

# የBox ፈጣን የማጣቀሻ ምሪያ የውጭ ተጠቃሚዎች

### አላማ

Box ለ የስቴቱ የትምህርት የበላይ ተቆጣጣሪ ቢሮ [Office of the State Superintendent of Education (OSSE)] አዲስ አስተማማኝ የዳታ ማስተላለፊያ ሲስተም ነው። ይህ ሲስተም በOSSE እና የውጭ ተጠቃሚዎች ሙካከል አስተማማኝ የዳታ መጋራትን የሚረዳ ሙሳሪያ ነው።

### **ማ** ማ ን ት

Box OSSE በመደበኛ ሁኔታ የሚያጋራቸው በቤተሰብ ትምህርታዊ መብቶች እና ግላዊ ሚስጥር (Family Educational Rights and Privacy Act, FERPA) የሚጠበቁ ዳታን የሚይዝ አቃፊዎች አሉት። ይህ የኮሎምቢያ ግዛት የአካባቢው የትምህርት ኤጀንዲዎች (local education agencies, LEAs) (የኮሎምቢያ ግዛት የህዝብ ትምህርት ቤቶች፣ ወይም DCPS፣ እና የህዝብ ቻርተር LEAs ሁለቱም)፣ የኮሎምቢያ የህዝብ ቻርተር ትምህርት ቤት ቦርድ (Public Charter School Board, PCSB)፣ እና ማህበረሰብ መሰረት ያደረጉ ድርጅቶችን ያካትታል። OSSE ለአቃፊዎች እና ማንኛውም ንኡስአቃፊዎች ፕሮጀክትን መሰረት ባደረገ መልኩ ፍቃዶች ይሰጣል።

እንዲንቡ የተፈቀደላቸው ተጠቃሚዎች hOSSE ወደ Box የሚያስንባ የግንኙነት መስጦርን ጨምሮ ኢሜይል ይደርሳቸዋል። የውጭ ተጠቃሚው የBox አካውንት ከሌለው፣ ተጠቃሚው አንድ እንዲፈጥር ይንፋፋል። ሁሉም ቦታዎች እንደተሞሉ፣ **Submit** (አስንባ) የሚለውን ቁልፍ ይጫኑ።

Your Information	
Full Name	
Test user	
Email Address	
Testuser@LEA.edu	
Password	
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Phone Number	
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ስሕል 1 ፣ ይመዝንቡ

ቀጥሎ፣ የማሳያ መስኮቱ ይመጣል። Skip this and go straight to Box (ይህን እለፍ እና በቀጥታ ወደ Box ሂድ) የሚለውን ይምረጡ።

box	
Welcome to Box, T Let's personalize y What do you mostly p	est User your experience. plan to use Box for?
J.	
FOR PERSONAL USE	FOR WORK
Nex Skip this and go s	t straight to Box

ስሕል 1 ፣ የሕንኳ ን ደህና ጦጡ መልሕክት

ግብዣዎችን ያዘለ የመልእክቶች ማቀፊያ በዋናው ዳሽቦርድ ላይ ይመጣል። ተጠቃሚው በመጠባበቅ ላይ ያሉትን ግብዣዎች ለመመልከት **Messages** (መልእክቶች) የሚለውን ይጫናል።

box	Search Files and Folders	ter * Q	Upgrade 🕐 🔲 LG 🗸
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<ul> <li>Synce to Desktop</li> <li>Trash</li> <li>Messages 4</li> <li>Collaborators</li> <li>Box Notes</li> </ul>			
		There are no items in this folder.	Get Box Sync Now Work from your desktop while keeping files in sync.
		Drag files and folders here to upload, or click here to browse files from your computer. たよく 3:	Download

የአንልግሎት የስምምነት ቃላትን ይጦርምሩ እና Agree and Accept (ተስማማ እና ተቀበል) የሚለውን ቁልፎች ይጫኦ። ውጫዊ ተጠቃሚው የአንልግሎት የስምምነት ቃሎችን አንድ ጊዜ ከተቀበለ በኋላ፣ ከOSSE ተከታይ ግብዣዎች አውቶማቲክ በሆነ መልኩ ተቀባይነት ያንኛሉ።

	Invites •	Mark All as Read
	OSSE Box invited you to collaborate.	Mark as R
B	November 20, 2017 at 1:56 PM on To OSSE	FOLDER INV
	Before you accept this invite, you must agree to the following terms.	
	Terms of Service	
	I acknowledge and agree that:	
	Records management, privacy of records and computer security must be maintained in accordance with District government regulations, policies, procedures, guidelines, and other applicable District and federal laws and regulations.	
	Furthermore, I agree that the computer resources available through this system are to be used only for legitimate District of Columbia government business for which I am explicitly authorized, and I attest that I will not use this confidential information for any unauthorized purpose.	
	Agree and Accept Reject	
	OSSE Box invited you to collaborate.	Mark as Re
	November 20, 2017 at 1:55 PM on From OSSE	FOLDER INVI
	Before you accept this invite, you must agree to the following terms.	
	Terms of Service	
	l acknowledge and agree that:	
	Records management, privacy of records and computer security must be maintained in accordance with District government	
	regulations, policies, procedures, guidelines, and other applicable District and federal laws and regulations.	
	Furthermore, Lagree that the computer resources available through this system are to be used only for legitimate District of	
	Furthermore, I agree that the computer resources available through this system are to be used only for legitimate District of Columbia government business for which I am explicitly authorized, and I attest that I will not use this confidential	
	Furthermore, I agree that the computer resources available through this system are to be used only for legitimate District of Columbia government business for which I am explicitly authorized, and I attest that I will not use this confidential information for any unauthorized purpose.	

ስሕል 4 ፣ በጦጠባበቅ ላይ ያሉ ማብዣዎች

### ብቅ ባይ የማሳያ ጦስኮት ይጦጣል። ወደ "ወደ OSSE" አቃፊው ለሞሄድ **Yes** (አዎ) ይጫኑ።



# ዋናው ዳሽቦርድ አሁን ሁሉንም የፕሮግራም አቃፊዎች ያሳያል።

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	S Assessment Project from OSSE to Organization Exter	Yesterday by OSSE	1 File	keeping nies in sync.

ስሕል 6፣ ዋናው ዳሽቦርድ ከፕሮግራም አቃፊዎች ጋር

#### ውደ OSSE

በ"ወደ OSSE" ማቀፊያ ውስጥ፣ ተጠቃሚው የአርታኢ ፍቃድ አለው። እንደ አርታኢ፣ ተጠቃሚው ፋይሎችን ሊጭን እና ሊሰርዝ ይችላል(ለተጨማሪ መመሪያ ይመልከቱ**Appendix A: User Permissions**)። ወደ OSSE ፋይሎችን ለመላክ፣ ተጠቃሚው ፋይሎችን ተንቢ ወደ ሆነው "ወደ OSSE" የፕሮግራም ማቀፊያ ይጭናል።

**ማስታወሻ፣** ፋይሎች ከ60 ቀናት በኋላ ጊዜያቸው የሚያልፍ እና በራሳቸው እንዲሰረዙ ሆነው ይዘ*ጋ*ጃሉ።

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	Attendance Project from Organization External t	Yesterday by OSSE	0 Files	

ስሕል 2 ፣ "To OSSE" ("ወደ OSSE") ማቀፊያ፣

#### ወደ ጣቀፊያ ዳታ ለጦጫን፣

- 1. ተንቢ የሆነውን አቃፊ ጦጫን።
- 2. Upload (ጫን) የሚለውን ቁልፍ ጦጫን።
- 3. ፋይሎች ወይም አቃፊዎች የሚለውን ምምረጥ።
- 5. ለሞጫን Open (ክፈት) የሚለውን ሞጫን።

All Files > ☆ CEIS Project from Organization External to OSSE →	🗐 New - Upload 🔺
	Sharing 🗋 Files
	OSSE Box Owner
	• • •
There are no items in this folder.	•
Drag files and folders here to upload, or click here to browse files from your computer.	(2 <sup>+</sup> ) +2 People

ስሕል 3 ፣ "To OSSE" ("ወደ OSSE") አቃፊን መጫን

ፋይል ወይም አቃፊን ለማስወንድ፣ ፋይሉ ላይ ወይም አቃፊው ላይ ይጫኑ።

- 1. More Options (የበለጠ አማራጮች) ምልክት ላይ ጣጫን።
- 2. More Actions (የበለጡ ተግባሮች) ላይ ጦጫን።
- 3. Trash (ጦጣያ) ላይ ይጫኑ።

☆ Test.docx is selected		🔿 Add Tag	s Send Items		E Move or Copy
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Test.docx		Today by	11.1 КВ	••• Share	Description
		<ul> <li>□ Trash</li> <li>3</li> <li>③ Set Expiration</li> <li>∠ Rename</li> <li>⟨/&gt; Embed Widget</li> <li>◇ Add or Edit Tags</li> </ul>	Open with       𝔅       Share       ⊥       Upload New Version       ⊥       Download       ⊥       ↓       Nove or Copy       ⊥       ↓       Lock       ↓       Properties       More Actions       ≤       Integrations	2	Enter a description File Properties Owner OSSE Box Enterprise Owner DC Government Uploader
	Are you sure you want to del	lete this item?	Cancel	X	

ስሕል 4 ፣ ፋይል ን ማስወንድ

ብቅ ባይ የማሳያ መስኮት ይመጣል፣ ስረዛውን ለማረ*ጋ*ንጥ Okay (እሺ) ይጫኑ።

# From OSSE (h OSSE)

OSSE ፋይሎችን ለማዖራት From OSSE ("ከ OSSE") ማቀፊያን ይጠቀማል። OSSE አቃፊዎችን ያዖራቸው ተጠቃሚዎች የተመልካች ፍቃድ ይኖራቸዋል። የተመልካች ፍቃድ ያላቸው ተጠቃሚዎች በ From OSSE ("ከ OSSE") ማቀፊያ ውስጥ ያሉትን ፋይሎች ወይም አቃፊዎች ሊሰርዙ አይችሉም።

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	iles	Yesterday by OSSE	CEIS Project from Organization External to OSSE	💬 Messages
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ስሕል 5 ፣ From OSSE ("ከ OSSE") ማቀፊያ

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ፋይሎችን በ All Files ("ሁሉም ፋይሎች") እና To OSSE ("ወደ OSSE") ማቀፊያዎች ውስጥ መፍጠር ይችላሉ። በ All Files ("ሁሉም ፋይሎች") ውስጥ ፋይል ለመፍጠር፣

- 1. **New** (አዲስ) ላይ ይጫኑ።
- 2. ወደታች በሚወርደው ዝርዝር፣የሚፈጠረውን ንጥል አይነት ይምረጡ።

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☆ Favorites ⊘ Synced to Desktop	Name V	Updated	Size	Folder
<ul> <li>Trash</li> <li></li></ul>	CEIS Project from Organization/External to OSSE	Yesterday by OSSE	0 Files	Box Note
	Attendance Project from OSSE to Organization Exter	Yesterday by OSSE	0 Files	Word Document     PowerPoint Presentation
	Attendance Project from Organization External t Yesterday by OSSE.	Yesterday by OSSE	0 Files	Excel Spreadsheet
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	S Assessment Project from OSSE to Organization Exter	Yesterday by OSSE	1 File	In sync.

3. ፋይሉ ወይም አቃፊው All Files (ሁሉም ፋይሎች) ንጽ ላይ ይጦጣል።

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ስሕል 6 ፣ ፋይል ፍጠር

7ጽ8 ከ 11

**ጣስታወሻ፣** ፋይል ወይም አቃፊ ወደ To OSSE ("ወደ OSSE") ወይም From OSSE ( "h OSSE") አቃፊዎች ሊዛወር ይችላል። ፋይልን ወይም አቃፊን ለማዛወር፣ ንጥሉ ላይ ይጫኑ እና ወደ OSSE To OSSE ("ወደ OSSE") ወይም From Osse ("h OSSE") አቃፊዎች ይሳትቱት።

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	Assessment Project from OSSE to Organization E	Test.docx rday by (	DSS 1 File	Ĺ
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ስሕል 7 ፣ ፋይል ን ማዛወር

ብቅ ባይ የማሳያ መስኮት ይመጣና፣ ንጥሎችን በOSSE ወደተፈጠሩ አቃፊዎች ማዛወር የፋይሎን ባለቤትነት ወደ OSSE እንደሚያዛውር ያሳውቀዋል።



ስሕል8፣ የባለቤትነት ለውጥ ማሳወቂያ

## የይለፍ ቃል እንደንና ማዘጋጀት

የይለፍ ቃል እንደንና ለማዘጋጀት፣ Reset Password (የይለፍ ቃል እንደንና አዘጋጅ) የሚውን በመግቢያው ንጽ ላይ ይጫኑ። የተሰጡትን መመሪያዎች ይከተሉ እና Reset Password (የይለፍ ቃል እንደንና አዘጋጅ) የሚለውን ይምረጡ።



ስሕል 9፣ የይለፍ ቃል ማዘጋጀት

# አባሪ A፣ የተጠቃሚ ፍቃዶች

የBox ከሁለት አንድ ፍቃዶች አላቸው፣ አርታኢ ወይም ተመልካች። በ To OSSE ("ወደ OSSE") አቃፊ ላይ ያሉ ተጠቃሚዎች የአርታኢ ፍቃድ ይኖራቸዋል። በ From OSSE ("h OSSE") አቃፊ ላይ ያሉ ተጠቃሚዎች የተመልካች ፍቃድ ይኖራቸዋል።

ፍቃዶች		
	አርታኢ	ተመልካች
አውርድ	አዎ	አዎ
አስተያየቶችን ተመልከት /		
ጨምር*	አዎ	አዎ
ፋይሎች/አቃፊዎች አጥፋ	አዎ	
ስራዎችን ተመልከት/ፍጠር	አዎ	አዎ
ሞለያዎችን ጩምር/አሻሽል	አዎ	
<u>መለያዎችን ተ</u> መልከት	አዎ	አዎ
Metadata ተጣልከት	አዎ	አዎ
Metadata አሻሽል	አዎ	
ሰዎችን <i>ጋ</i> ብዝ	አዎ	
የአቃፊ ስም አሻሽል	አዎ	
ንኡስ አቃፊዎችን ፍጠር	አዎ	
የአቃፊ አቀማጮጥ አሻሽል		
ቅድመእይታ	አዎ	አዎ
ፋይል	አዎ	
<u>መ</u> መልከት-ብቻ የ <b>ግ</b> ኙነት መስመር		
ሞላክ	አዎ	
ጫን	አዎ	
በአቃፊ ውስጥ የንጥል ዝርዝር		
<u>መ</u> መልከት	አዎ	አዎ
አቃፊ አቀናብር	አዎ	
የመግቢያ ፍቃዶችን አዘ <i>ጋ</i> ጅ	አዎ	
<i>ግ</i> ብዣዎችን <i>ገ</i> ድብ		
የመግቢያ ስታቲስቲክሱን		
ተሞልከት	አዎ	
አዛውር	አዎ	
<u>ኮ</u> ፒ	አዎ	**

\*አስተያየቶች ሊሰረዙ የሚችሉት በአቃፊው ባለቤት ወይም አስተያየቱን በፈጠረው ሰው ብቻ ነው።

\*\*ተሞልካች በBox ውስጥ ፋይልን ኮፒ ጣድረግ አይችልም፣ ነገር ግን ተሞልካቾች ፋይሉን ጣውረድ እና ሌላ የትኛውም ቦታ ሞጫን እንደሚችሉ፣ ወይም ፋይሉን ሞክፈት እና ይዘቶቹን ወደሌላ ፋይል ኮፒ በጣድረግ ሞለጠፍ እንደሚችሉ ግን ጣወቅ ያስፈልጋል።