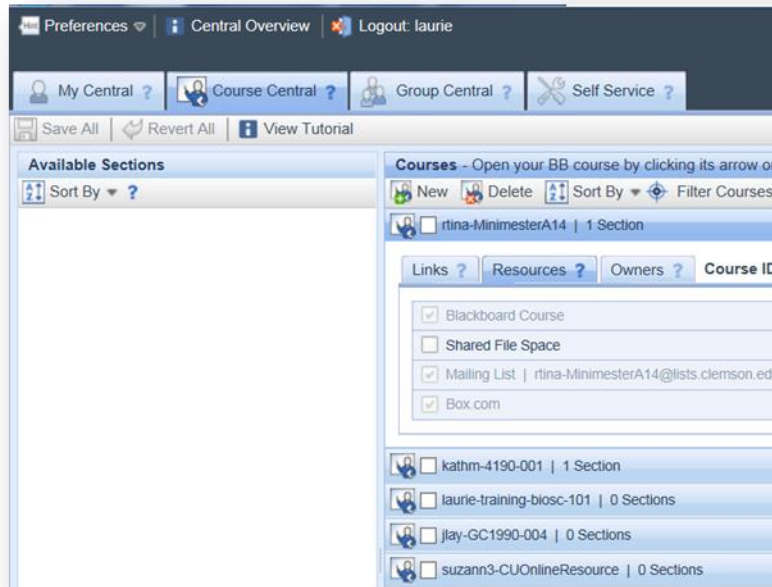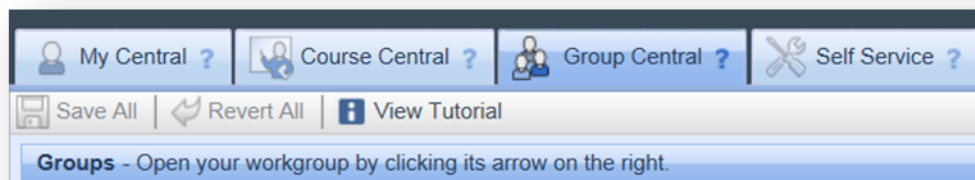# Clemson Box Groups

Clemson Box now offers group storage! We will explain how to share a folder with your groups – both Blackboard courses and Blackboard workgroups.

Open a browser and go to http://central.clemson.edu. You should see your courses or workgroups here.
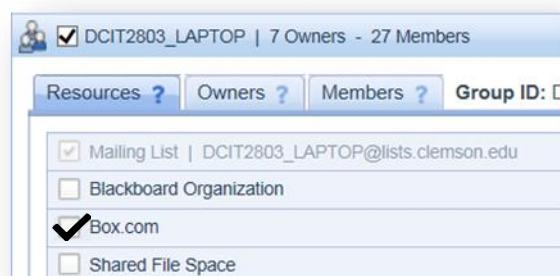

Click on the Course Central or Group Central tab at the top. Course Central is for faculty members with Blackboard courses. Group Central is for faculty and staff who own a workgroup.

Click on your course or workgroup.

Click on Resources. A new feature is a Box.com checkbox.

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 http://clemson.box.com 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.
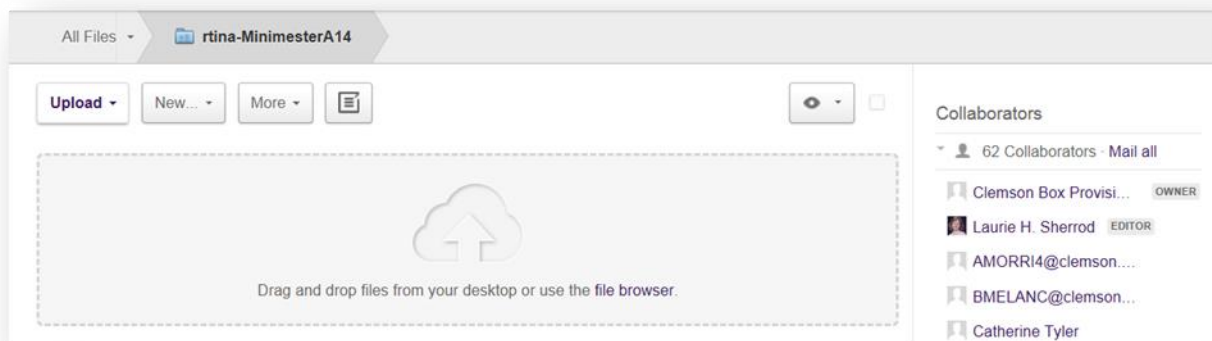
Note: you are the editor – which means you may upload files here. The other members of your group are viewers – which means they can see the files, but not delete or upload files. You may change their permissions from here if you like. Note that an account named "Clemson Box Provisioning Driver" is the actual owner of the file. That is done so the folder can be reassigned to different editor(s) if you leave Clemson.