Integrating Clemson Box files with your Blackboard Course

Presentation created by Laurie Sherrod

Presented by Melissa Lockhart

Today’s class is going to be about Box and Box is a really cool tool. Have you guys ever used Google Drive, or Flickr or some sort of photo sharing app to share files with each other? Yes! April just responded yes too. All of these are what they call Cloud services, what I wanted to do is show you, Laurie is our Cloud trainer on campus and she is an expert, she teaches about Drive. Laurie is a great trainer and this is her site, you can get to it by going to the following URL, I’m going to type it in here for you guys: <http://www.tinyurl.com/laurietraining>. She has her own branded URL now and it will take you to her Google site. When you get here, if you go to Cloud, you can go to Box for the E and the presentation that we are using today is going to be on there. We have Cloud services and like I said Laurie is our trainer, she teaches about Google Drive, she teaches about Box, she also teaches about Sky Drive. These are all different Cloud services. The first thing I wanted to show you was how you can access her presentations. This is her presentation that we are going to be going over today. I have to apologize if it seems like I am stumbling.

Why would you want to use Box? Box is a place you can store or share files with Clemson or outside users. There are actually two types of Box accounts but we will talk about that in just a second. This is a place you can back up your data, it is an alternative to using the U Drive, which they are telling us is possibly going away in the near future so this is a place you can store those files that you might have on your U Drive right now. You can move those over here and you will have more hard drive space on your Box account than on your U Drive. It is a solution that offers apps for all platforms. I actually have this installed on my Android phone, my iPad 2, my Mac laptop and my Windows computer and I can move files between the platforms really easily, which is an accomplishment for me. It’s also secure format. We were talking with Kevin McKenzie who is our security officer, he won a big award for being one of the top leaders of security so I have to trust him on this but actually told us that Box is actually more secure than Dropbox because when you agree you don’t read through those licenses. I don’t know about you guys but when I go to set up an account somewhere, I read through to make sure there are no charges associated but I don’t read all of the fine detail about what they are going to do with my files, are they going to share them with everybody but after meeting with Kevin I was very attentive to the details and printed out everything before I accepted it. It is a very secure platform and it allows you to embed some files or link to files in Blackboard, which is great for our faculty and our staff who may use workgroups or courses to share files with students.

We will talk about the security, I don’t know much about it but these are all the security features you need to know. You have authentication with Clemson credentials that actually does a single sign on login and you can use our Shibboleth pass through to authenticate using your Clemson username and password. It’s geographically separated, not outside of the US but are grade data centers in the US, enterprise grade data centers in the US, where they store this data. In the end it is 256 bit SSL encryption for file transfers. Data stored is encrypted and Box maintains keys, you may also chose to encrypt data maintaining your own keys. There are login access logs too and it is also endorsed by Internet2, which if you didn’t know we are a member of Internet2.

This is what the single sign on for Box looks like. If you come to the screen you will see that it will have, you will go to Clemson.box.com and the very first time you login you will press this continue button and then it will bring up the normal Clemson University login screen that you are use to seeing if you look up people in the phonebook, access secure websites that are just for employees that sort of thing. Once you login there are a lot of different features, you can upload files, I have tried before to upload folders and had issues with that so I would say create a folder first and then upload all of the files. There are two different ways you can do this, you can click on the upload button, which you can see in the screen shot but you can also use Dragon Drop, which is really awesome. I have used it on my Mac and my PC to share files and to upload and I haven’t had a problem with either of them. There is also another option, I think she talked about it in her presentation, but there is another option where you install an app on your computer, then you can actually just move files into a folder on your computer and it will sync automatically to the Box server. You don’t actually have to go to the Box interface if you don’t want to except for the linking up possibility. I didn’t know about this, I thought it was interesting and I was testing it right before we started. You can actually click on new and create a new document, a new web document, which uses their Fizzy Wig editor, which is actually Lori said it equates not even to WordPad but to notepad so it isn’t that great but as you can see the list there you have a few more options, you can create a new Google Doc, or spreadsheet so you can link your Google Drive Doc account to your Box account, so that’s pretty cool. There are different file options, as you can see here she likes to share recipes, she has a peanut butter cookie recipe here. She has the option to edit her document from here, she also has the properties, which you can see further history and add file collaborators and set an expiration date for the file, which is very interesting. I’ve actually been using Box with my students this semester and previous semesters. The way that we’ve been using it is to share files, so I would have them download a file that needs to be updated from Box and then they’ll update it. You will notice new versions of the file show up, it says v3 or v2, to show you that there is a new version of the document. They can upload it with the exact same file name, not have to change anything. They just choose to upload, it will overwrite the existing file and replace it with the new file but at any point in time you can go back and you can see the history, so that is really great. You can actually get to the embed code for the document, you can see here that she has the embed tab selected for this particular recipe. You can see that it shows you the source here and you can copy it to the clipboard and then embed that file into Blackboard or a website of some sort using the HTML editor. You can insert a comment so I have actually done this when I was working on those documents with students, we had a third person we were working on those documents for. We would upload the files back and forth to each other then when we were ready for him to review it we would add him as a collaborator and say this file is ready for you to review, will you review it? When we added a comment and assigned it to him, it would actually send him an email and notify him, which made it a lot easier for us. As I said we had to invite him as a collaborator so you can click on the invite collaborator option, when you add someone you add them through their email address then they can access it through Box. You can see there are several different options. One of the things Laurie was telling me was that you actually have more different capabilities between Box and Google sharing drive, with Drive you can share at the file level while with Box you have to share at the folder level, so that can be one of the downsides of Box. Once you give someone access to one file, they technically have access to all of the files in the folder, just to let you know. You can see on the right hand side that once you add a collaborator they show up and you can see if they have accessed the file by using the history. I’m actually going to have you all login to your Box accounts and I’m going to share this presentation with you to make sure you can access it and then we are going to try out some of these options.

This is one way you can share with somebody else, when you click on the share options you can see at the top that you have download, send, tag, move/copy, delete. You also have the access option and the access option gives you the opportunity to send a link to anyone or make the link available so anyone can access it. You can make it so that anyone can access it, you can set a password on the document, have restrictions, have it available to all of Clemson if you want to, which is only available if you are signed in through the Clemson Box account. Then you can also have it so that you have collaborators only, or you can disable the shared access to this folder. It gives you this link like I was saying, just like if you found a link to a YouTube video and you want to share it with someone. To delete a document or folder you simply select the check box that’s next to it and once you do it this little submenu will show up at the top and you can just click on delete. She also wanted me to show you that the gear that is next to your name at the top can find your account options. This is also the best way to download Box Sync. Box Sync is the app I was telling you about that actually installs on your local computer, you can drop files into that folder and it will synchronize them to the web, we will take a look at that in just a second.

These are some of the account settings that you have, you can see that there is account information right here that you have your login and email address. Under security you can see where the files were last accessed from, she was saying this is really funny though because she lives in Anderson and every time she accesses her files from home it says Clemson and every time she accesses them from work it says Anderson, so go figure. You can see which files were accessed, who accessed them and where they accessed them from. You have notifications so folders that you own you can get notifications anytime someone uploads or comments on a file. After awhile this can get kind of annoying, your inbox might get jammed up, you can actually come in here and turn off these notifications if you wanted to. As students were uploading files I thought oh they are done, no, they were uploading versions that I had already given them for some of the files. I started to turn off some of these options as well. The general tab here, it allows you to choose what page you want to start on when you login, a specific folder or file, you can limit the number of items per page, so you can increase or decrease per page if you want to. You can sort the folders that have been collaborated versus your private folders so you can see them in separate lists basically. Then you can also display the tags for these folders on your list view if you want to. Just like I was saying, there is a mobile sync option, there are other cloud applications that you can use as well. This is where she was telling us that we can download the mobile sync, you can get it from the little drop down gear up here or you can click on the cloud and choose mobile sync, you can download here as well. The desktop sync looks just like this, it creates a folder similar to Google Drive or Dropbox, where your files are stored and the check mark indicates that those files have been synchronized to the server. This is what it looks like if you, oops this is the Android app, it would be the iPhone app.

These are some other tools like I mentioned she is our Cloud guru, so she talks about Clemson Box, she talks about Clemson Google apps, Dropbox, and SkyDrive. She wanted me to reemphasize that U Drive may no longer be an option, so these are options they are looking at the replace U Drive.

If you open a file in Box it actually gives you a preview of it. We are going to look at that in just a second and this is what the preview looks like, right here. Once you click on the preview it will give you options here for open access and for linking, sending and embedding the document. Sharing what width and height you want to use for that by clicking on the embed option, that gives you the dimensions that it is going to embed in. Once you click embed, if you are trying to link these to your Blackboard course, you would actually go to your Blackboard course by clicking on the courses tab and selecting the course. Select the content area on the left side of the screen that you want to access or add the file to. Then you will click on build content and item, this will create an item. When you create an item there is a little html button here in the wizzy wig editor and with the wizzy wig what you see is what you get. The html code view is going to take you to the html code view editor. You can paste that embed code and this is actually a screen shot of what it would look like if it was embedded from Box. This is what it would look like in Blackboard with the embedded file and you can see that it has a full screen option, a print option, a download option, a link option, they can navigate the slides from within here, zoom in, zoom out, all of those things are available from here.

This is what it looks like when you are setting up the app or the Box sync on your computer, you would actually like we said click on the gear when you login to Box and choose get Box sync and when you download it, it is going to bring up a set up screen similar to this. It will ask you for an email and password, that’s for the general outsize account, remember I said there are two kinds of Box accounts, there are general Box accounts and then there are Clemson Box accounts. If you are using the Clemson Box account then you would click the box that says use my company sign on credentials and once you do that it is actually going to prompt you when you login and ask you for your password, your login and password again. Then you can choose which files you want to sync and this button will allow you to sync those files.

There are some resources on our website, so if you go onto CCIT’s website and if you type at the top Box or Box cloud storage, you will find those resources. They are under our training and self-learning pages and it has lots of information and videos. She also has some on her website and you can register for additional Box training classes, Google Drive, SkyDrive classes at [www.clemson.edu/clereg](http://www.clemson.edu/clereg). Our email address in case you need help with Box because sometimes when you set up your outside Box account before you set up your Clemson Box account you may get conflict, so if you run into issues with that please feel free to email us at ithelp@clemson.edu.

That is the last slide so I am going to shrink this back down and attempt to show you some of this stuff. The first thing we are going to do is we are going to go to the Box website. If you have forgotten already, I will bring up that url again <http://clemson.box.com>. When you get to that page it may ask you to login or you may see this page and when you click on continue you will see the Clemson login page. You will login with your Clemson login and password, you should see this page, does everybody have access to their Box account? April says yes, Allyson says yes, Cindy do you have your Box account set up? I think we lost Cindy. We will just continue on, I have this folder called NDLW, which stands for National Distance Learning Week and I am going to share this folder with you. I’m going to click on share and I’m going to invite you guys to view this folder. When you click on advanced options, I can customize the message that I am going to send to you. I can change the permissions here, I can make you a co-owner, a previewer, an editor, an uploader, a viewer or just a viewer itself. I’m going to make you guys editor. You can actually start with yourself as an owner and if you turn over a document to someone else they can become the owner. I invited you all and you should receive an email with a link in it. I’ve shared this folder and we can see more options for it here, you can see that I can embed this folder into my site if I wanted to. Sometimes when you share a folder with someone when you first log into Box they will have a notification for you up here that there are new files. I’m going to go into the folder now then I have two files in here; one of Laurie’s Box presentation and this is actually an example of an iClicker Go syllabus. I just wanted to show you the difference between a Word and a PowerPoint document. If I click on the link or share, this is my link and if I click on access, I can choose to set a custom URL I can set an expiration date, I can say no link, this file cannot be accessed or shared. In the top right corner there is that sharing or embed so I’m going to grab that embed code from here and I’m going to copy it to the clipboard and I’m going to show you how you can embed that into your Blackboard course. Here is my Blackboard course, go to my content area, choose build content item. I’ll just name this Box Word Document and this is the html button I was talking about here. Click on that and then I can paste my code into here. Remember how it had the custom height and width? There is the height and width we chose right there in the file. I’m going to click update and then I can change the permissions for viewing down here. Then I click submit and when I do that I just shared the folder, lets try that with the file. Close that, then select file. April do you have the embed link? It should show up under the sharing here. You do have to share it first. Let me change permissions at the folder level. I think I had to share it at the file level. You can’t share the individual file, you have to share the folder, but then they can ask for the individual file. The folder is the one that has the embed option but then they can access the file from there and preview it. She has hers set to open access and I have mine as collaborators only, maybe I need to change mine. I’m not sure how to change that though. She had something in her presentation about that too, lets go back. I wonder if there is an option for everyone, remember in her PowerPoint she had, see hers has, @clemson.edu, collaborators only, and disable and open. Her Box account looks different, she has that Clemson seal does yours? Mine has a paw. That’s what it’s supposed to look like, that is the preview window. I wonder if you have to change something about your account settings. Here it is, under your profile, it is under content and sharing, Default new links to: open, your company, or collaborators only. Let link viewers: Preview and download the shared item. Allow users not collaborating on a folder to comment on shared folders. Lets go back now. Here is my folder, here is my item, there, access, I figured it out.

We want to be able to do the Open Access for your file, you have to go to the gear in the top right to click on edit the profile, sorry, account settings. Under account settings you go to content and sharing and you choose to enable external links to, and by default it is set to folders only so you have to select folders and files if you want to be able to select the file within a folder. Then scroll down and save those, then when you go back to your files, you will be able to click on share and under Access you will be able to change it to open. Then you can set that custom URL for that site. Now if I go to Access, Share, Embed into Your Site, this is my embed code. Now it should be there, it is a Word document. Now let’s try the PowerPoint document. Now that we’ve changed that setting for our overall account, we should be able to go to the PowerPoint file, click on more options, Share, notice it doesn’t say embed code yet so we have to Share, Access, Open. Now if we go to our file properties, Share, Embed into Your Site, copy, go back to your Blackboard course, we will add another file up top, scroll down, ta dah. The trick is to make sure your permissions are set properly for files and folders so that you can embed stuff. Then you may ask what are the pros and cons, I have a feeling that a con of this is going to be that it is Open Access so anyone who has that URL will be able to view the file, but it is an embed code so maybe not. The advantages are that PowerPoints, Word documents and stuff like that are huge files and when you upload them to Blackboard it affects your overall content space. Since you have a 500-megabyte quota for course materials in Blackboard, this would be an alternative place to store those really large files, you only have to edit them there and your students automatically see the edited version online.

That was all he had for the presentation today, I appreciate your patience as I stumbled my way through that. If you have any question feel free to email Laurie not me, because she is obviously the expert at this but if you need a backup I am always here to answer any question you may have. Thank you all for attending today. This recording will be online and Laurie actually has a couple of other Tech Talks that she recorded about Box, if you want to know more about Box online we had a Tech Talk about that and it is linked up online as well. Those are great examples if you need to review them. The link to our Tech Talk website archives: <http://www.clemson.edu/ccit/learning_tech/ccit_training/tech_talks/archives.html> and for our current list of Tech Talks: <http://www.clemson.edu/ccit/learning_tech/ccit_training/tech_talks/index.html>. Don’t forget we have two other sessions today that you can attend remotely, we also have several session tomorrow to wrap up National Distance Learning Week. We have a Lunch and Learn, Blackboard will be here to talk about the Exemplary Course Application process. Then we will hopefully get a chance to talk about how we were part of the Blackboard Exemplary Review Process. Feel free to ask any questions in the chat area.