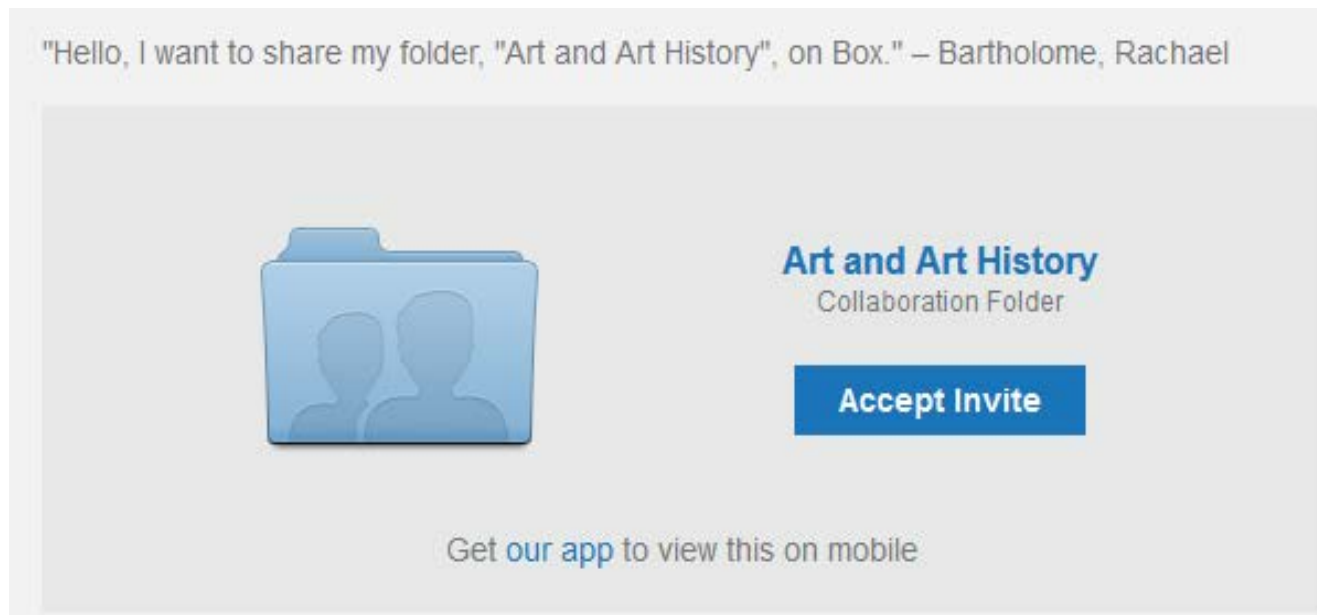


UMKC-HSCP Box.com

Department Coordinator instructions for file
collaboration with High School Instructors

Receiving an invitation to Box.com

- ▶ You will receive an email from HSCP with an invitation to collaborate on a Department folder within your subject area. Click “Accept Invite” and you will be taken to a login page for UMKC’s Box.com



Signing in

- ▶ You can use your UMKC credentials (UMKC email address and password) to log in to Box. You will then be quickly toured around [Box.com](https://www.box.com).



Part of University of Missouri-Kansas City?

University of Missouri-Kansas City uses your network username and password to log in to Box. Continue to log in to Box through your network.

Continue

Not part of University of Missouri-Kansas City? [Log In](#) or [Sign Up Here](#)

Box for University of Missouri-Kansas City

University of Missouri-Kansas City has provided you with a Box account to store, share, and access your files online.

If you have any questions, please visit [Box Support](#).

Viewing your Department folder

- ▶ Once you login and take the short tour, you will see the folder for your Department.

Upload ▾ New ▾

Art and Art History - Owned by University of Missouri-Kansas ... - Co-Owner Share ☆ ▾ □

Updated today by Bartholome, Rachael 🔒 0 👤 1

You will also have your own personal folder to upload documents for your instructors.

All Files ▾ Art and Art History

Upload ▾ New ▾ More ▾

Sasser, Patrick - Owned by University of Missouri-Kansas ... Share ☆ ▾ □

Created today by Bartholome, Rachael 🔒 0

Morrow, Sandra - Owned by University of Missouri-Kansas ... Share ☆ ▾ □

Created today by Bartholome, Rachael 🔒 0

Deneke, Kristi - Owned by University of Missouri-Kansas ... Share ☆ ▾ □

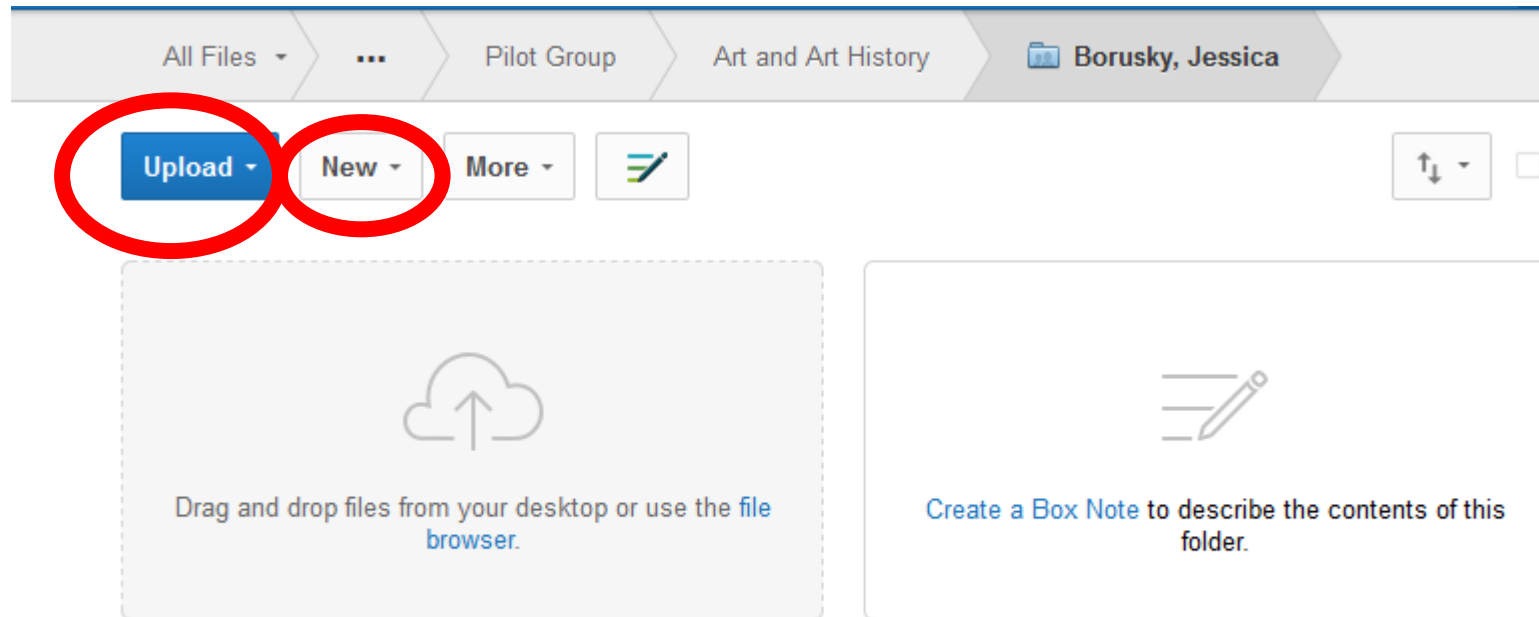
Created today by Bartholome, Rachael 🔒 0

Cochran, Jeffery - Owned by University of Missouri-Kansas ... Share ☆ ▾ □

Created today by Bartholome, Rachael 🔒 0

Uploading a document / adding a folder

- ▶ If there is a document you would like to share with all of your instructors, you may add it to your folder by either clicking “Upload” and selecting your document from a computer file, or simply dragging and dropping your document onto the Box.com screen. You may also add additional folders to your own folder by clicking under “New”.



Deleting a Document/folder

- ▶ You may delete a folder or document by clicking the arrow button to the right of the item in Box and pressing “delete”, or right click on the document you want to delete.

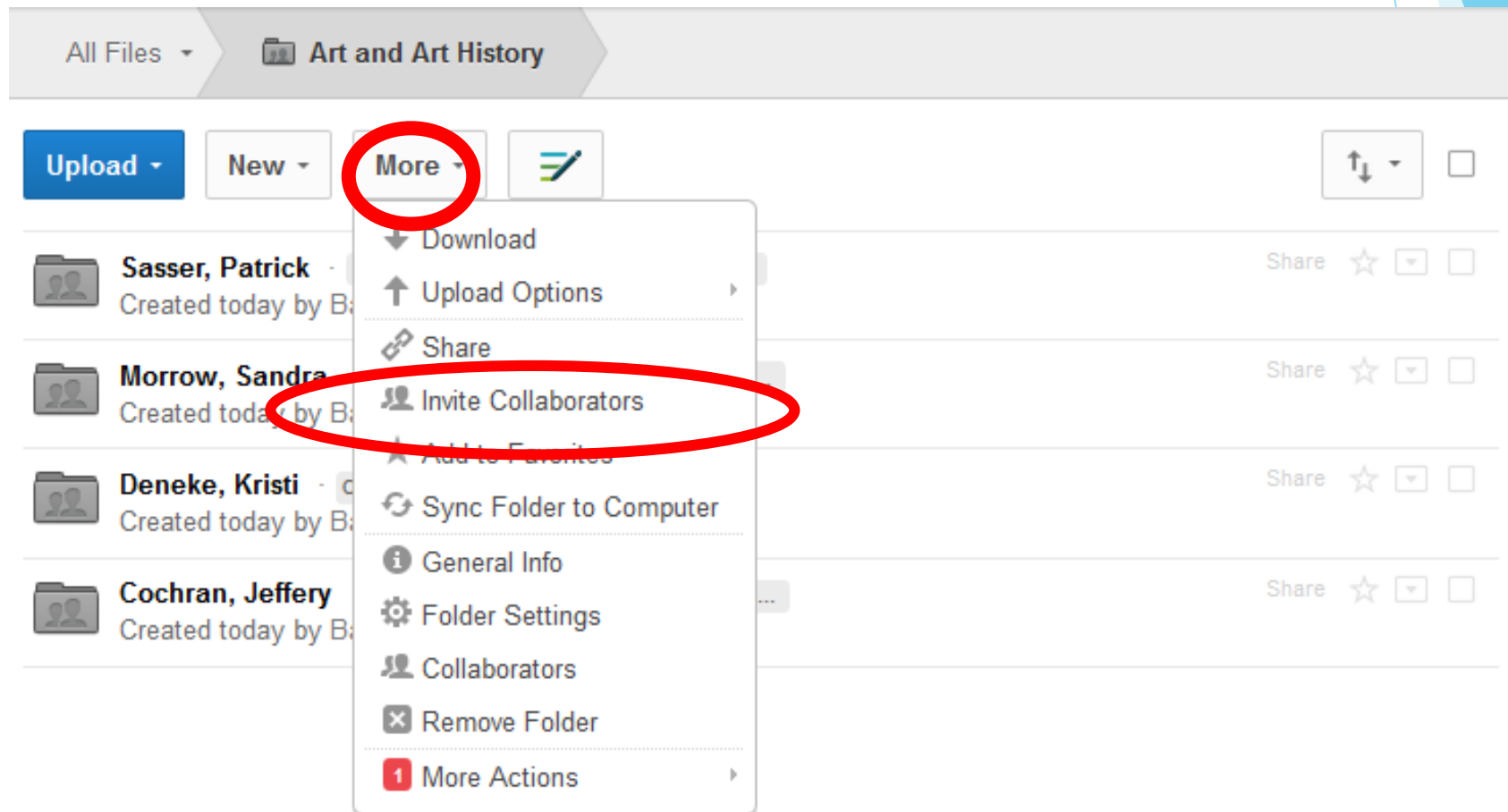
The screenshot displays the Box web interface. At the top, there are buttons for 'Upload', 'New', and 'More'. Below these is a list of items:

- Document1.docx**: Uploaded today by Rachael B. 13.7 KB. A context menu is open over this item, with the 'Delete' option highlighted by a red circle. The arrow button next to the file name is also circled in red.
- Sasser, Patrick**: Owned by University of Missouri-Kansas ... Created today by Bartholome, Rachael.
- Morrow, Sandra**: Owned by University of Missouri-Kansas ... Created today by Bartholome, Rachael.
- Deneke, Kristi**: Owned by University of Missouri-Kansas ... Created today by Bartholome, Rachael.
- Cochran, Jeffery**: Owned by University of Missouri-Kansas ... Created today by Bartholome, Rachael.

The context menu for 'Document1.docx' includes the following options: Open with..., Preview, Download, Upload New Version, Lock File, Share, Add to Favorites, Properties, Move or Copy, Delete, and More Actions.

Inviting instructors to collaborate

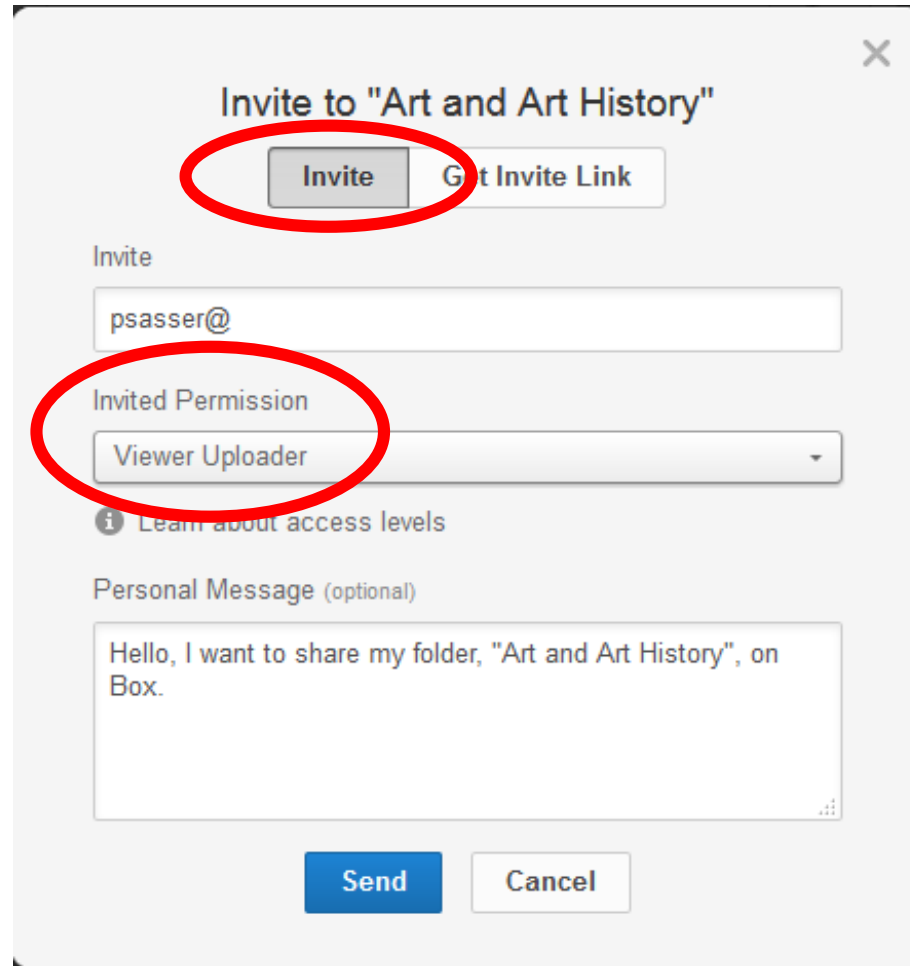
- ▶ Department coordinators will share the entire Department folder with each of the instructors by inviting them as “collaborators”. Click “More” at the top of your screen, and click “Invite Collaborators”.



Inviting instructors to collaborate (slide 2)

▶ You may either enter an email address for each of your instructors to invite them to the folder, or you may copy an invite link to paste to an email. On the right side of your folder screen you may view all who you've granted access.

▶ Be sure to change the "Invite Permission" to "Viewer Uploader". This will allow your instructors to view, download and share documents you add to your folder, as well as upload documents to their own folders.



Invite to "Art and Art History"

Invite Get Invite Link

Invite

psasser@

Invited Permission

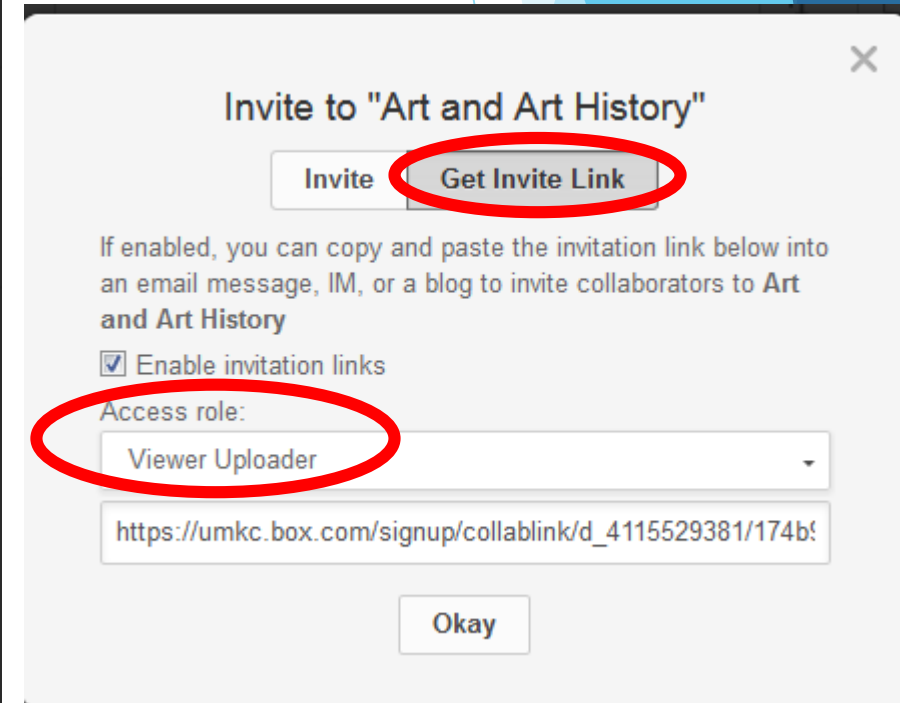
Viewer Uploader

i Learn about access levels

Personal Message (optional)

Hello, I want to share my folder, "Art and Art History", on Box.

Send Cancel



Invite to "Art and Art History"

Invite **Get Invite Link**

If enabled, you can copy and paste the invitation link below into an email message, IM, or a blog to invite collaborators to Art and Art History

Enable invitation links

Access role:

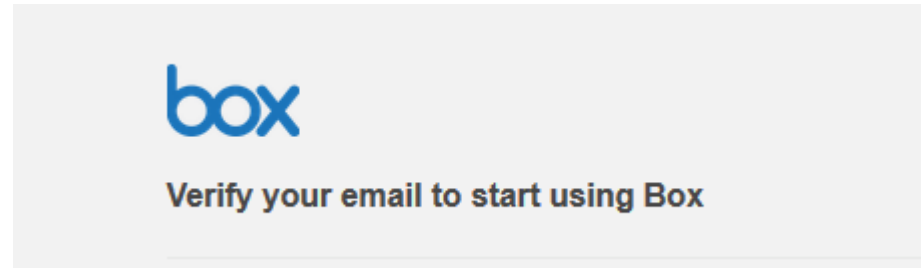
Viewer Uploader

https://umkc.box.com/signup/collablink/d_4115529381/174b9

Okay

Instructor access

- ▶ Your instructors will receive an invite in their email and will be navigated to a page to create an account with their high school email address. Before they can begin using Box, they will receive a second email requesting them to verify their email address.



- ▶ Once they have verified their information and signed in, your instructors will have access to the department folder, view files/folders that you upload and create, and add their own documents (syllabi, assignments/SLOs, and assessments) under their personal file.
- ▶ If you or your instructors have any questions, please contact our office at hscp@umkc.edu or 816-235-1165. For technical issues with Box, assistance can be found at <http://www.umkc.edu/is/box/> or 816-235-2000.