

Using Box for class

We will be using box.psu.edu to submit work and share files in class

box.psu.edu is a file sharing and storage platform that is free for Penn State students and faculty. You have **unlimited storage** while you are a student. Create your own folders for yourself on your account to back up any work for any class.

For our class, you will **upload your files to your personal folders** and then **COPY them to the class folder**.

GENERAL RULES FOR CREATING/NAMING FILES AND FOLDERS

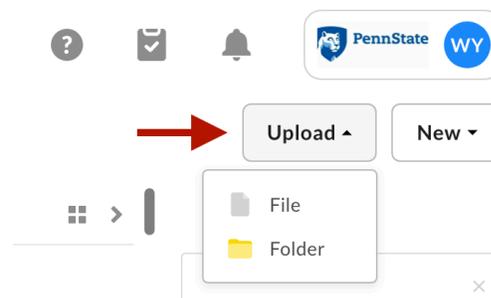
1. ALWAYS include your first and last name in the folder and file names
2. DON'T use spaces or unusual characters (* & % ^ ! etc)
3. DO use letters, numbers, hyphens and dashes
4. Your_Name_Feature-I **NOT** Your Name Feature I !!!!

CONNECTING

Log into box.psu.edu from any computer with your PSU login

Once logged in, upload your work to your own account. - You can create folders to organize your work. **This upload is for you.** It is not visible by me, or the class.

Use the **Upload** button in the upper right, and choose either file or folder:



COPY YOUR WORK TO THE CLASS FOLDER - This way, you'll have your own backup. The class folder is upload only, so you won't be able to download your work from there.

Select the folder(s) and COPY (don't move) to the class folder:

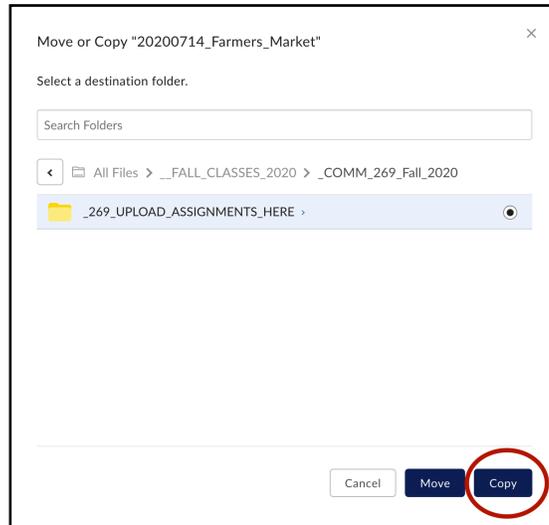


- Highlight the folder; in this example, the 20200714_Farmers_Market folder in blue
- Click the three dots in the upper right
- Select Move or Copy

Navigate to the class **Upload Assignments Here** folder

(Links to the class folders will be shared with you at the start of the semester. If you can't find your folder, make sure I've shared it with you - especially if you added the class late)

Select "Copy" NOT "Move"

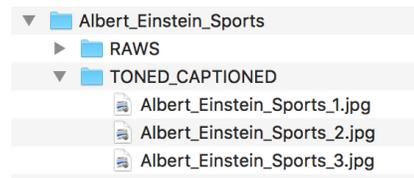


Upload assignments to the `_UPLOAD_ASSIGNMENTS_HERE` folder

****You can only upload to this folder. If you upload something incorrectly, rename your folder and upload it again****

STILL PHOTO ASSIGNMENTS (Primarily for Comm 215 and 269)

1. Create a folder for the assignment named: FirstName_LastName_Assignment (Albert_Einstein_Sports for example where Albert Einstein is YOUR name)
2. In that main folder create two subfolders:
 - 2.1. RAWS - every photo you shot for the assignment
 - 2.2. TONED_CAPTIONED - your selected best photo(s)



VIDEO/AUDIO ASSIGNMENTS

1. Upload your entire project folder with raw video/audio your Premiere or Audition file and your finished output.

It's confusing at first, but not very tricky once you do it a few times.

If you get stuck or have problems, please just ask.

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