

Evaluation Data Distribution

For security purposes, Scanning Services uses Box for the distribution of the course evaluation statistical reports produced. Box is a web-based collaboration and file storage system available to all University of Nebraska faculty, staff and students

CREATE YOUR BOX ACCOUNT

If you have not yet created your Box@UNL account, go to box.unl.edu and click the green CREATE MY BOX ACCOUNT button. You will need to login using your My.UNL credentials.

You can easily return to your Box account by going to unl.box.com using any browser to login.

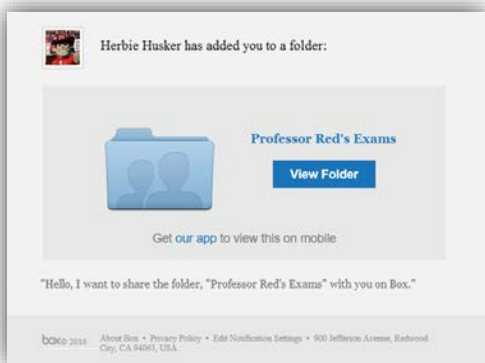
Part of University of Nebraska - Lincoln?

University of Nebraska - Lincoln uses your network username and password to login to Box. Continue to login to Box through your network.

CONTINUE

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ACCEPT INVITATION TO COLLABORATE



The first time you use our services, you will receive an email invitation to collaborate on a Box folder. This will be used to get your current evaluation data to you. By default, your Box account is set to automatically accept new folder invitations. If this setting is changed, you'll need to click the **Accept Invite** button.

RECEIVE YOUR REPORTS

When evaluation data is posted, you'll receive an email with a link to the zipped file in your Box folder with a note about the upload. There will be multiple files in the zipped file.

Click the **View File** button to open in Box. You may be required to login if you are not currently logged into any My.UNL sites.



Since Box cannot preview zipped files, you need to click **Download** to save the file to your computer, then unzip the files.

