

# ***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
        - **Make sure you create your free account using your work email address (NACS, SWAC, FWCS, Westview etc.)**
  - 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



The screenshot shows the Box pricing page with the heading "Choose the best plan for your business". There are three tabs: "Individuals and Teams" (selected), "Businesses", and "Platform". A "Monthly" toggle is on the right. The plans are:

Plan	Target Audience	Price	Details	Action
Individual	FOR INDIVIDUALS	Free	single user	Sign Up
Personal Pro	FOR INDIVIDUALS	\$14 / \$10	per month single user	Buy now
Business Starter	FOR BUSINESS TEAMS	\$7 / \$5	per user/month minimum of 3 users	Buy now

Additional features and descriptions are listed below each plan card.

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

1.

Jonathan Edward Baker invited you to collaborate on:  
**Example Folders (FERPA)**

"This is the Example Folder for Box Tutorial"

- Jedi Temple on Coruscant
- Jedi Temple on Dantooine
- Jedi Temple on Tython
- Kingdom of Arnor
- Kingdom of Gondor
- Kingdom of Rohan

Go to Folder

2.

**Part of Purdue University?**

Purdue University uses your network credentials to login to Box. Continue to login to Box through your

If you are not a part of Purdue University, continue to log in with your Box.com account.

Continue

Not a part of Purdue University

3.

Sign In to Your Account

Email Address

Enter Your Email

Next

Reset Password

or

Sign in with Google

Make sure that you use your work email address

- Your work email is what will connect you to the specific shared folder
- Do not use your Purdue credentials**

**PURDUE**  
UNIVERSITY

**FORT WAYNE**

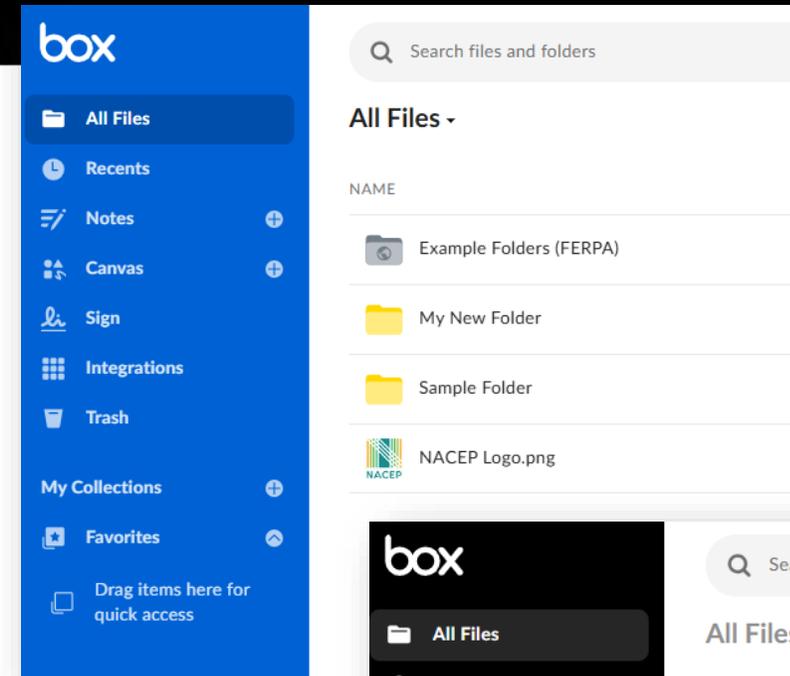
***Box Read: How it Works***

**PURDUE**  
UNIVERSITY

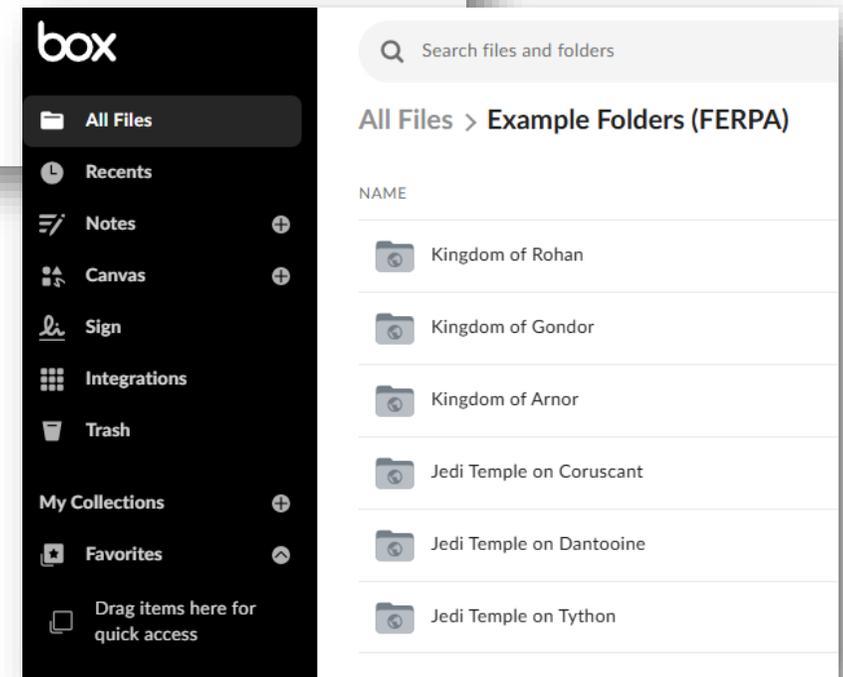
**FORT WAYNE**

# 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.)

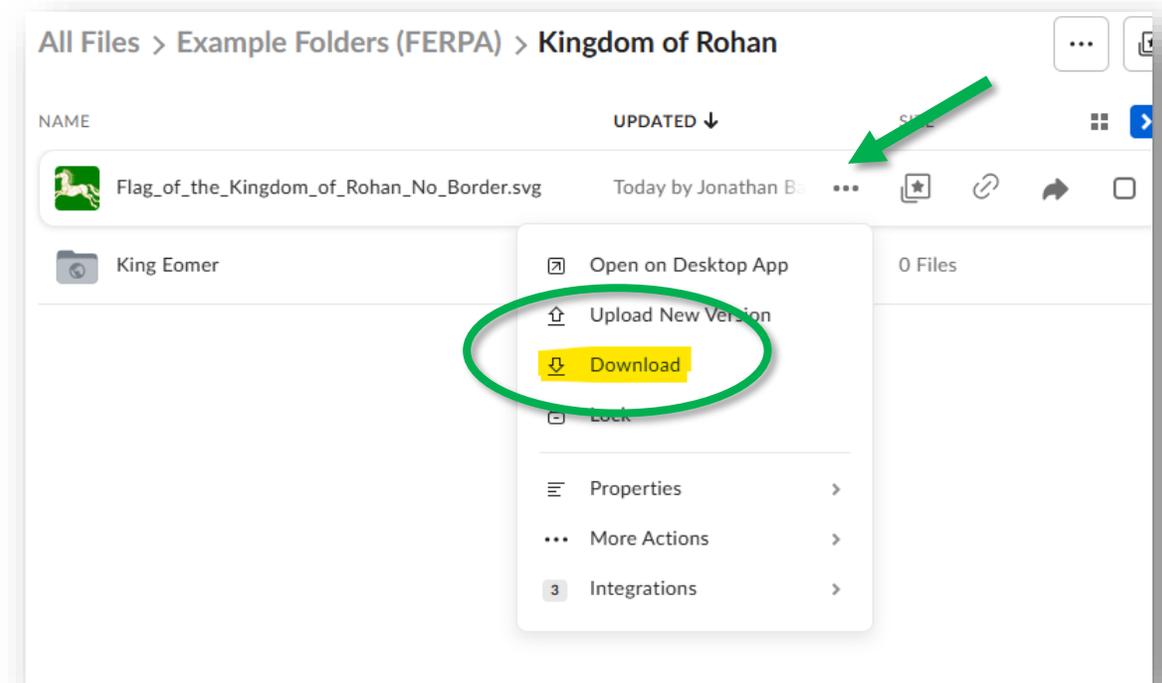
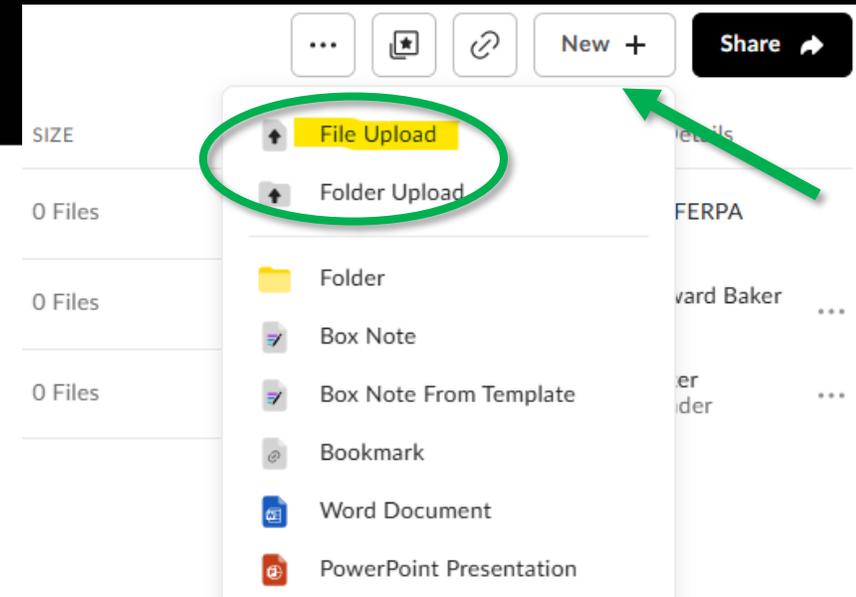


\*If the navigation on the left is black, then you are in a folder that is shared with you



# Box Read: How it Works

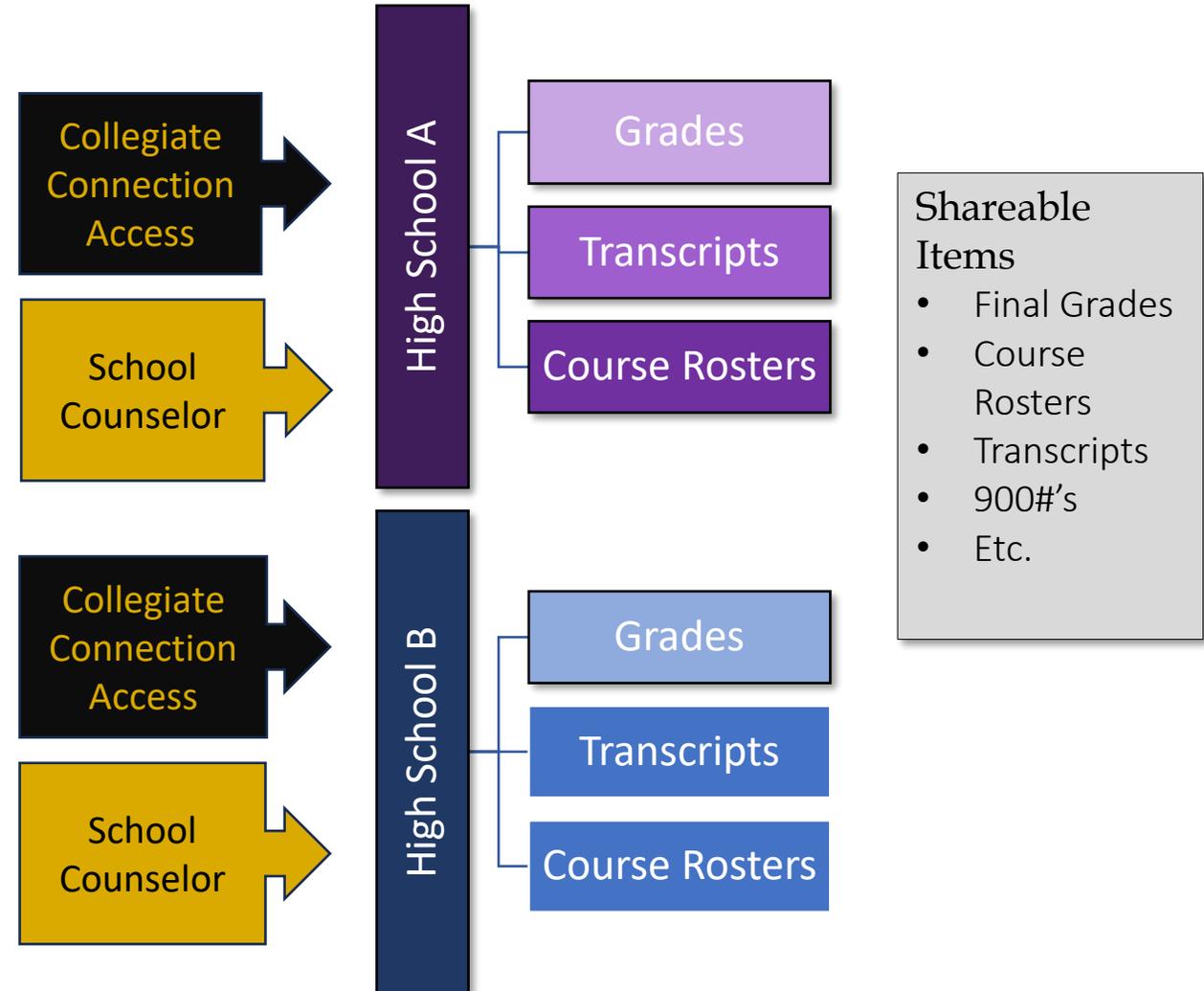
- **Uploading and Downloading Content**
  - Uploading Content
    - To upload any new content click on the New+ button and select either file upload or you can even upload a whole folder of content
    - You can even create a document in Box if you wanted to, I wouldn't recommend it though
    - Just 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



***Box Read: Who Has Access***

# 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

