

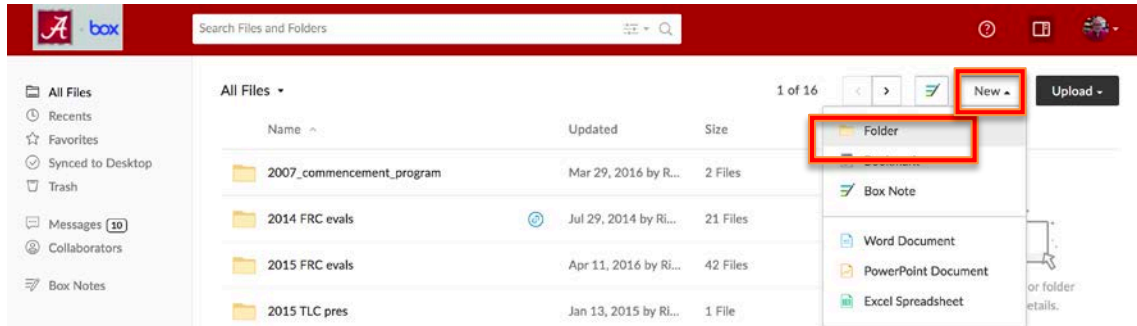
Collect and Distribute Class Notes via UA+Box

UA+Box accounts are automatically created for all UA students.

Information on how to access your UA+Box account can be found in the [“Getting Started with UA+Box”](http://frc.ua.edu/uabox/) tutorial at <http://frc.ua.edu/uabox/>.

Once you have logged into your UA+Box account:

1. Choose New > New Folder



2. 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. *Note: Do not invite collaborators at this point.* Select “Create”.

Create a New Folder ✕

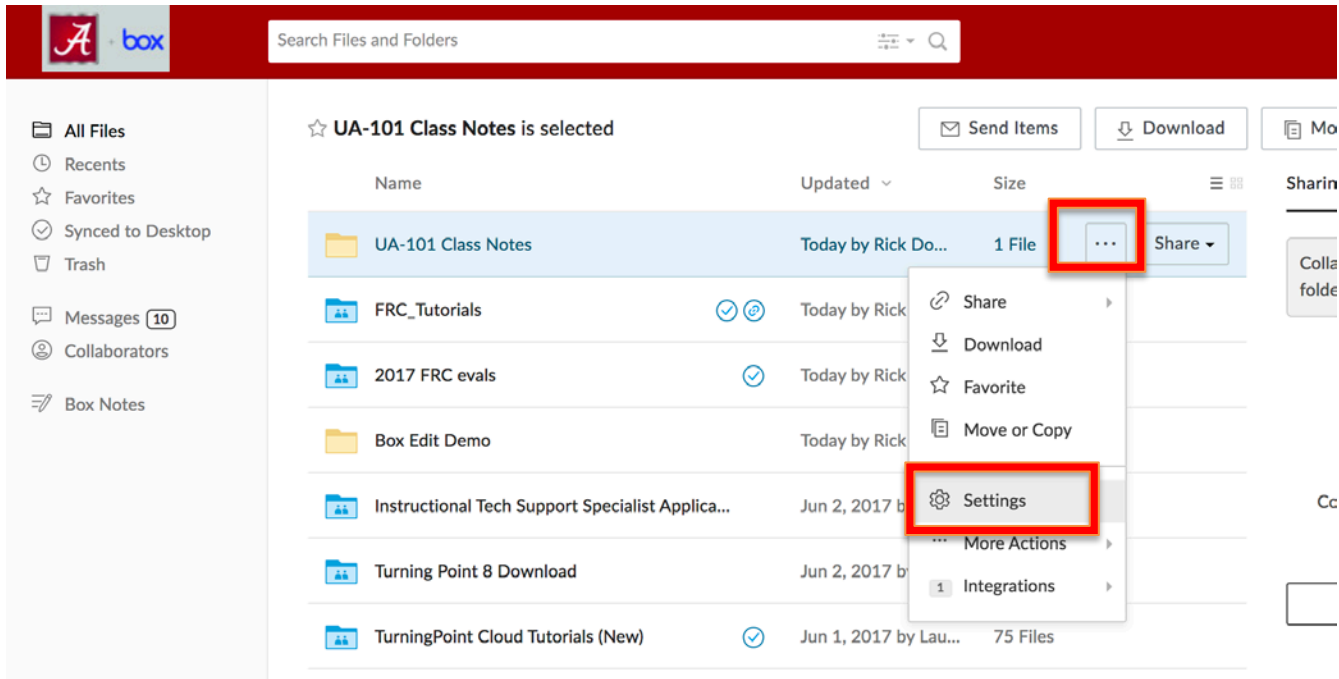
Folder Name

Invite People

Permission

Editor ▼ 📘 Learn More

3. Select Settings from the More Options menu.



The Settings window opens. Under Privacy, check Hide collaborators and their activity from non-owners. **THIS STEP IS VERY IMPORTANT IN ORDER TO MAINTAIN STUDENT PRIVACY.** Click Save Changes.

UA-101 Class Notes > Settings Cancel Save Changes

Collaboration

Invitation Restrictions
Choose who can collaborate in this folder and how they can join.

- Only folder owners and co-owners can send collaborator invites
- Restrict collaboration to within The University of Alabama
- Allow anyone who can access this folder from a shared link to join as a collaborator ⓘ

Allow users to join as:

Commenting
Disable and hide comments on content in this folder.

- Disable commenting for this folder
Note: This also hides any comments that are currently in this folder.

Shared Link Access
Restrict who can access this folder via shared links.

- Only collaborators can access this folder via shared links

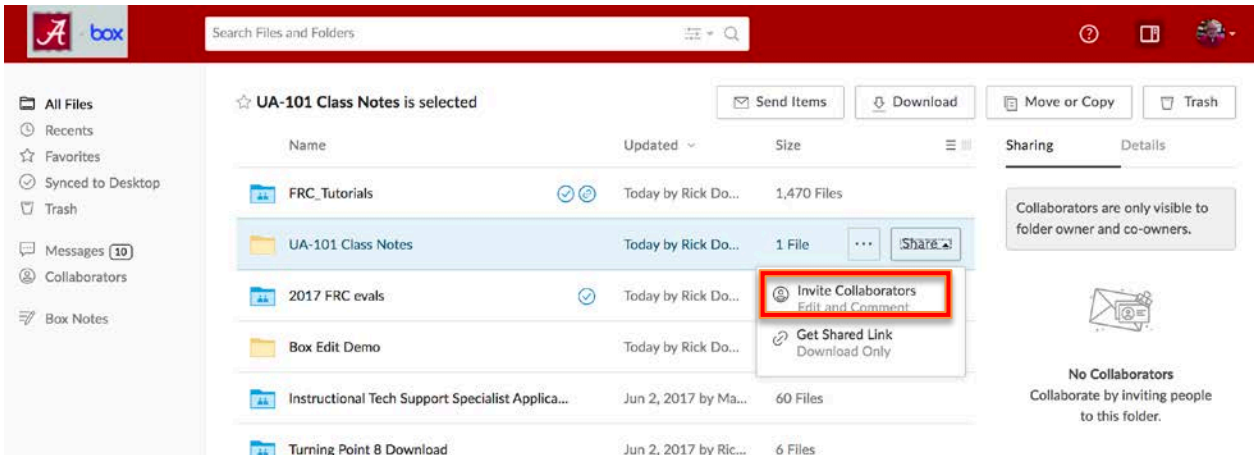
For:

Privacy

Collaborators
Control who can see collaborators in this folder.

- Hide collaborators and their activity from non-owners
Click [here](#) to view collaborators and their activity in the folder. This also removes the ability for non-owners to invite collaborators.

- To allow students who need notes to access them, click Share and choose Invite Collaborators.



- 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 Invites.

×

Invite to UA-101 Class Notes

Invite

ods-student1@crimson.ua.edu × |

Invitee Permissions

Viewer Uploader ▾ ⓘ Learn More

Personal Message (Optional)

This is the folder where class notes for UA-101 will be placed by your classmates. To access your UA+Box account, go to the myBama Tech tab, then Software channel, and choose UA+Box login.

Cancel

Send Invites

Sample message: This is the folder where class notes for UA-101 will be placed by your classmates. To access your UA+Box account, go to the myBama Tech tab, then Software channel, and choose UA+Box login.

- The note takers will be able to access the folder through their individual UA+Box accounts, and will add files as needed.
- 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 Sep. 10, 2018