## Clemson Box Groups

Clemson Box offers group storage. We will explain how to share a folder with your workgroup. 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.clemson.edu. Click on Group Central. You should see your workgroups here. You may click on a workgroup to open it – seeing Resources, Owners, and Members. Or if you need a new workgroup, you may click on New – naming it and adding Clemson users as members.

| A My Central ? A Group Central ?   |
|--|
| 🚽 Save All 🛛 🞺 Revert All 📔 View Tutorial                                    |
| Groups - Open your workgroup by clicking its arrow on the right.             |
| 🍰 New 💩 Delete 👔 Sort By 🔹 🚸 Filter Groups: 🛛 🛛 🖓 Clear Filter 💡             |
| A cho360_user_listserv   |
| 🍰 🗌 StorageFuturesGroup  |
| A Cutraining   10 Owners - 11 Members  |
| Resources ? Owners ? Members ? Group ID: cutraining   Group Name: cutraining |
| Mailing List   cutraining@lists.clemson.edu                                  |
| Box.com  |
| Canvas Organization  |
| Shared File Space  |
|  |

Click on your course or workgroup.

Click on Resources. There is a Box.com checkbox.

| <u>}</u> | DCIT2803_LAPTOP   7 Owners - 27 Members          |  |  |  |
|----------|--|--|--|--|
| F        | Resources ? Owners ? Members ? Group ID: D       |  |  |  |
|          | Mailing List   DCIT2803_LAPTOP@lists.clemson.edu |  |  |  |
|          | Blackboard Organization                          |  |  |  |
|          | Box.com  |  |  |  |
|          | Shared File Space                                |  |  |  |

If you check beside Box.com, several things will happen.

- If you don't have a Clemson Box account, one will be created for you.
- A folder will be added to your account that you will have editor rights to that means you can add files or edit files.
- If the members of your course or group don't have Clemson Box accounts, accounts will be created for each of them.
- The same folder will appear in their Box accounts, but they will only have view rights which means they can see the files, but they cannot delete or edit them. You can change their permissions from inside Clemson Box.

To see your new folder, go to <u>http://clemson.box.com</u> and log in. You will see the new folder.



If you click on it, it will open. You will see the Collaborators on the right hand side.

|  | Sharing Details                         |
|--|---|
|  | CD Clemson Box Provisioning Dr<br>Owner |
|  | Laurie H. Sherrod<br>Editor             |
|  | Martin Clark<br>Editor                  |
|  | Jon Clayton Editor                      |
| There are no items in this folder.   | martyk@clemson.edu<br>Viewer            |
| Drag files and folders here to upload, or click here to browse files from your computer. | +7 People                               |
|  | Share this Folder -                     |

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 file. That is done so the folder can be reassigned to different editor(s) if you leave Clemson.