Collect And Distribute Class Notes Via UA+Box

Information on how to do this can be found in the “Getting Started with UA+Box” tutorial at http://frc.ua.edu/student-resources/.

1. If you do not have a UA+Box account, log in to myBama. Navigate to the Tech tab and select the link for UA+Box log in and first-time user account setup. Please review and agree to the UA+Box user agreement.
2. Login to your UA+Box account.
3. Choose New > New Folder

4. 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.
5. Select Folder Settings from the Properties menu.

The Settings window opens. Under Invitation Restrictions, check Hide Collaborators. **THIS STEP IS VERY IMPORTANT IN ORDER TO MAINTAIN STUDENT PRIVACY.**
6. To allow students who need notes to access them, return to Options for the folder > Sharing and choose Invite Collaborators.
7. 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.

Sample message: This is the folder where class notes for UA-101 will be placed by your classmates. To get a UA+Box account, go to myBama Tech tab, then Services channel, choose UA+Box login and first time account setup and accept the terms.

8. The note takers will be able to access the folder through their individual UA+Box accounts, and will add files as needed.

9. 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 frc@ua.edu.

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

Last updated November 11, 2015