

Storyboard – Box – An Overview

Course:	<u>Box – An Overview</u>	Subject Matter Experts:	<u>Chris Raddatz</u>
Module:	<u></u>	Approval Date:	<u></u>
Instructional Designer:	<u>Abigail Martin</u>	Approved By:	<u></u>
Developer:	<u>Abigail Martin</u>	Delivery Platform:	<u>Windows-based computers via Learning Maestro and Macintosh, iPad and possibly iPhones device</u>
Development Tools	<u>Captivate 7.0, Snagit, and Photoshop</u>	Audio:	<u>Yes</u>
Screen Size (within LMS frame)	<u>1024 x 762</u>	Narration Type (Live/TTS):	<u>Live</u>

Storyboard

Ref	Narration	Captions	On Screen	Interaction	Error Message	Notes
1.	<p>Welcome to Box – An Overview.</p> <p>This lesson will show you what Box is all about, how it can make your work life easier, and how to get a Box account. We'll also take a look at the Box environment.</p> <p>Throughout this training you'll be guided through exercises which will advance you through the course. You can also use the navigation buttons to move backward and forward.</p> <p>When you're ready to begin, just click the Get Started button at the bottom right of the screen.</p>	<p>Welcome to Box – An Overview.</p> <p>This course contains audio narration so please unmute your speakers or plug in a headset.</p> <p>If you do not have the ability to listen to the audio, click CC to display the closed captioning.</p>	<p>Image of headphones or speakers.</p> <p>Highlight Navigation buttons.</p>	Click Get Started.		.
2.	Box is a web-based file sharing and collaboration tool, that allows you to safely and securely access files from almost anywhere, and on many different devices.	<p>What is Box Used for?</p> <ul style="list-style-type: none"> ≡ Accessing files from anywhere ≡ Collaborating with others 	<p>Image of globe</p> <p>Images of groups of people working together</p>	Click Forward.		

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3.	<p>Box makes it easy for you to access your files, and it allows you to efficiently collaborate with Related employees and with external colleagues.</p> <p>You can chose to use Box for a particular project, or you can store all of your Related files on Box.</p>	<p>How you use Box is up to you.</p> <p>Store project files on Box. Store department files on Box. Store all of your work files on Box.</p>	<p>Image representing project files</p> <p>Image representing all work files</p>	Click Forward.		
4.	<p>No matter what you decide to store on Box, you can be confident that your data is secure.</p> <p>Box uses multiple layers of strong encryption, and user authentication to ensure the security of your files.</p>	Encryption Authentication	Image representing security – e.g. a lock or safe	Click Forward.		
5.	Because authentication is required to use Box, you'll need an account. If you don't have one, you can reach out to the Help Desk to request one.	helpdesk@related.com or 212-801-1023		Click Forward.		
6.	<p>Once you've been granted a Box account, you can access it through your web browser by going to the URL on the screen.</p> <p>If you're on Citrix or a Related computer, you don't need to log in – your network connection already grants you access.</p> <p>However, if you're on a non-Related computer, you'll need to enter your Related network credentials.</p>	<p>Are you on a Related or Citrix computer? Just open Box without having to sign in.</p> <p>Or</p> <p>Log in with your credentials after you access this site https://related.app.box.com/login.</p>	From this point forward – unless otherwise indicated, the screens displayed will be those of the actual application.	Click Forward.		
7.	<p><u>Once you access Box, y</u>You'll land on All Files and Folders page.</p> <p>Notice that some folders are blue while others are yellow.</p> <p>Blue folders are shared folders and can be accessed by you and anyone collaborating on the folder. The yellow folders are private, and only you have access to them.</p>	<p>Blue = Shared</p> <p>Yellow = Private</p>	<p>Box Home screen.</p> <p>Highlight blue folders and highlight yellow folders.</p>	Click Forward.		

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	<p>Don't worry, you'll learn more about shared and private folders in another course.</p> <p>For now, we'll focus on getting familiar with the Box environment.</p>					
8.	<p>Here on the All Files and Folders page, there are several sections. Take a moment to click each highlighted area to read more about them.</p>	<p>To learn about the features of this section, click each item to read more about it. When you're done, click the Forward button.</p> <p><i>Icon Bar</i> The Icon Bar contains shortcuts to different screens within Box. It's one of the primary navigation areas.</p> <p><i>Search Box</i> This allows you to search for a particular file or folder.</p> <p><i>Gear button</i> This button gives you access to your Account Settings, Help, and allows you to log out.</p> <p><i>Files/Folders Area</i> Here you access your folders and files. You will also see icons to the right of the files and folders which contain options specific to the folder or file, such as collaborating, giving permissions and previewing the file.</p> <p><i>Links Area</i> In this section are several useful links. You can see a list of colleagues, invite people to share your folders and access support resources.</p>	<p>Highlight the different sections when mouse is clicked on them.</p>	<p>Click each item. Click Forward.</p>		
9.	<p>From almost any page within Box, there are many ways to get to the file or folder you need. One way is to use the Jump to Folder link.</p>	<p>Use Jump to Folder to quickly access a folder.</p>	<p>Highlight Jump to Folder.</p>			
10.	<p>Let's say we want to access our project's Financial Folder. Start by clicking the Jump to Folder link.</p>	<p>Click Jump to Folder to start searching for Financials.</p>		<p>Click Jump to Folder.</p>	<p>Click the Jump to Folder link.</p>	
11.	<p>Now start typing what you want. As soon as you see it, stop typing.</p>	<p>Type Fi.</p>		<p>Type F.</p>	<p>Type Fi.</p>	<p>Use click boxes rather than TEB. Assign a shortcut key. Make sure to account for upper and lower case letters.</p>
12.		<p>Type Fi.</p>		<p>Type I.</p>	<p>Type I.</p>	
13.	<p>Go ahead and select our folder.</p>	<p>Open Amber Island – Financials.</p>		<p>Click Amber Island Financials.</p>	<p>In the results list, select Amber Island Financials.</p>	

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14.	Return to the All Files and Folders page by clicking the Files icon on the Icon Bar. It actually looks like a folder, not a file.	Return to the All Files and Folders page.		Click the Files icon.	On the Icon Bar, click Files – it looks like a folder.	
15.	Let's do the same search, but this time using the search box.	Search for files and folders starting with Fi.	Highlight the Search box.	Click in the Search Files box.	Start by clicking in the Search Files box.	
16.		Search for files and folders starting with Fi.		Type F.	Type F.	
17.		Search for files and folders starting with Fi.		Type I.	Type I.	
18.	Notice that we have a list with both files and folders. That's the difference between using Search and using Jump to Folder. Go ahead and open our folder.	Search locates files and folders Jump to folder only locates folders. Open Amber Island – Financials.		Click Amber Island – Financials.	Click Amber Island – Financials.	
19.	Let's go back to the All Files and Folders page.	Return to the All Files and Folders page.		Click the Files icon.	On the Icon Bar, click Files – it looks like a folder.	
20.	Now that we've taken a quick trip around Box and seen how to find files and folders, let's take a closer look at a few of the ways you can customize Box. One thing you can change is the way Box notifies you of changes.	You can customize your email notification settings to meet your needs.		Click Next.		
21.	By default, Box will send you an email notification when certain events occur, such as someone updating a shared file, or a new subfolder being created in one of your folders. You can customize which email notifications you receive by modifying the email notification settings in your account.			Click Next.		
22.	Let's say we only want to be notified when someone uploads a file to one of our folders, or makes a comment on one of our files. Remember the Gear icon? That's where you'll find Account Settings.	Open Account Settings.		Click Gear button.	Click the Gear button, and then select Account Settings.	
23.		Open Account Settings.		Click Account Settings.	Choose Accounts Settings.	
24.	Here you can access all of your account settings. Notice there's a series of tabs that you can use to navigate to the different settings pages. In our case, we need to go to the Notifications tab.	Navigate to the Notifications tab.	Highlight the tabs.	Click Notifications tab.	Click the Notifications tab.	
25.	Now you just make your choices.	Change the settings to receive an email notification only if:		Click THIS WILL NEED TO BE FINISHED ONCE WE KNOW THE		This specific steps will depend on the default settings.

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		<ul style="list-style-type: none"> ≡ Someone uploads a file to your folder or ≡ Someone comments on a file in your folder 		DEFAULT SETTINGS.		And you will want to develop this so that whichever order they click the correct checkboxes, they are successful.
26.	You can also choose whether or not you'll get any of the three General Emails. We'll keep the defaults for now.	You can choose whether or not to receive general notifications.	Highlight General Emails sections.	Advances automatically.		
27.	Next, you just need to save your changes	Save your changes.		Click Save.	Click the Save button to keep your changes.	
28.	Let's go back to the Files and Folders page.	Return to the All Files and Folders page.		Click Folders icon.	On the Icon Bar, click the Files icon. Remember, it's the one that looks like a Folder.	
29.	Another thing you may want to do in Box is to add a profile picture. This helps your collaborators know your name and your face.	Adding a profile picture is easy as 1-2-3. <ol style="list-style-type: none"> 1. Click your name. 2. Click the Change Picture link. 3. Follow the on-screen instructions. 	Highlight the Name link.	Advances automatically.		
30.	First, you need to access the profile page. You do that by clicking your name. Well, in this case, Elizabeth's name.	Change the profile picture to the ERogers.jpg found in the Pictures folder.		Click Elizabeth Rogers.	Start by clicking Elizabeth Rogers.	NOTE: Make sure that the ERogers.jpg file is the only one in the Picture Library, and that you are at that location when recording. (Or delete the slides that take you to the location)
31.	Now see if you can add Elizabeth's picture. If you get stuck, just click anywhere on the screen for a hint.	Change the profile picture to the ERogers.jpg found in the Pictures folder.		Click Change Picture.	Under the picture placeholder, click Change Picture.	
32.		Change the profile picture to the Erogers.jpg found in the Pictures folder.		Select Erogers.jpg.	Select the image file, Erogers.jpg.	
33.		Change the profile picture to the Erogers.jpg found in the Pictures folder.		Click Open.	Click the Open button.	
34.		Change the profile picture to the Erogers.jpg found in the Pictures folder.		Click Elizabeth Rogers.	Click Elizabeth Roger's name.	NOTE: Make sure both name links function.
35.		Return to the All Files and Folders page.		Click Files.	In the Icon Bar, click the Files icon.	
36.	Great! Now people who access your files and folders can recognize you.	Profiles pictures are helpful for teams working virtually.		Click Next.		

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37.	If you ever get lost, or need help, there are lots of resources available. Under the Resources section are several links that take you to training and support documents. And there are several courses you can take through the learning management system.	<ul style="list-style-type: none"> ≡ Trash ≡ Help (Related Intranet) ≡ Success and Training Corner ≡ Box Community Support – 1-212-801-1023 (Related Helpdesk) 	Highlight the Resources links.	Click Next.		
38.	Remember, you can easily add a profile picture by clicking on your name, choose to change your email notifications globally too, and finally, remember that the only time you need to use your login settings to log in is when you are not on a Related computer.	<ul style="list-style-type: none"> ≡ You can easily add a profile picture by clicking on your name. ≡ You can globally change the way you receive your email notifications. ≡ You don't need to login to Box when you are logged into the Related network. 		Click Forward.		
39.	Congratulations. You've completed the Overview to Box training.	<p>For more about how to use Box, take the Working with Files and Collaborating course.</p> <p>To Exit this course, close your browser.</p>		Close browser.	Close your browser by clicking the 'X' at the top right of the screen.	