

Box Quick Reference Guide

External Users

Purpose

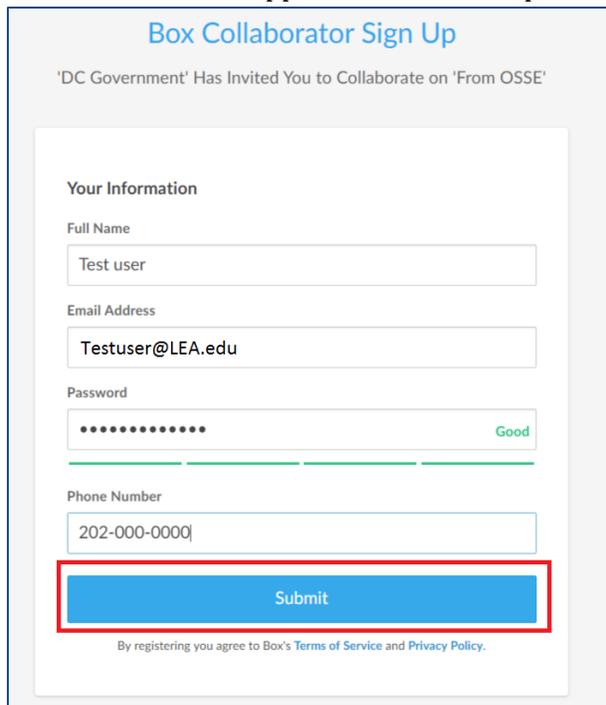
Box is the new secure data transfer system for the Office of the State Superintendent of Education (OSSE). This system functions as a tool to support secure data sharing between OSSE and external users.

Access

Box contains folders for entities with which OSSE regularly shares data protected by the Family Educational Rights and Privacy Act (FERPA). This includes District of Columbia local education agencies (LEAs) (both District of Columbia Public Schools, or DCPS, and public charter LEAs), the District of Columbia Public Charter School Board (PCSB), and community-based organizations. OSSE grants permissions to folders and any subfolders on a project-specific basis.

Users approved for access will receive an email from OSSE with a link to login to Box. If an external user does not have a Box account, the user will be prompted to create one. Once the fields are complete, select the **Submit** button.

All users must have passwords that meet the minimum requirements of at least eight characters, with either a combination of numbers, uppercase letters, or special characters (i.e., \$#@&!).



Box Collaborator Sign Up

'DC Government' Has Invited You to Collaborate on 'From OSSE'

Your Information

Full Name
Test user

Email Address
Testuser@LEA.edu

Password
..... Good

Phone Number
202-000-0000

Submit

By registering you agree to Box's [Terms of Service](#) and [Privacy Policy](#).

Figure 1: Sign up

Next, the window below will appear. Select **Skip this and go straight to Box**.

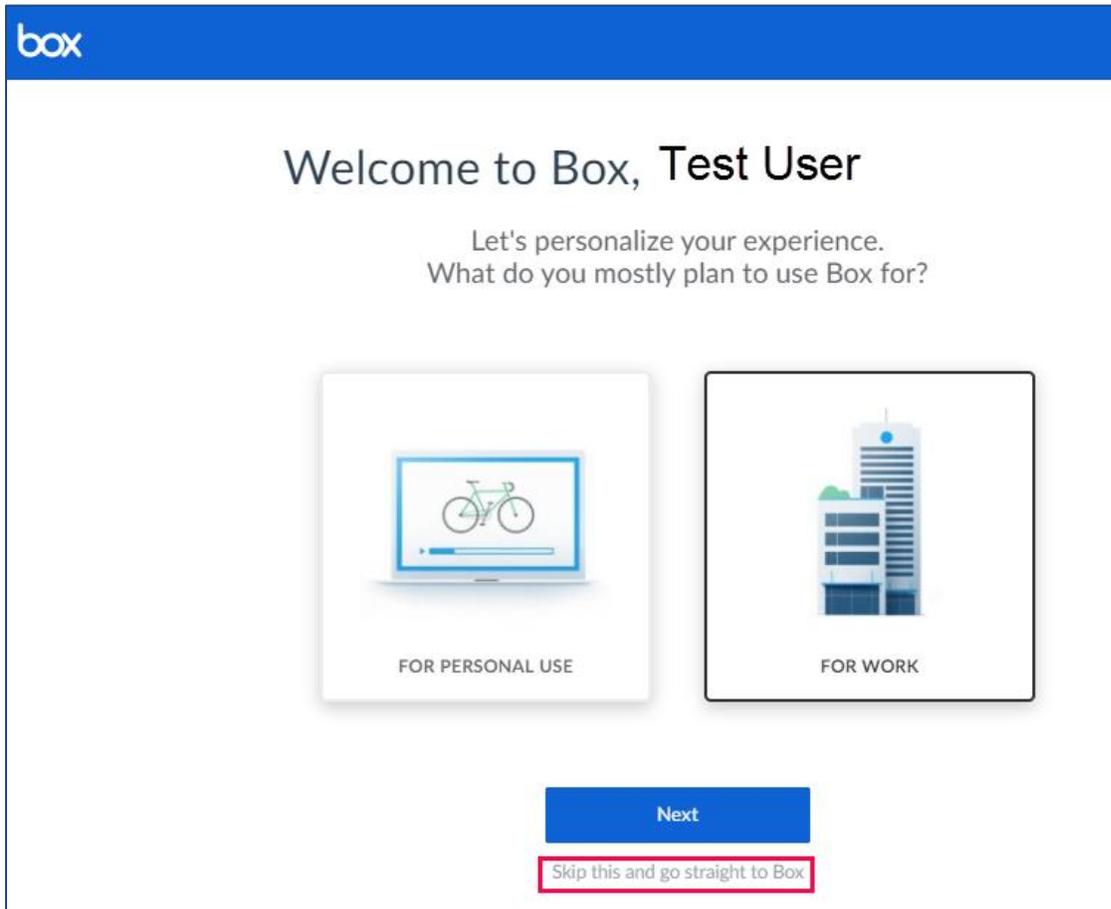


Figure 2: Welcome Message

The main dashboard will appear with invitations in the Messages folder. The user will click on **Messages** to view pending invitations.

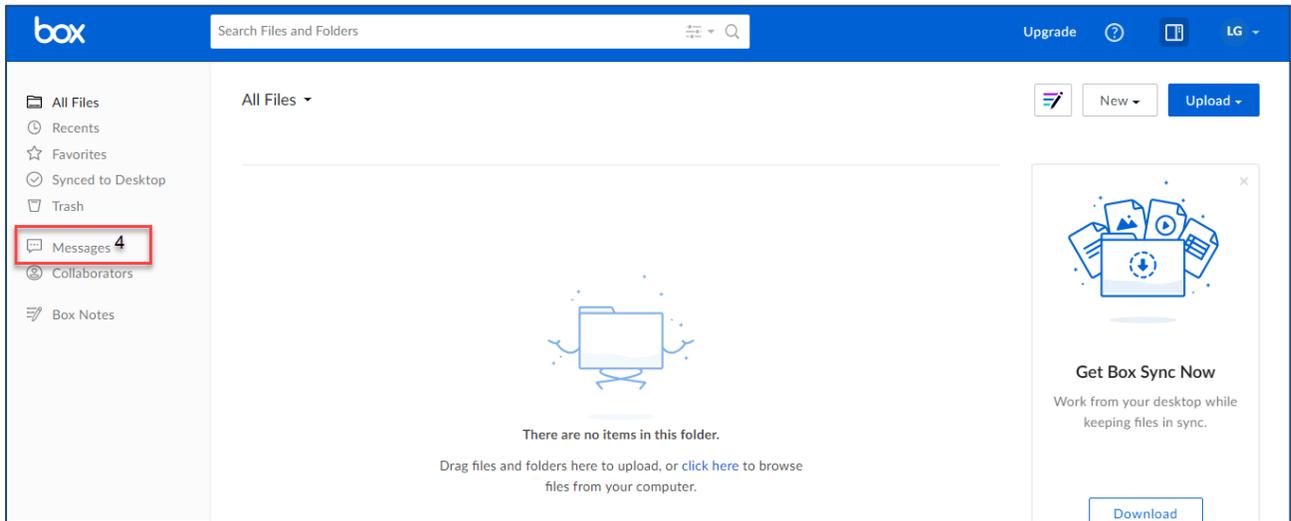


Figure 3: Main Dashboard

Review the Terms of Service and click the **Agree and Accept** buttons. Once an external user has accepted the Terms of Service, subsequent invitations from OSSE will be auto accepted.

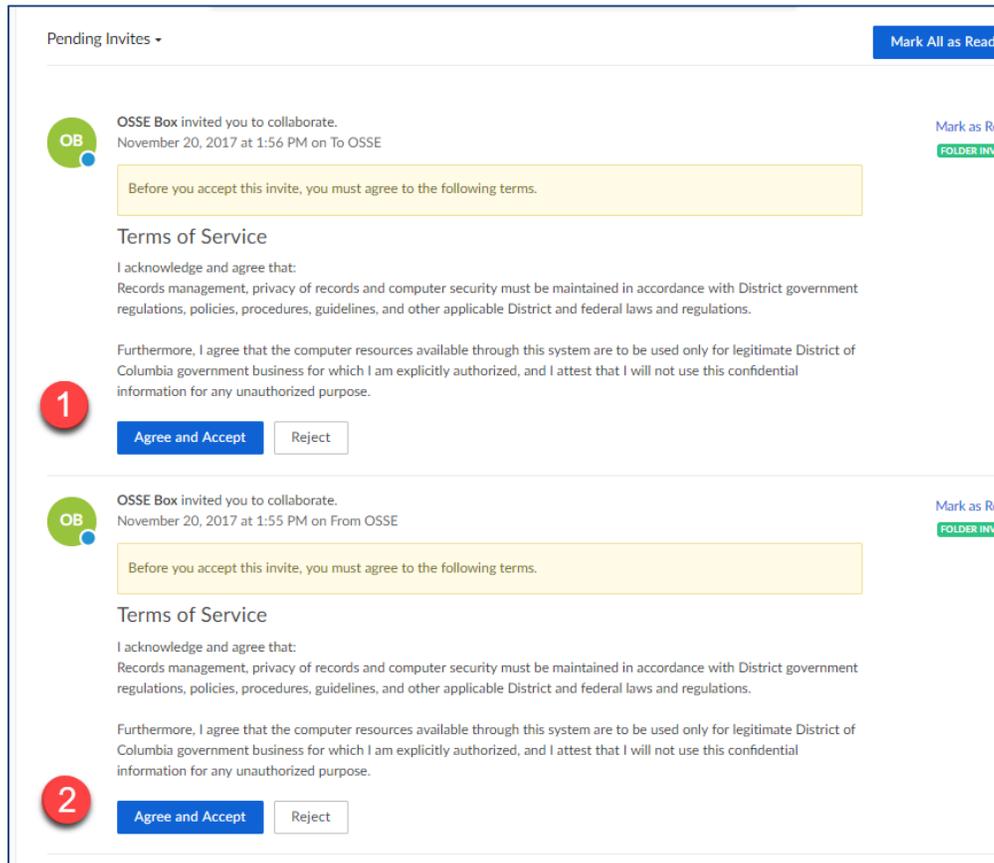


Figure 4: Pending Invitations

A pop-up window will appear. Click **Yes** to go to the “To OSSE” folder.

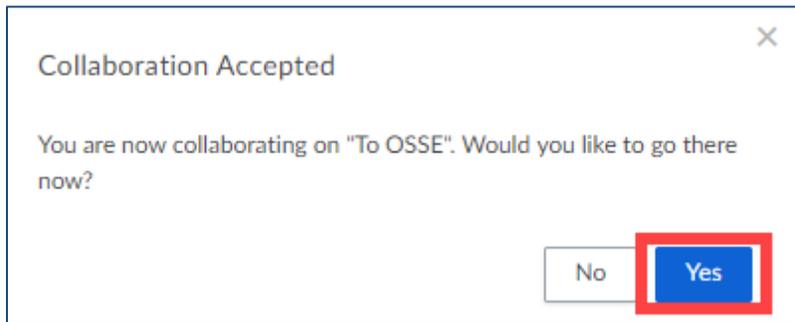


Figure 5: Collaboration Accepted

The main dashboard will now display all program folders.

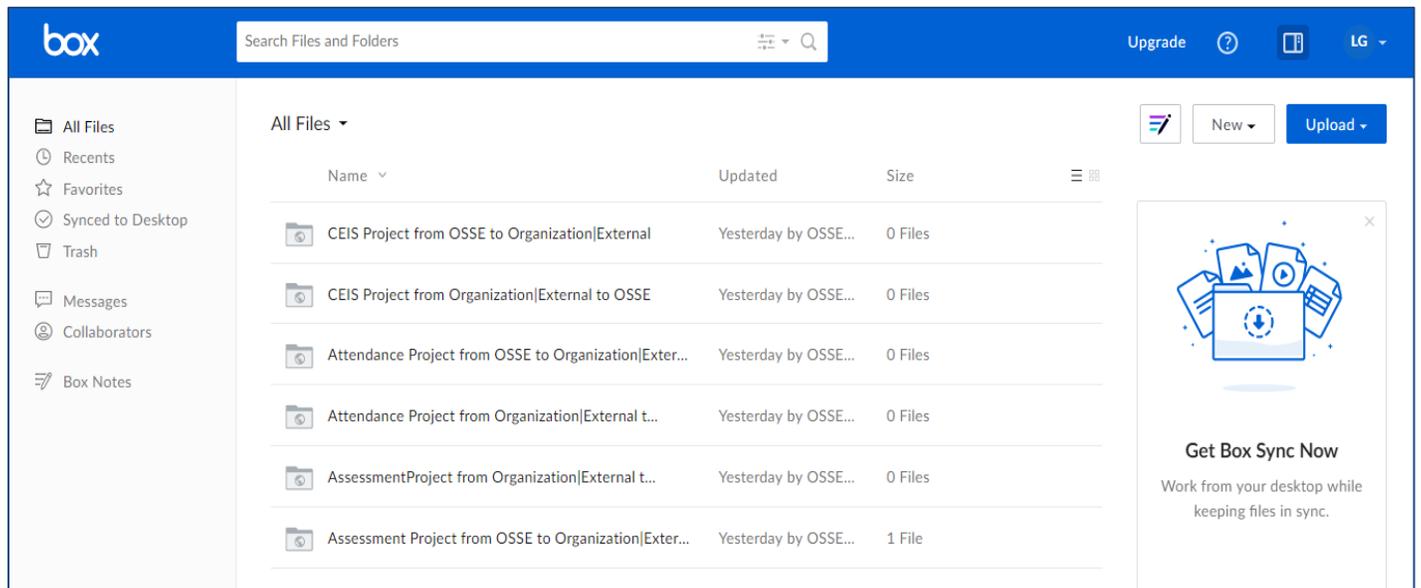


Figure 6: Main Dashboard with Program Folders

To OSSE

In the “To OSSE” folder, the user has Editor permission. As an Editor, the user can upload and delete files (see **Appendix A: User Permissions** for further guidance). To send files to OSSE, the user will upload files to the appropriate “To OSSE” program folder.

Note: Files will be set to expire and be deleted after 60 days by default.

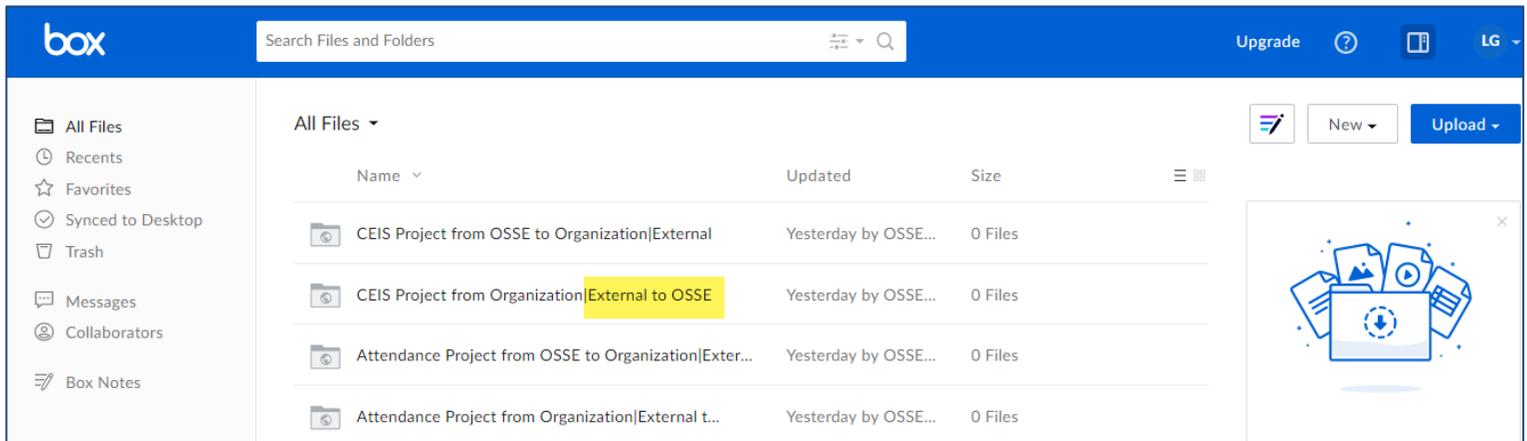


Figure 2: “To OSSE” Folder

To upload data to a folder:

1. Click on the appropriate folder.
2. Click the **Upload** button.
3. Select either Files or Folders.
4. Locate the data in your computer.
5. Click **Open** to upload.

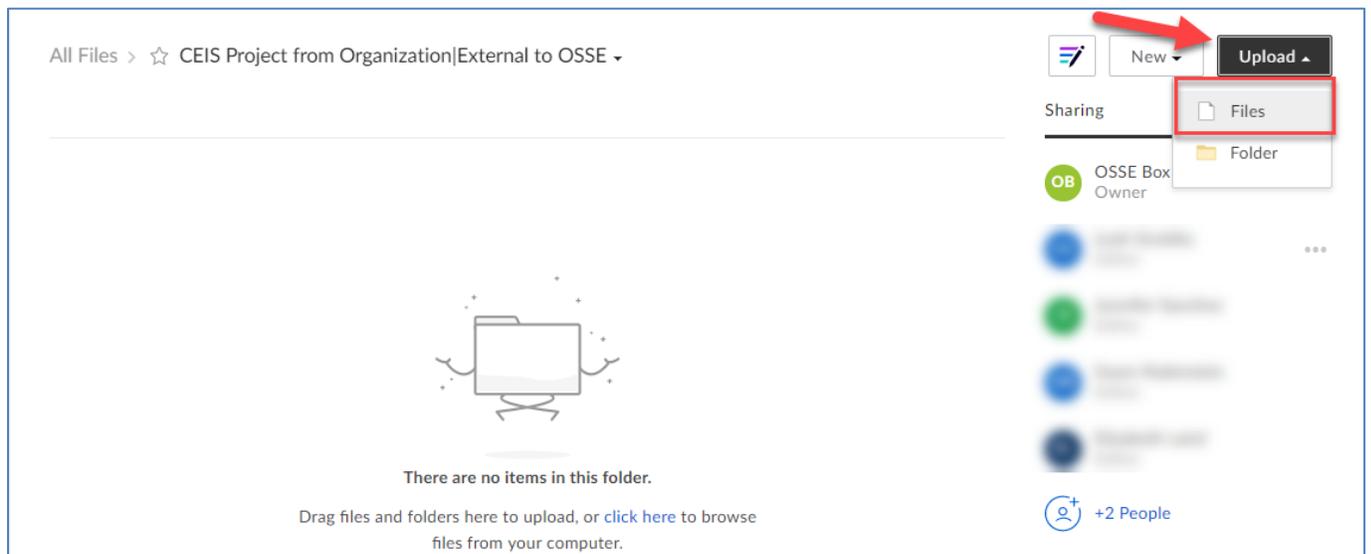


Figure 3: Upload “To OSSE” Folder

To remove a file or folder, click on the file or folder:

1. Click on the **More Options** icon.
2. Click on **More Actions**.
3. Click on **Trash**.

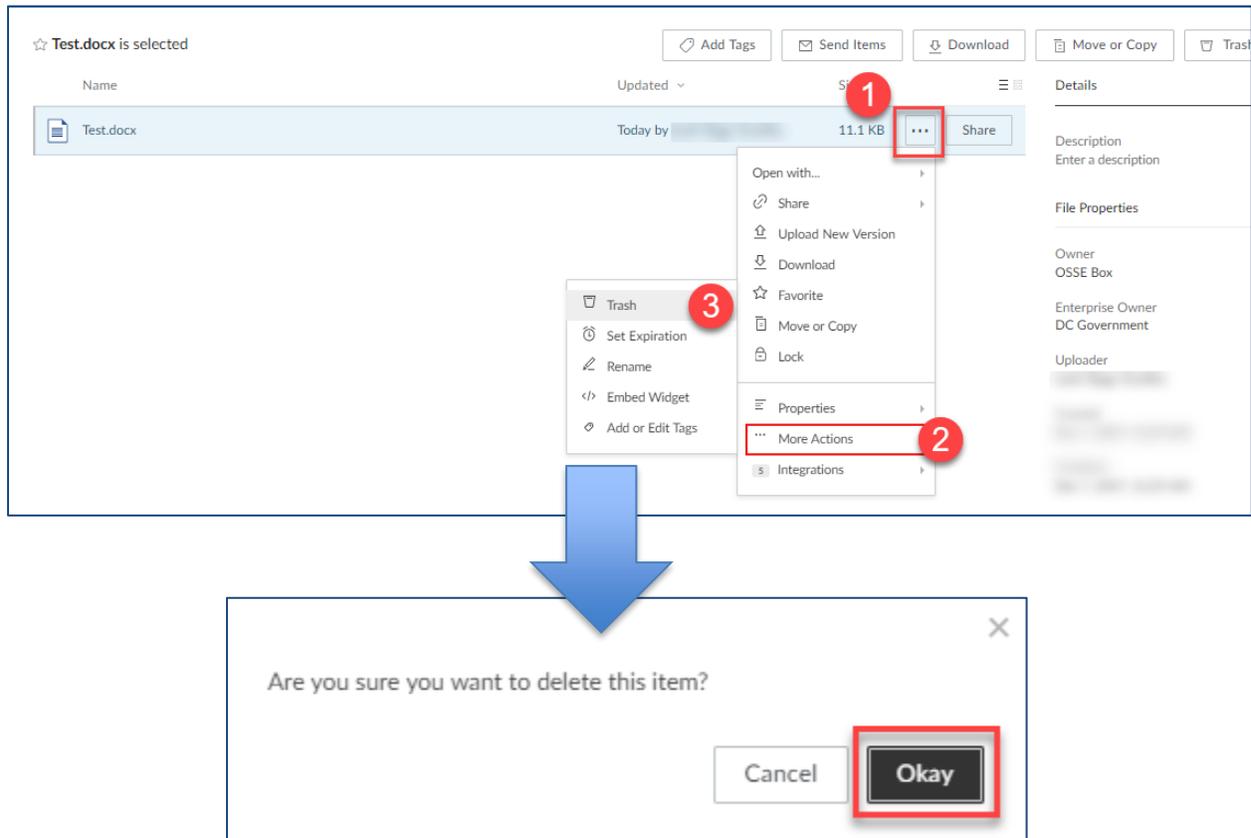


Figure 4: Remove a File

A pop-up window will appear, click **Okay** to confirm deletion.

From OSSE

OSSE uses the “From OSSE” folder to share files. Users with whom OSSE has shared folders will have Viewer permission. Users with Viewer permission cannot delete files or folders provided in the “From OSSE” folder.

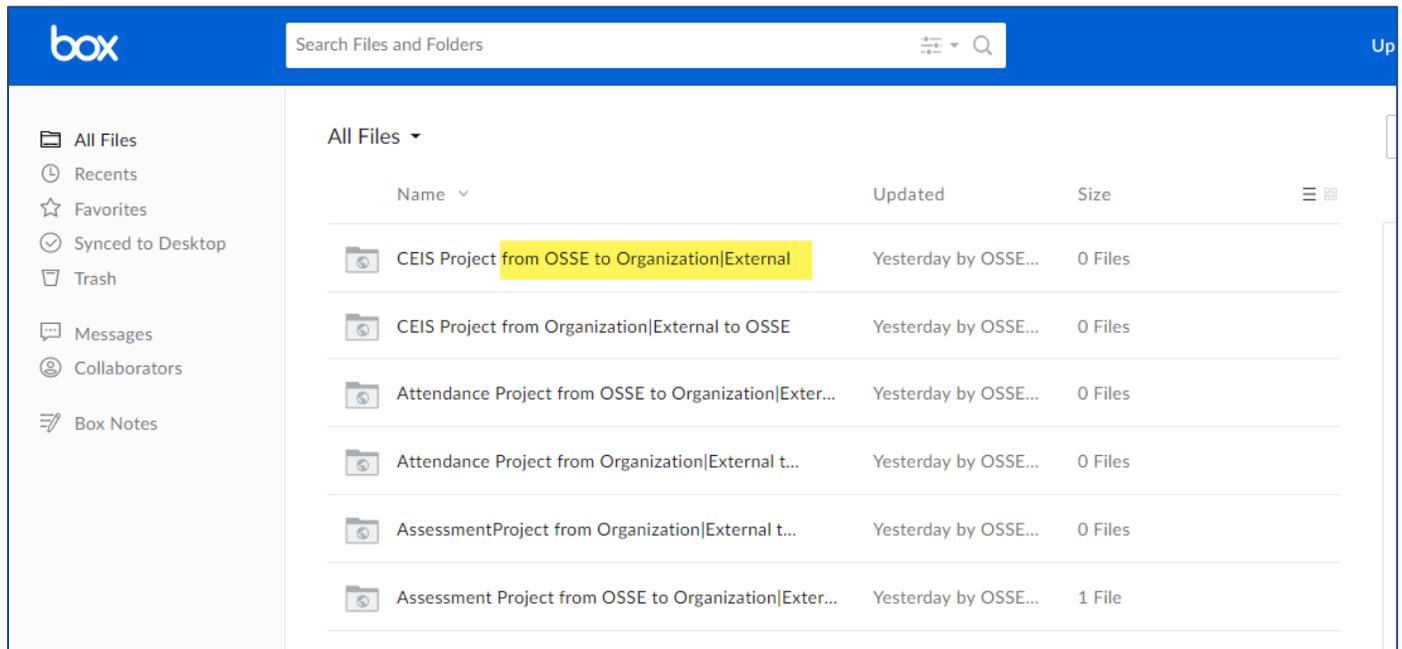


Figure 5: "From OSSE" Folder

Creating Files

Users can create files in the “All Files” and “To OSSE” folders. To create a file in the “All Files” folder:

1. Click on **New**.
2. In the dropdown menu, select the type of item to create.
3. The file or folder will appear on the **All Files** page.

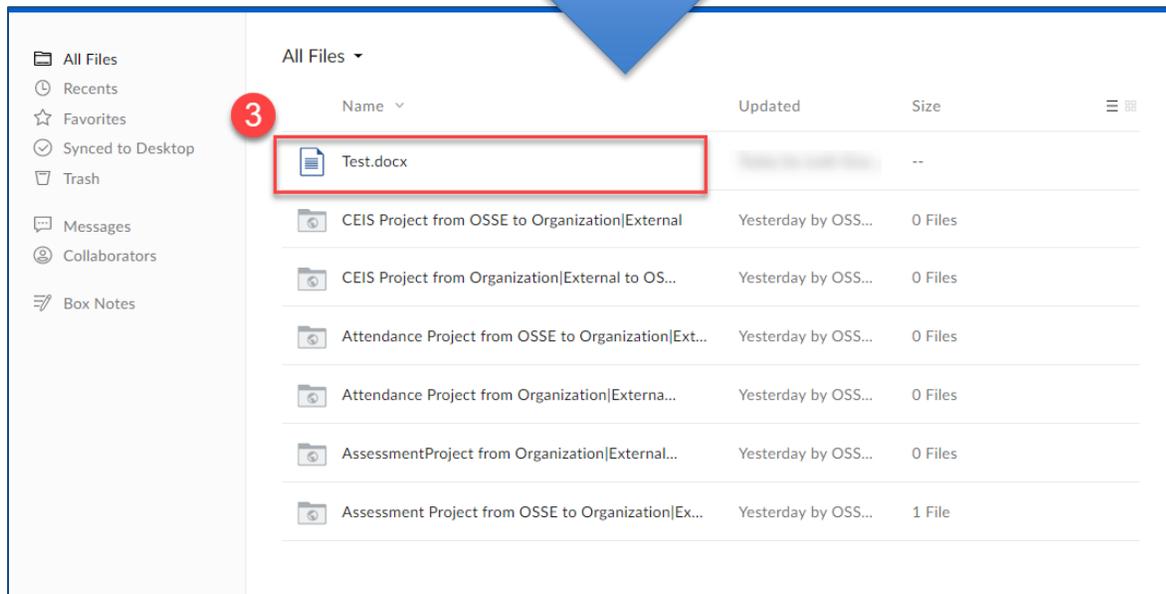
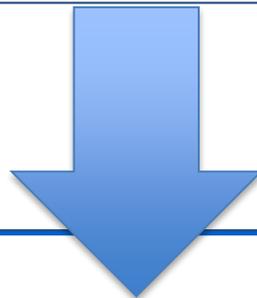
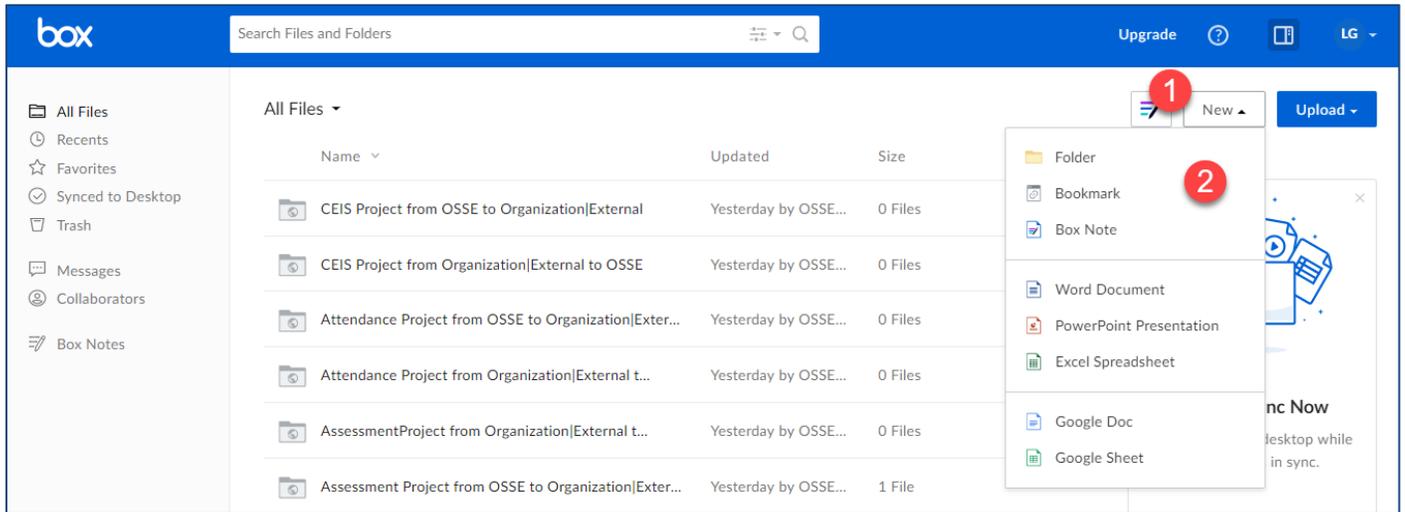


Figure 6: Create a File

Note: A file or folder created may be moved to the “To OSSE” or “From OSSE” folders. To move a file or folder, click on the item and drag it to either the OSSE “To OSSE” or “From OSSE” folders.

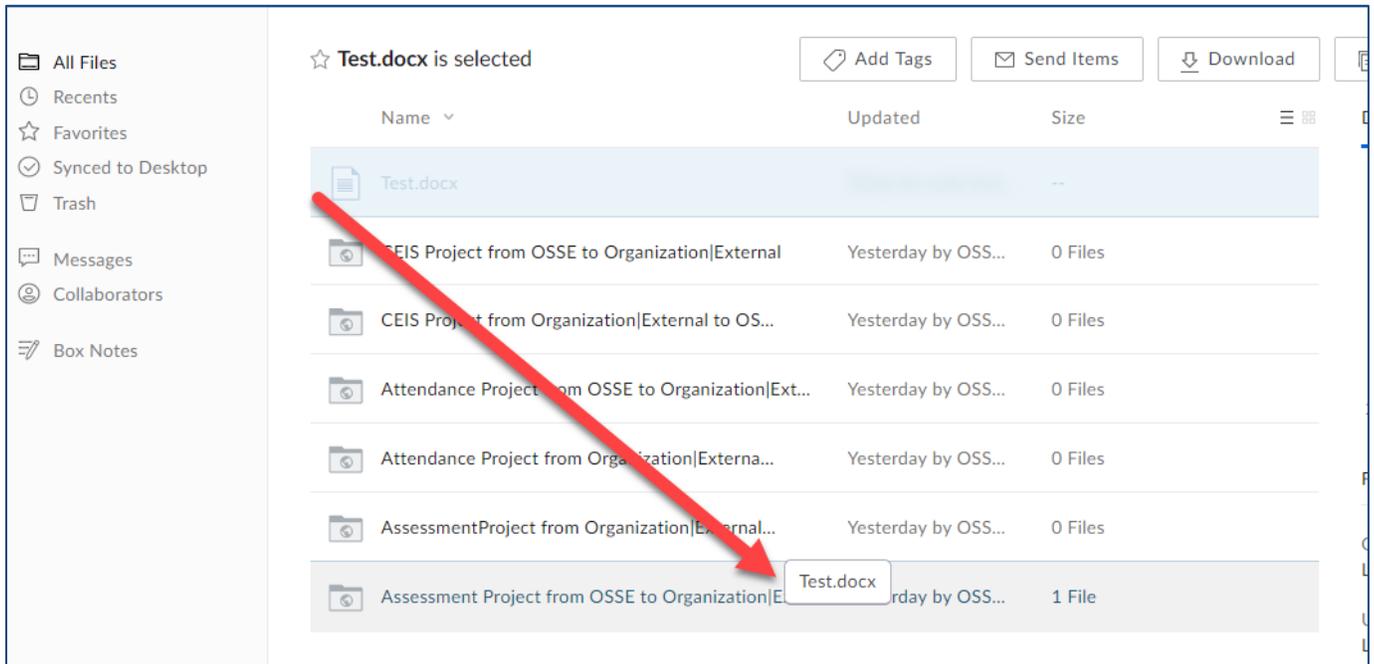


Figure 7: Moving a File

A pop-up window will appear, informing the user that moving items to the OSSE-created folders will transfer the ownership of those files to OSSE.

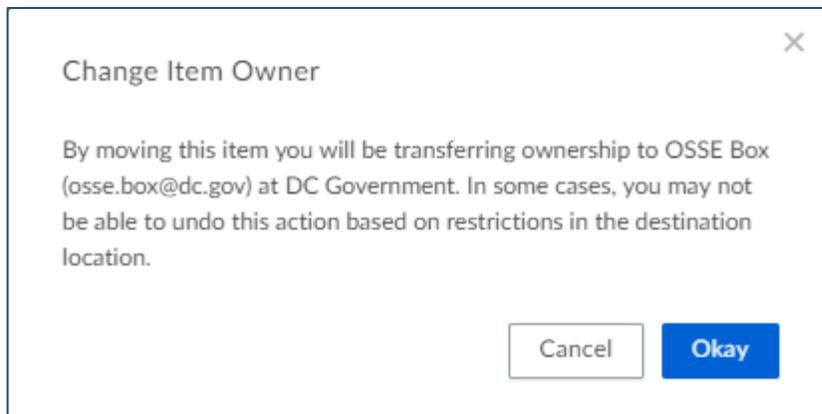


Figure 8: Notification of Change of Ownership

Reset Password

To reset a password, click **Reset Password** on the sign-in page. Follow the instructions provided and select **Reset Password**.

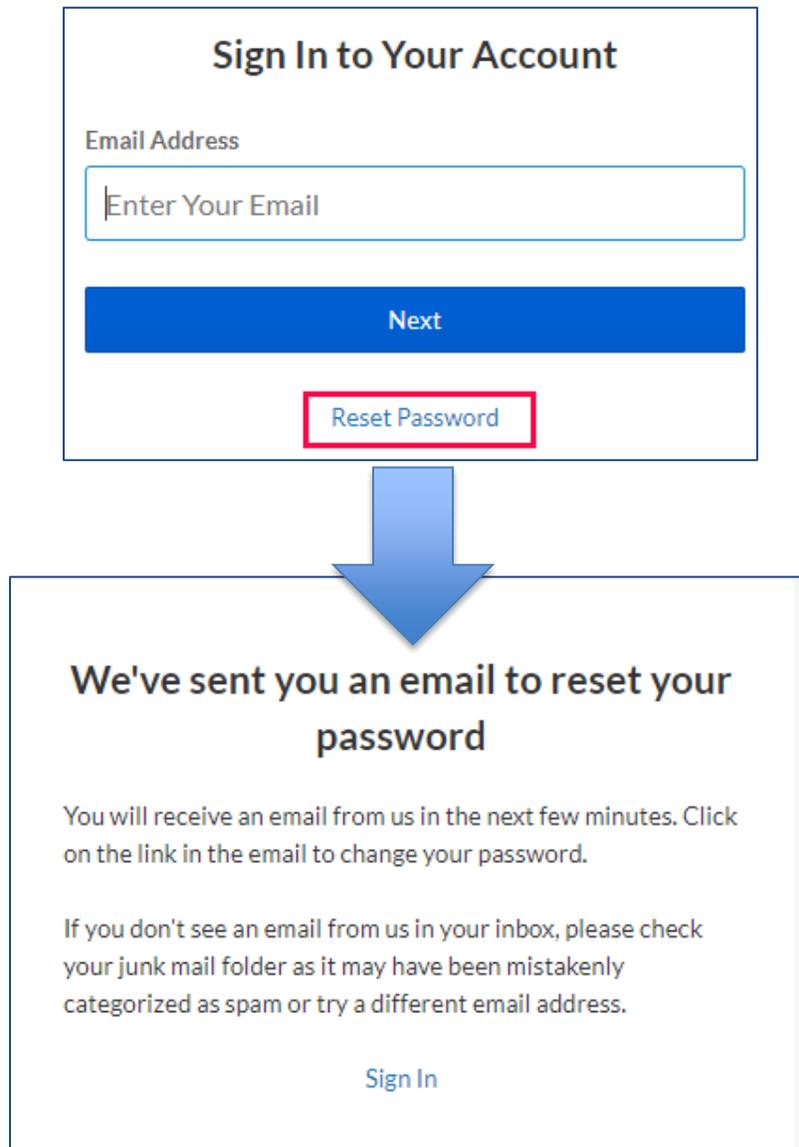


Figure 9: Password Reset

Appendix A: User Permissions

Box users have one of two permissions: Editor or Viewer. Users in the “To OSSE” folder will have Editor Permission. Users in the “From OSSE” folder will have the Viewer Permission.

Permissions		
	Editor	Viewer
Download	Y	Y
View / Add Comments*	Y	Y
Delete Files/Folders	Y	
View / Create Tasks	Y	Y
Add / Edit Tags	Y	
View Tags	Y	Y
View Metadata	Y	Y
Edit Metadata	Y	
Invite People	Y	
Edit Folder Name	Y	
Create Subfolders	Y	
Edit Folder Settings		
Preview	Y	Y
Lock/Unlock File	Y	
Send View-Only Links	Y	
Upload	Y	
View Item List in Folder	Y	Y
Sync Folder	Y	
Set Access Permissions	Y	
Restrict Invitations		
View Access Stats	Y	
Move	Y	
Copy	Y	**

* Comments can only be deleted by the folder owner or the creator of the comment.

** A Viewer cannot copy a file within Box, but be aware that Viewers have the ability to download the file and upload it somewhere else, or they can open the file and copy and paste the content into another file.