

COLLEGIATE CONNECTION

Box Read Resources

Box Read

- **Box Accounts (FERPA certified)**
 - We needed a file sharing program/app that allowed us to shared materials etc. while maintaining FERPA security
 - Approved summer 2024
 - But there were some difficulties
 - Goal is full operations Fall 2025
 - Each instructor, liaison, and counselor will be given access to a shared Box folder
 - You will get an invitation through your school email from “Jonathan Edward Baker” via Box
 - If you don’t see the email check your SPAM or Junk boxes
 - I can also resend the invites anytime
 - You will need to create a free account if you don’t already have one
 - They have a free version that you can select from
 - Remember this is your account so remember your password, I can’t help with that
 - If you have ANY questions or issues, other that password help, let me know
 - I am more than happy to hop on Teams etc. to help



Choose the best plan for your business

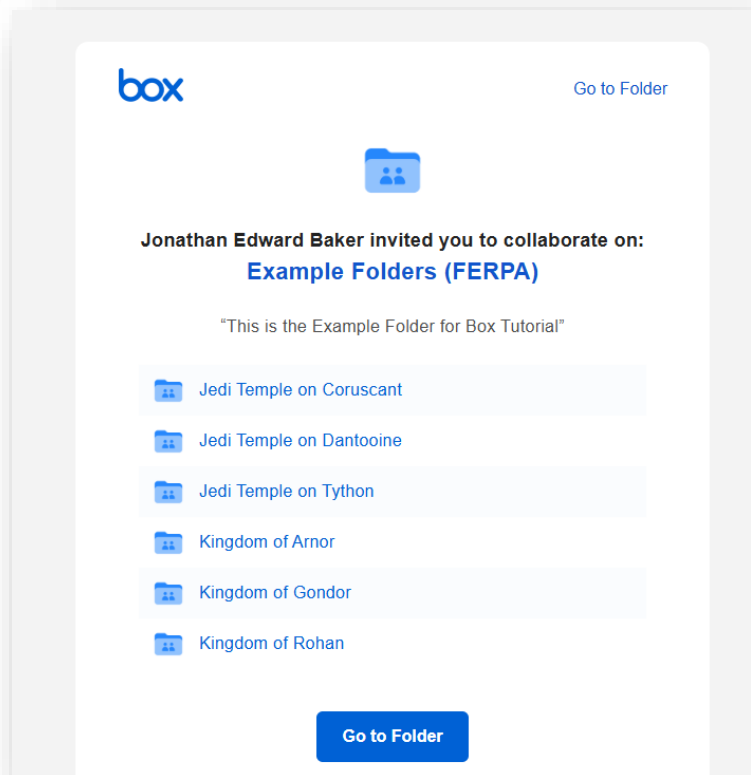
Individuals and Teams | Businesses | Platform

Monthly ☒

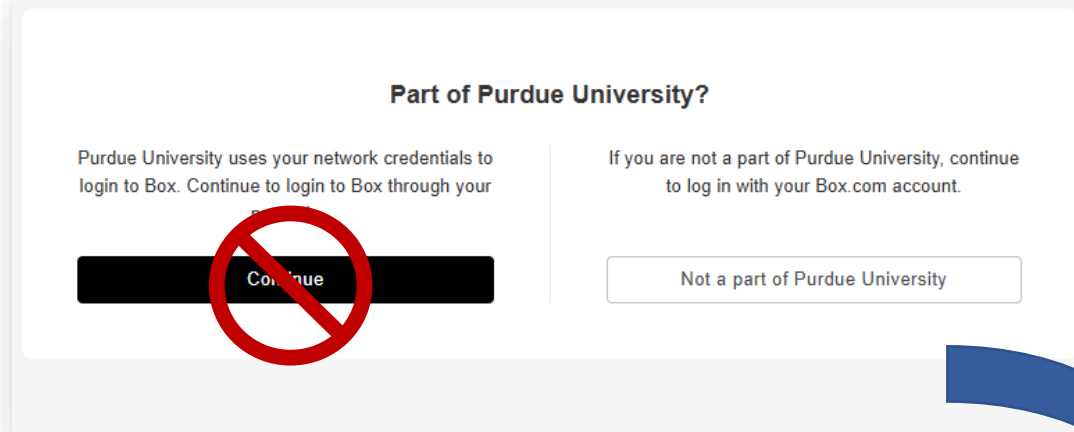
FOR INDIVIDUALS	FOR INDIVIDUALS	FOR BUSINESS TEAMS
Individual	Personal Pro	Business Starter
Free single user	\$14 \$10 per month single user	\$7 \$5 per user/month minimum of 3 users
Sign Up Sign up with Google	Buy now	Buy now Try for free
Secure file storage, sharing and native e-signatures for personal use	Upgrade your personal plan for more flexibility, storage and e-signatures	Secure file collaboration, storage and native e-signatures for up to 10 users

Jonathan Edward Baker has invited you to work together in "Example Folders (FERPA)" folder on Box

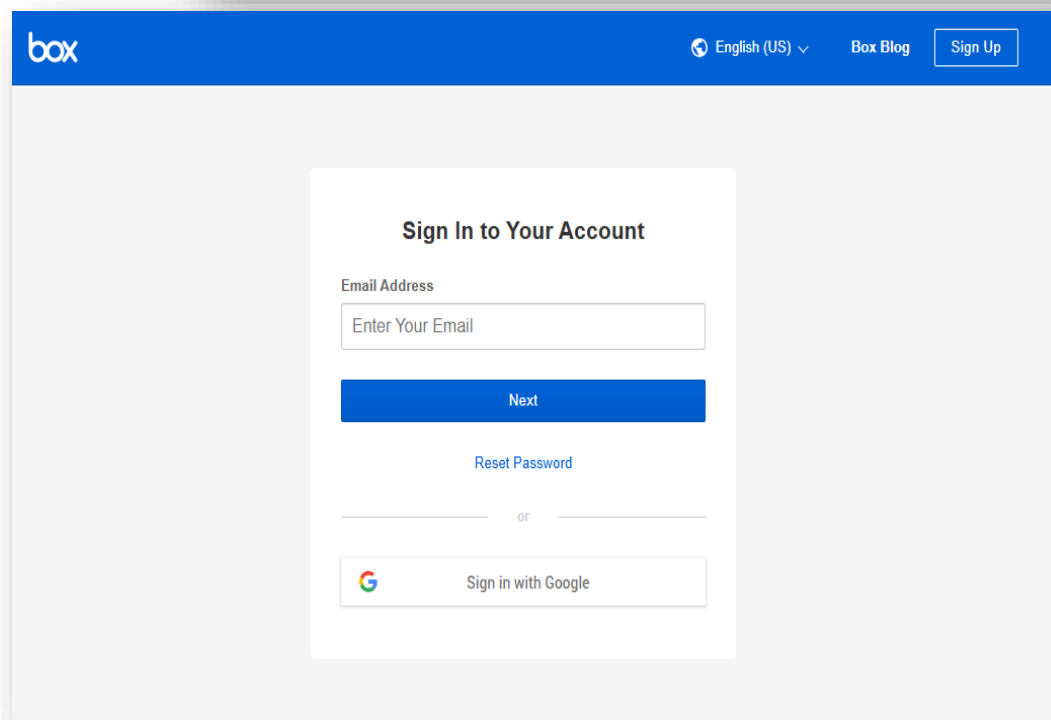
1.



2.



3.



Box Read: Who Has Access

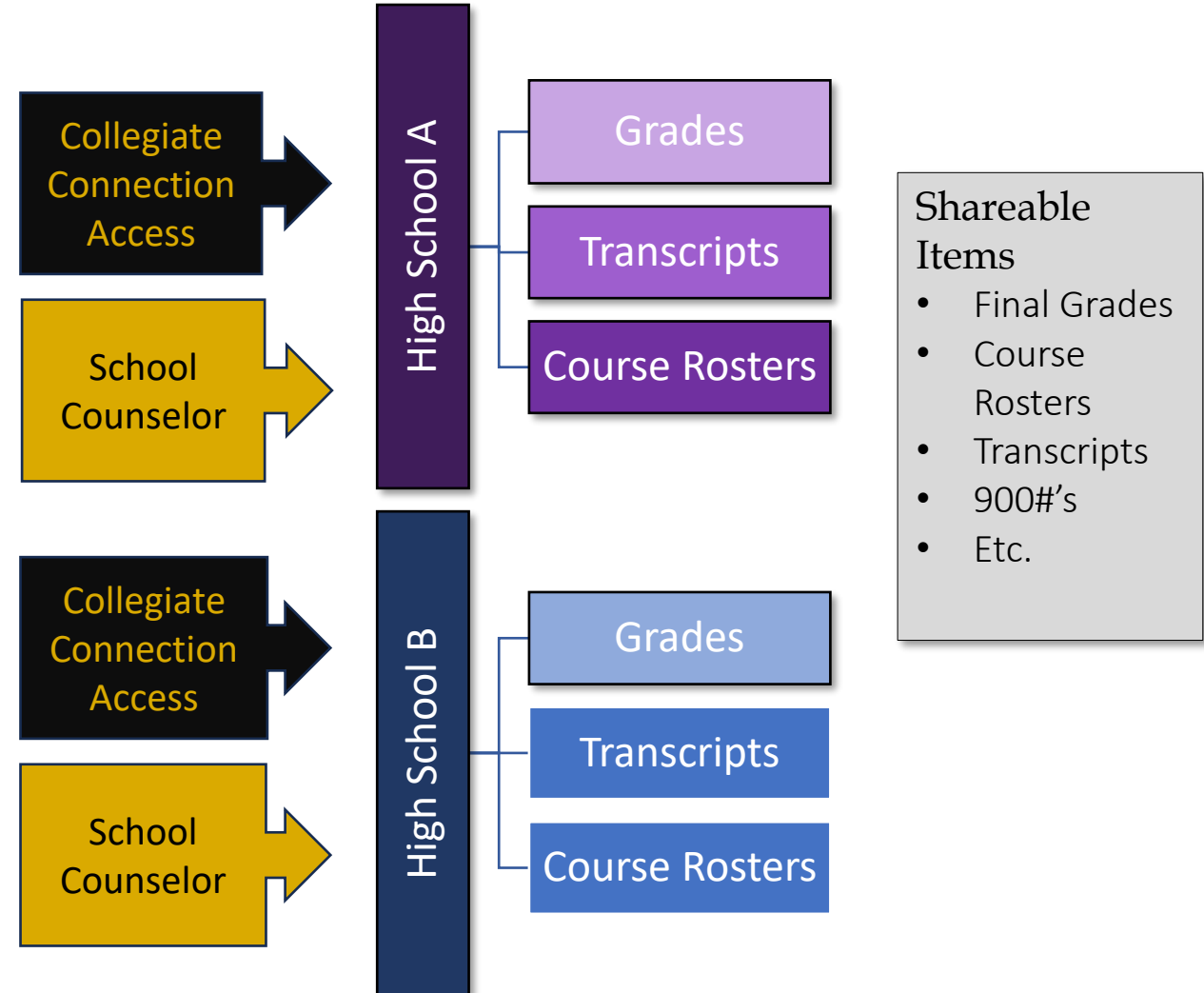
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Box Read: Who Has Access

■ Counselors (FERPA certified)

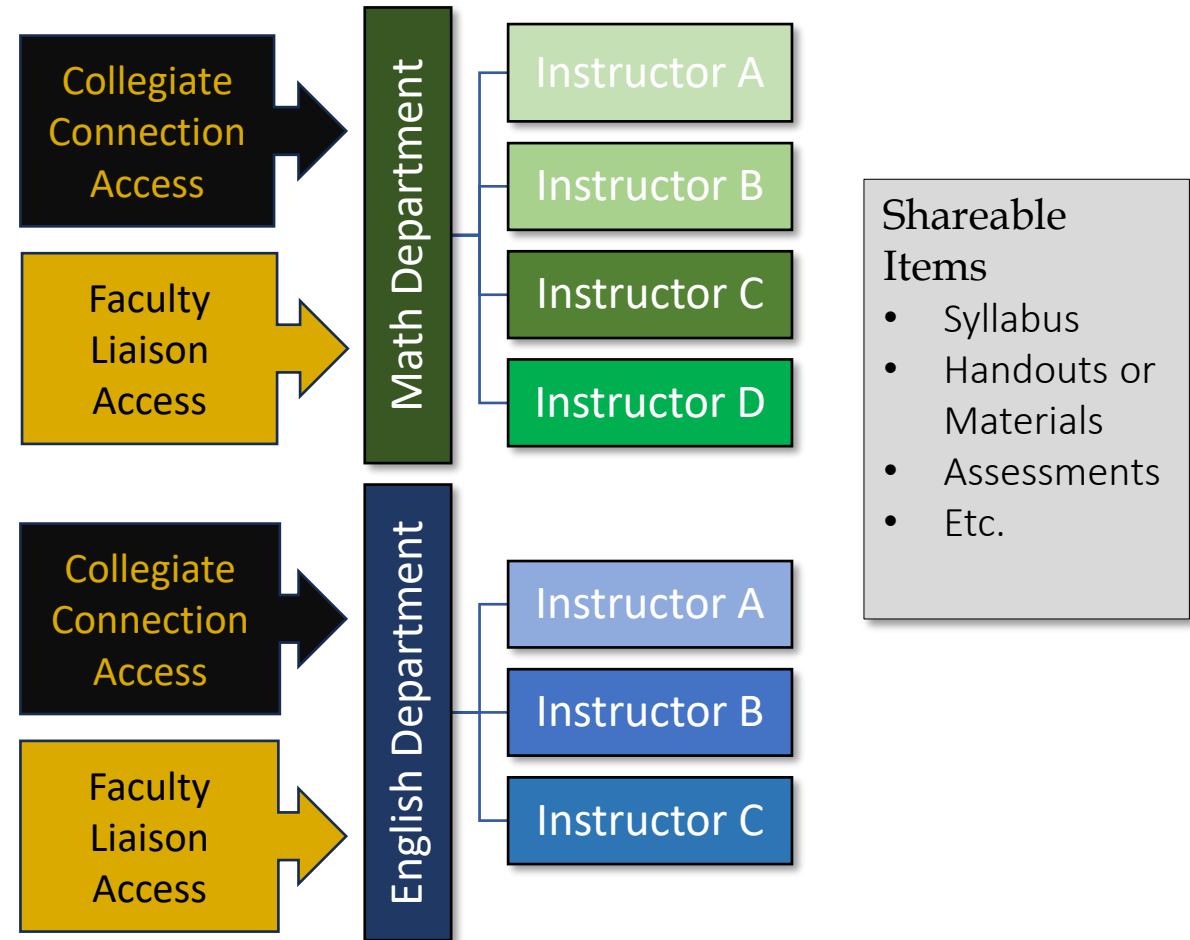
- Each designated school counselor's access will be exclusively their own materials
 - So, counselor at School A won't be able to access School B's materials
 - If you want other individuals to have access to the folders like additional counselors or administration just let us know we can easily add them
- However, our office will also be able to see and access materials across



Box Read: Who Has Access

■ Instructor and Faculty Liaisons (FERPA certified)

- Each instructor's access will be exclusively their own materials
 - So, instructor A won't be able to see or do anything with instructor B's or C's
- However, each faculty liaison will be able to see and access materials in all of their instructor's folders
 - Department chairs will also be given access to these folders to access syllabi as required by the Mandatory Course Syllabi Policy starting Fall 2025
 - But again only those that are in their department
- Our office will also be able to see and access materials across all instructors and departments



Box Read: How it Works

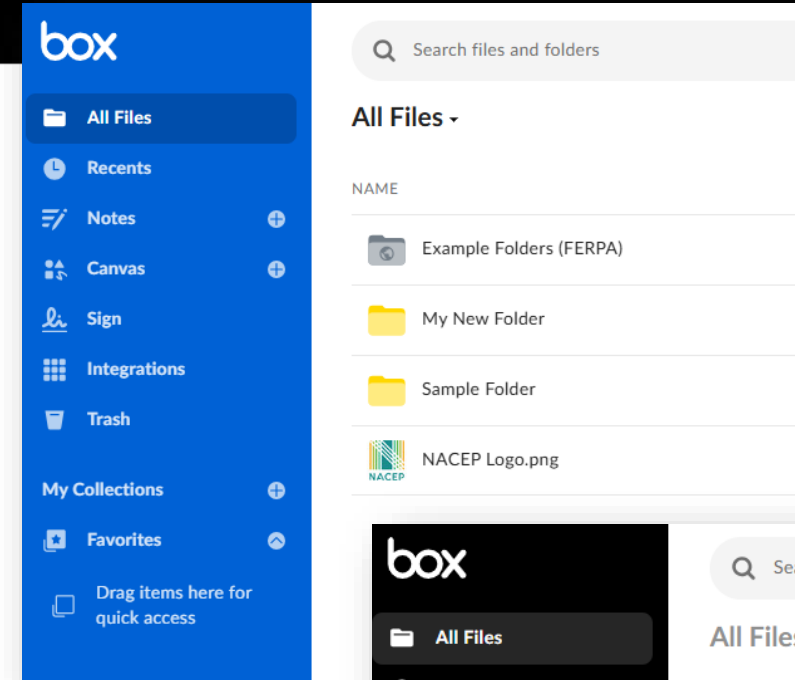
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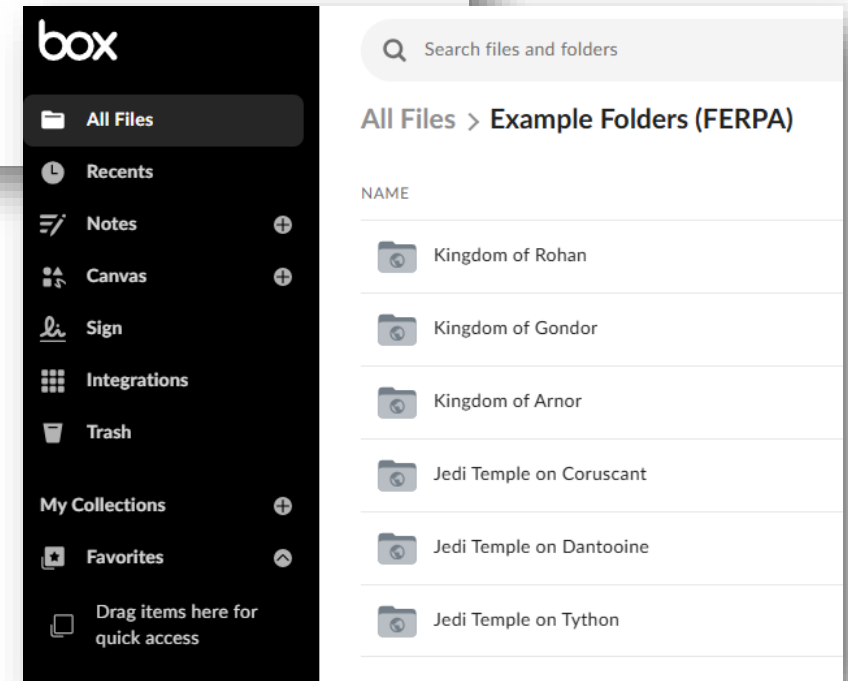
Box Read: How it Works

■ Accessing the Shared Folders

- Each user will be granted viewer uploader status for their folders
 - This means they can see and download all the materials in the folders shared with them
 - They can also upload content to these folders
 - They cannot however delete or move items in the folders
 - So as a caution **when you upload content make sure you are in the right folder**
 - There is a file location title above the subfolders
 - For example All Files > Example Folders (FERPA) is the top folder with subfolders shown below (Kingdom of Arnor, Rohan, etc.)



*If the navigation on the left is black, then you are in a folder that is shared with you



Box Read: How it Works

■ Uploading and Downloading Content

- Uploading Content
 - To upload any new content click on the New+ button and select either file upload or you can even upload a whole folder of content
 - You can even create a document in Box if you wanted to, I wouldn't recommend it though
 - Just make sure that you are uploading the content into the folder that you are needing it to be in
 - **So if you want it saved in Folder A make sure you are in Folder A**
- Downloading Content
 - Find the content in the folder you are wanting to download
 - Click on the ... ellipsis to open up a drop down menu and select download

