

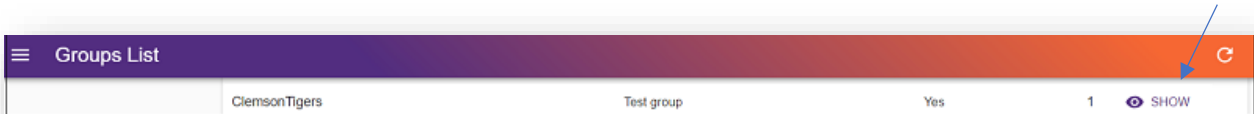
# Clemson Box Groups

Clemson Box offers group storage. This document explain how to share a folder with your workgroup or class. Note that any employee can create a workgroup either for a class or a group of any kind.

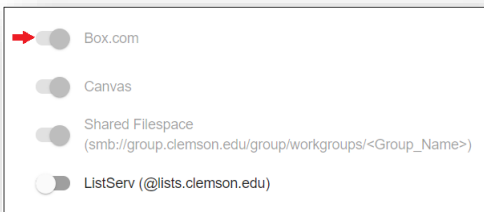
Open a browser and go to <http://central.app.clemson.edu>. You should see your workgroups here. If there is not already a workgroup for the group you want, you may click on the +CREATE in the upper right hand corner to create one.



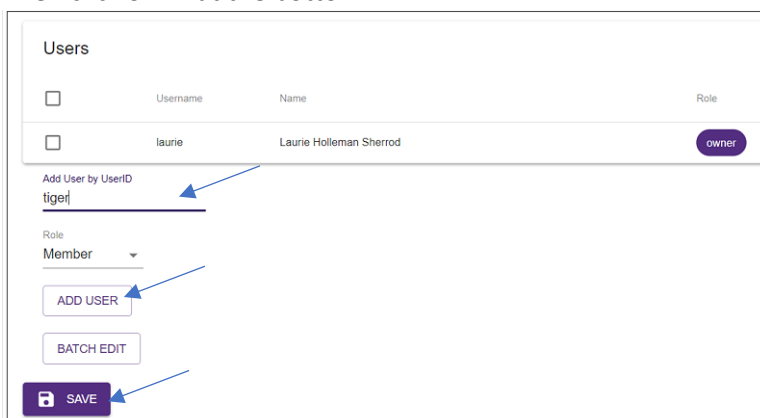
If there is already a group, you may scroll to it and click the SHOW button beside it.



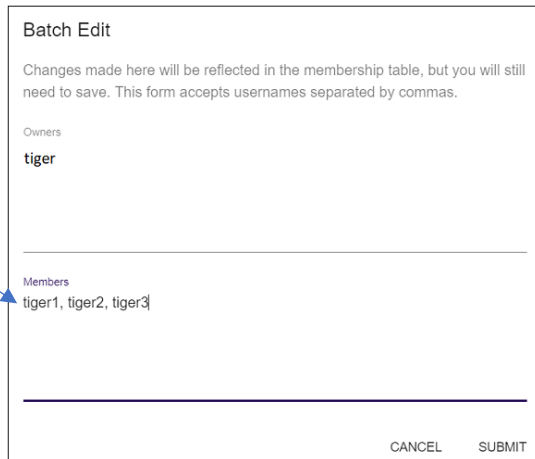
Then click EDIT GROUP. Now click on the circle beside Box.com to create a Box folder for your group.



You will need to add the members of your group. One method is to add them one at a time. If you have just created a new group, you will have a choice to add members at the end of the creation process. If you previously created the new group, from the list of groups on the home page of Central, you can select your group and click the "SHOW" button. Then click "EDIT GROUP". Now you will need to scroll down to "Users". Once you are here, type in the name of a user under the "Add User by UserID" choice. As you type it in, it will say "User not found" if you type in an invalid user name. Once you have a correct one, it will be black like the one below. Then click "ADD USER" and add any additional ones you want. Then click SAVE at the bottom.



For large Clemson classes or large groups, you may use BATCH EDIT. You may type in (or paste if you have it available somewhere else) a list of the usernames with a comma after each one. Here is an example:



Batch Edit

Changes made here will be reflected in the membership table, but you will still need to save. This form accepts usernames separated by commas.

Owners  
tiger

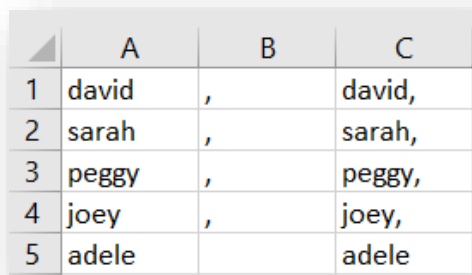
Members  
tiger1, tiger2, tiger3

CANCEL SUBMIT

Another way to do this would be to use Excel. You could download or type in a list of Clemson user names in an Excel file in column A (removing any other data from the sheet). For a Clemson class, you could take a copy of the roll and strip out every column except one with user names in it. Here is one set of instructions that could be used:

- Open an Excel workbook with only one column of data – the user names of the members of your group in column A.
- Type a “,” (just a comma) in cell B1.
- Copy cell B1 to all of the cells below it until every user name as a comma beside it except the last one (we don’t need a comma at the end).
- In cell C1, type in the formula: =A1&B1 (the result will be the user name with a comma after it)
- Copy cell C1 to all of the cells below it that have user names

Here is a sample of how this might look:



	A	B	C
1	david	,	david,
2	sarah	,	sarah,
3	peggy	,	peggy,
4	joey	,	joey,
5	adele		adele

Now highlight all of the cells in column C that have data (with commas). Select Edit, Copy or press Ctrl-C on your keyboard to copy the data to your clipboard.

Go back to the browser where you have <http://central.app.clemson.edu> open and you are in EDIT GROUP. Click on BATCH EDIT.

Now click on the box that says Members. Press Ctrl-V on your keyboard to paste the list with commas between the user names.

**Batch Edit**

Changes made here will be reflected in the membership table, but you will still need to save. This form accepts usernames separated by commas.

Owners  
laurie

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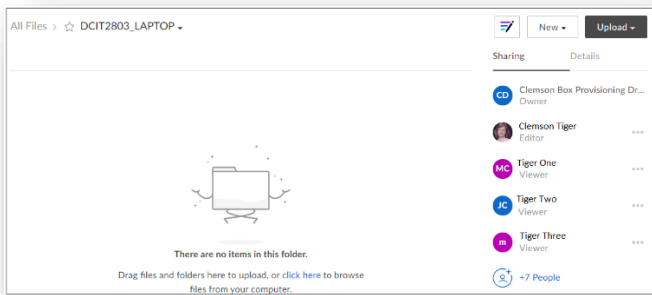
Members  
david,  
sarah,  
peggy,  
joey,  
adele

CANCEL    SUBMIT

Click SUBMIT to add the users to your Group as Members.

If you go to <http://clemsun.box.com> you will see the new folder in your Box (it will have the same name as your group). You will be the Editor for the folder (which means you may or delete files or folders to it). If your members (or students) go to <http://clemsun.box.com> they will see the same folder. But they will be Viewers – which means they will not be able to add or delete files or folders.

Here is a sample. If you click on the new folder, it will open. You will see the Collaborators on the right hand side.



Note: you are the editor – which means you may upload files here. The other members of your group are viewers – which means they can see the files, but not delete or upload files. You may change their permissions from here if you like. Note that an account named “Clemson Box Provisioning Driver” is the actual owner of the folder if it is created from Central.