Quick Guide: How Do I Use BOX in ELMS?

Box is a cloud-based storage and collaboration system that provides a Web interface for uploading, downloading, sharing, and discussing files. Box is designed to work on Macs, PCs, smartphones, and tablets, so it gives you access to your files from just about anywhere. Functionality from mobile devices is limited.

With the BOX in ELMS, faculty members may

- link a file or folder from their BOX account into a course page,
- add a BOX file or folder link into a module,
- enable a direct link to BOX on their course navigation.

NOTE: For UMD Box how-to guides and information, visit the Division of Information Technology’s documentation page found at https://www.it.umd.edu/box/documentation.html. Always remember to log off any classroom computers so your account does not remain logged in on the computer after class.

Documentation for student use of BOX in ELMS can be found here: http://www.elms.umd.edu/student_quickguides

LINKING a BOX File or Folder to a Course Page, Discussion, or Announcement

A link to a file or folder from your Box account may be added to any page, discussion, or announcement in your course. Files or folders should be set with an access level of “People with this link” to ensure that your students will be able to view the file. If you want to ensure that only University of Maryland students or faculty have access then you can set the permission to “People in your company”.

NOTE: Files and folders will not show up in a student’s box account they will just have access to the file when they click the link. They will only show up in a student’s box account if you add them as collaborators.

1. Login to your ELMS course space and click on the area that you would like to add the link to your BOX file or folder to: Pages, Discussion or Announcement. (NOTE: For this guide we will be adding a BOX file and folder link to a page. Once you get into the editor the steps are exactly the same.)
2. In the page editor, click the BOX icon.
3. If you are not already logged into BOX you will be prompted to at this time from within your course space. At the first prompt simply put in your UMD email address and click login. You will then be sent to the UMD login page where you will enter your UMD Directory ID and password.

4. If you have previously logged into BOX then you will see this image pop up. Click the “Select from BOX” button.

5. A “BOX file picker” new window will pop up. Select the folder or file that you wish to add by clicking the circle to the right. Then, click the blue “Select” button at the bottom of the window to add a link to the selected file or folder to your page.
6. A link to the file or folder appears on the page. Be sure to remember to click the “Save” button on the bottom of the page to save your work.

**ADDING a BOX File or Folder Link into a Module**

A link to a file or folder from your Box account may be added to a Module in your course. Files or folders should be set with an access level of “People with this link” to ensure that your students will be able to view the file. If you want to ensure that only University of Maryland students or faculty have access then you can set the permission to “People in your company”.

NOTE: Files and folders will not show up in a student’s box account they will just have access to the file when they click the link. They will only show up in a student’s box account if you add them as collaborators.

1. Login to your ELMS course space and select the "Modules" tab on the left navigation menu. To add a module, click on the blue “+ Module” button and give your new module a name. Once you have created a module you can then add content by clicking the “+” button shown below.
2. Select "External Tool" from the drop down box in the pop up that appears. The pop up will then provide a list of items. Select "BOX" from the list.

3. A new pop up window will appear. Click on the “Select from Box” button.

4. The “BOX file picker” new window will pop up. Select the folder or file that you wish to add by clicking the circle to the right. Then, click the blue “Select” button at the bottom of the window.
5. You will be brought back to the Add Item window in Modules. Click on the “Add Item” button to add the file or folder to the module. *Remember to click the cloud icons to “publish” the module and the files so students are able to view your content.

**ENABLING Box on Course Navigation**

Adding BOX to your course navigation simply gives your students access to their own BOX account on the left menu. They will NOT see into your box account, only files or folders that you have shared with them specifically by adding their email address as a collaborator. You DO NOT have to enable this on the Navigation in order for students to submit work via BOX or in order for you to share links to files or folders in your BOX account outlined in the sections above.

1. Login to your ELMS course space and click on Settings from the bottom of the left side menu. http://www.elms.umd.edu.

2. Click on the Navigation tab on the menu bar.

3. Click and drag the BOX menu option to the top section to enable Box in the course navigation.

4. Click on the blue Save button on the bottom of the page.