** as the folder name to ensure that students recognize the course in their Box account.
3. Notice the Permission box is labeled **Viewer**. This allows them to view the documents and download them, but not to edit them. If you want to give them other permissions, you can use the drop down arrow to change the permissions granted.
4. **Note:** Because you are creating this folder in your personal drive you already have Editor permissions that are inherited throughout all of the folders in this structure. You are specifying the permissions for the people you are sharing the folder with.
5. Click **Create**.

You should now have the knowledge you need to create the other folder which should be named **MTH 243 - Fall 2020 Upload**. Using the Permissions dropdown choose **Uploader** which will allow students to upload their papers but they won't be able to see inside the folder and look at other documents.

Please download this or the helpful Exporting Class Email List for Box below.

For further assistance, please contact the IT HelpDesk at 541-552-6900.

Attachments

- [Faculty-Guide-to-Creating-Course-Folders.docx \(275.92 KB\)](#)
- [Exporting-Class-Email-List-for-Box.docx \(207.23 KB\)](#)