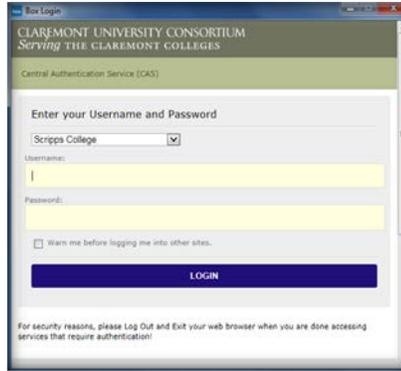


PSYCHOLOGY COLLABORATION WITH BOX

STEP 1

Log in to your BOX account by going to the URL <https://scrippscollege.account.box.com/login>

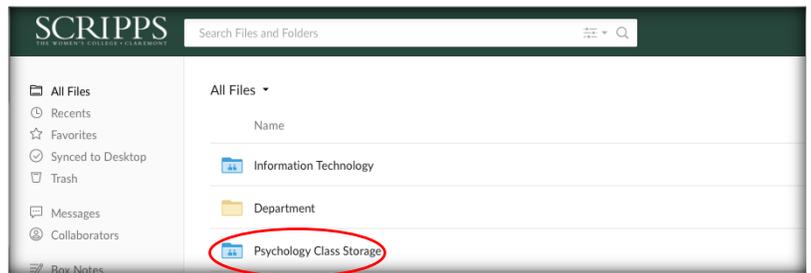
- Select your college
- Network user
- Network password



IMPORTANT
All collaborators must have a Box account. If a collaborator Does not have a Box account, they can sign up for a free Box account at Box.com.

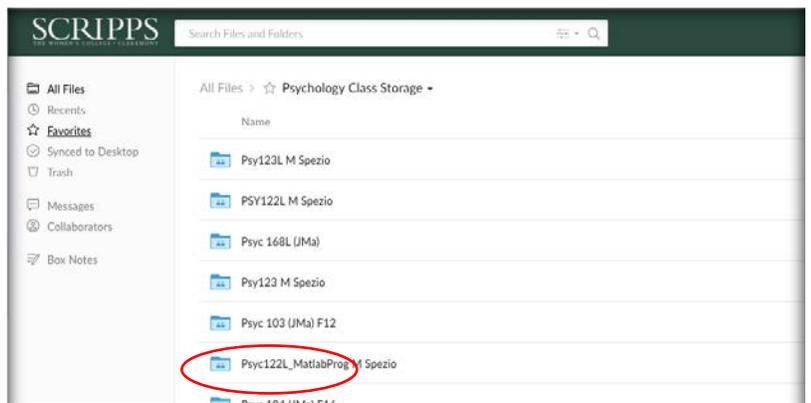
STEP 2

Navigate to your Classes Storage folder



STEP 3

Navigate to the class folder you would like look at.
Example: We will use Psyc 104 (JMa) F16

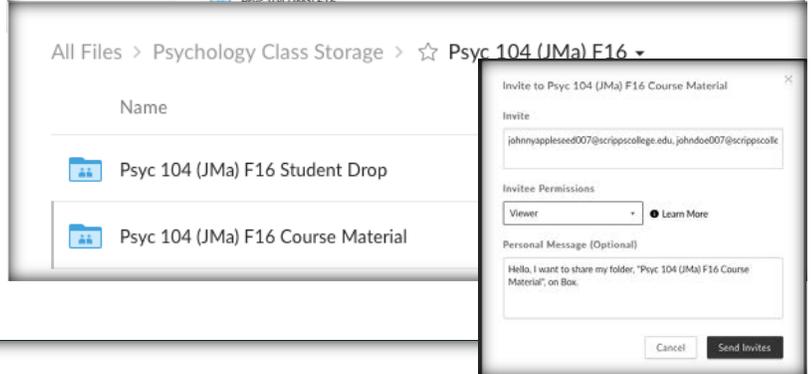


STEP 4

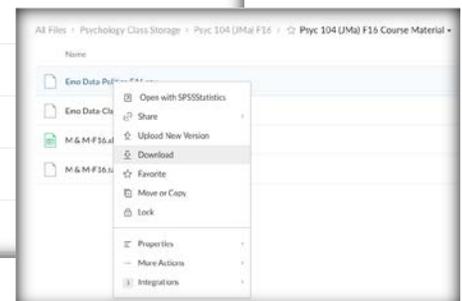
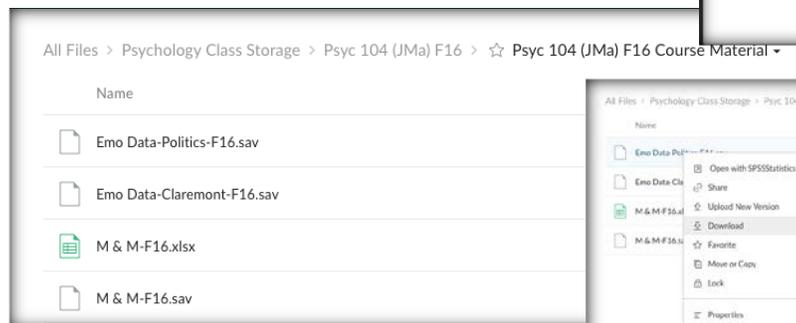
Create 2 folders

- 1. Course materials folder: This folder will be for students to view and download course materials. When sharing this folder, the student's privileges should be set to viewer. This allows students to view and download course material.

Faculty can also add all of the students enrolled in the class from the email list from portal to the invite section.



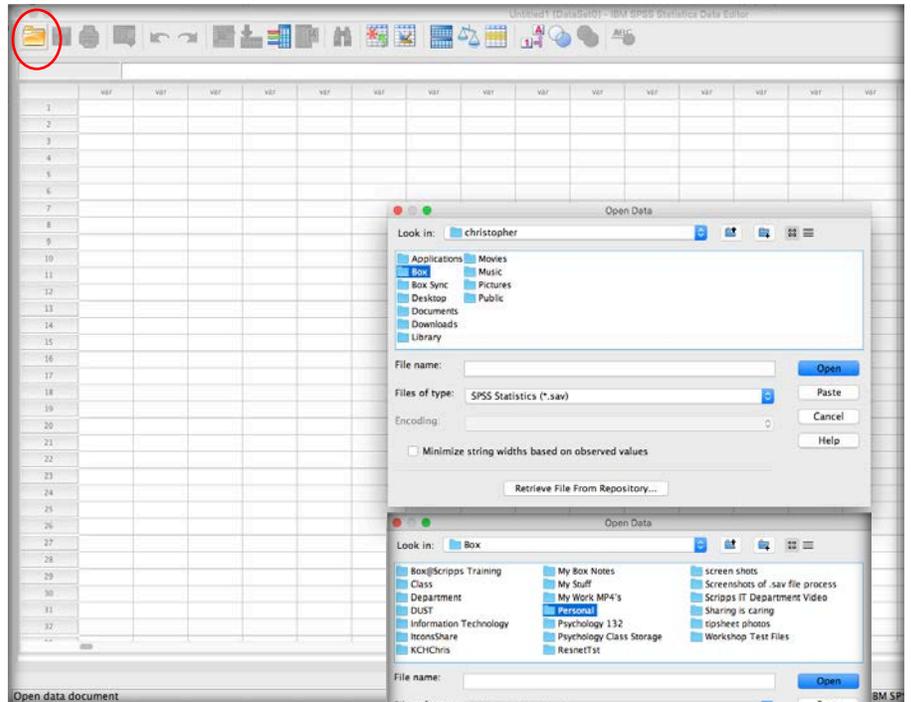
- Go to faculty portal page and select course.
- Select class list
- Select Export to Excel
- Copy the email list column and paste it into the invite section on Box



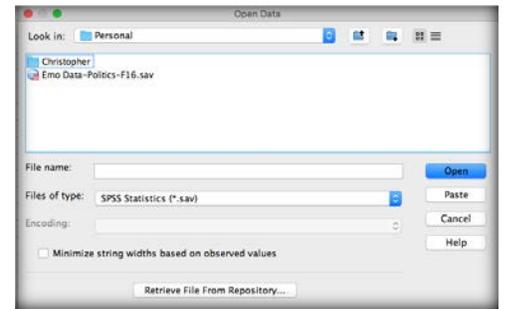
PSYCHOLOGY COLLABORATION WITH BOX

- The course material datasets file/s will be downloaded to the students personal Box folder that they will create in Box. Then they will launch SPSS.
- In the upper left corner, you will select the folder to open datasets and navigate to your user folder, then select Box, then your personal folder.

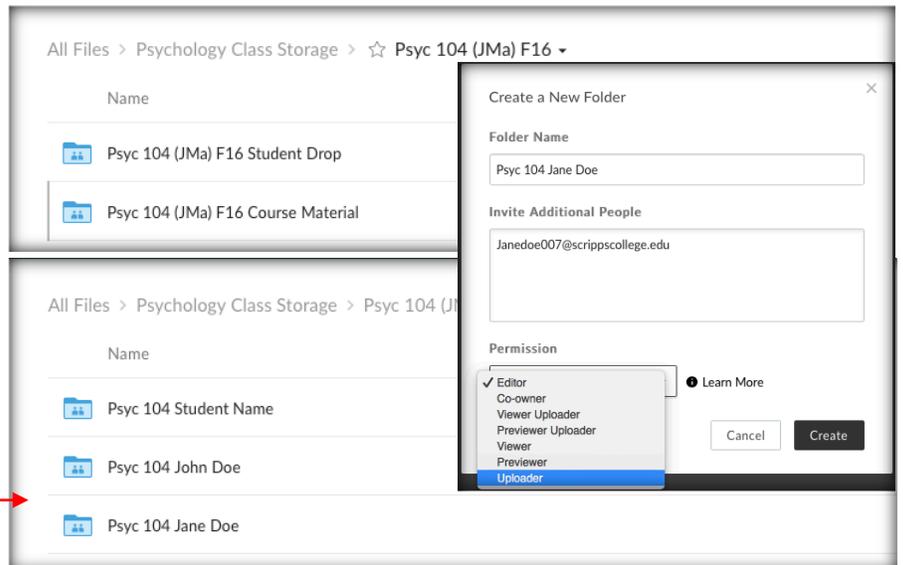
Box Drive must be set-up prior to doing this step



- Select the personal folder and select the datasets file/s and open. After selecting the document, the file can be edited and saved and output files can be converted to the proper file type, then uploaded to the student's individual finished assignments folder located in the course drop folder.



- 2. Student Drop folder: This folder will be for students to turn in completed assignments.
- Open the course student drop folder
- Create new folder with course title and students name
- Invite the student to collaborate with editor permission. This will allow the student to upload completed work to their personal drop folder.
- Example of what the drop folder will look like for faculty.



PSYCHOLOGY COLLABORATION WITH BOX

After you have created and collaborated for the course then you can navigate on the desktop using Box Drive.

These are examples of what Box Drive will look like on your local desk top.

You can request a course folder by contacting Scripps IT department or emailing help@scrippscollege.edu

