Digital Promotion and Tenure Tutorial 2017-2018

1. Log in to your email to accept invitation to the “Your Name” folder

2. Click on Accept Invite
   You will automatically be navigated to your Box account

3. Your folder already contains the following sub-folders:
   01. P&T Vita
   02. Personnel Files
   03. A. Evidence of Outstanding Teaching
   04. B. Evidence of Scholarship
   05. C. Evidence of Professional Service
   06. D. Additional Accomplishments
4. Begin by clicking on the **01. P&T Vita** folder.

5. To upload your files or folder, click **Upload**.

6. Click **Upload File** or **Upload Folder**.

   When uploading individual files, hold down the **Command** or **Control** key while selecting files. When uploading folders, you can only upload one folder at a time.

   Click **Open** or **Upload**.

   To minimize uploading errors, *avoid using spaces* in folder titles and document titles. Instead, use an “_”.
   **Example: GEO_100_CourseEvaluations**

   To upload folders, the latest version of Java or Flash needs to be installed. *Chrome uses HTMLs instead of Java.*

   Chrome will allow you to drag and drop files and folders directly into the files page on Box. Your uploads will appear in the folder where you dropped them.
Return to original sub-folders by clicking the link with your name above the upload button.

In folders 03. A. Evidence of Outstanding Teaching, 04. B. Evidence of Scholarship, 05. C. Evidence of Professional Service, 06. D. Additional Accomplishments you will need to create additional sub-folders.

To create additional sub-folders, click + New. Then click Folder.

Reminder: when adding sub-folders, please include numbers in all labels (use a leading 0 for numbers below 10).

Example
01.Student_Evaluations
02.Peer_Evaluations
03.Course_Materials