

HEDS Box Account User Guide

HEDS uses Box, a secure online storage service, to share some HEDS data and other files.

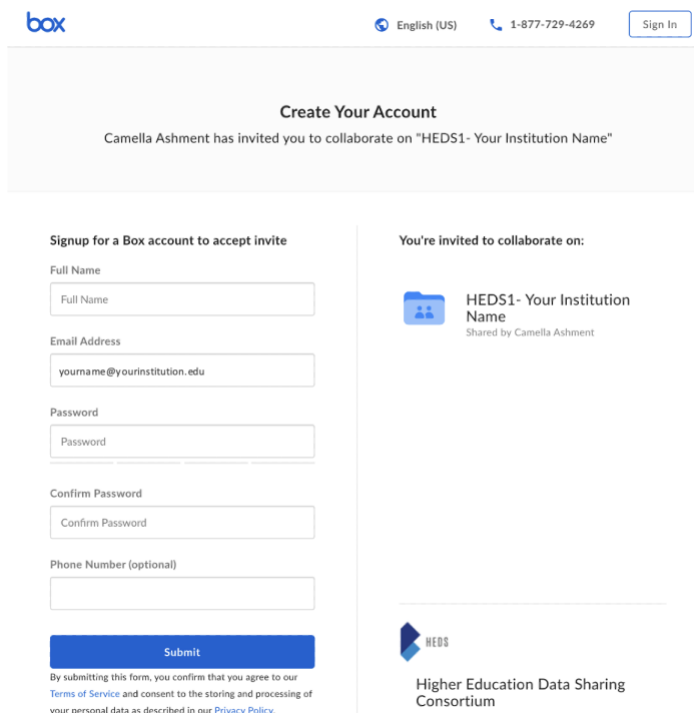
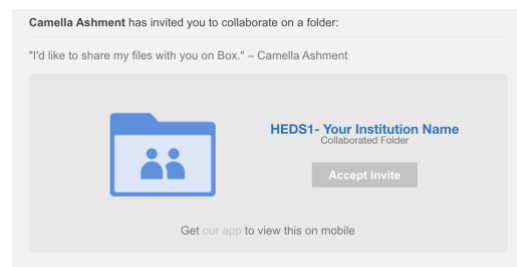
Your Invitation to Use Box

We will send you an email with instructions for using Box. Shortly after, you will receive two emails from Box notifying you that we have shared folders with you. These emails will appear to come from a HEDS staff member, but they originate from the email address “noreply@box.com.” If you don’t receive these emails, please check your spam filter settings to make sure that messages from Box are allowed through.

Note: If you already have a Box account at your institution with the same email address provided to us, you will see these [shared folders](#) when you log into that account. If you do not, you will be asked to create a free account.

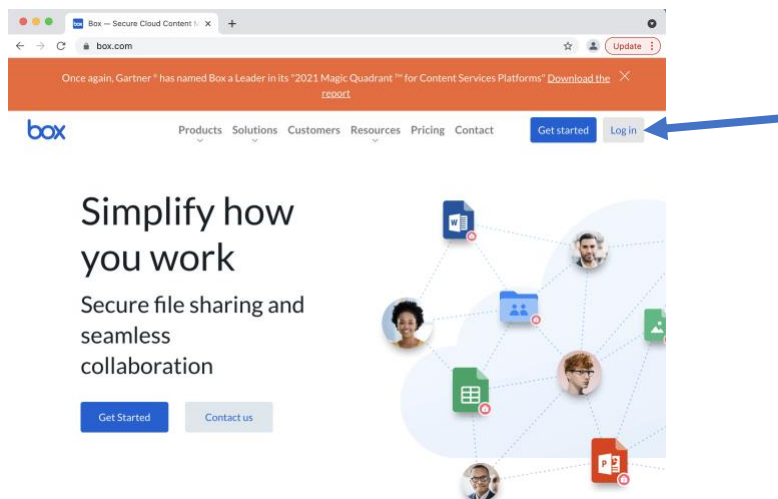
Creating a Free Box Account

1. If you do not already have a Box account, open any one of the messages from Box and click on the “Accept Invite” button. Box will then prompt you to create a free account using a form like the one shown below on the right.
2. Enter in your name as you would like it to appear on your account.
3. By default, your username is the email address that we used to invite you to join Box. We recommend keeping this default username. If you would prefer to change your username, it is important that you email Camella Ashment (camella.ashment@hedsconsortium.org) to let her know so that we can update your account information. You will not be able to see any of your HEDS files in Box until we have the correct username.
4. Create a password and click “Continue.”
5. You will receive an email from Box to verify your email address. Once verified, the files we share will be available to you.



Logging In

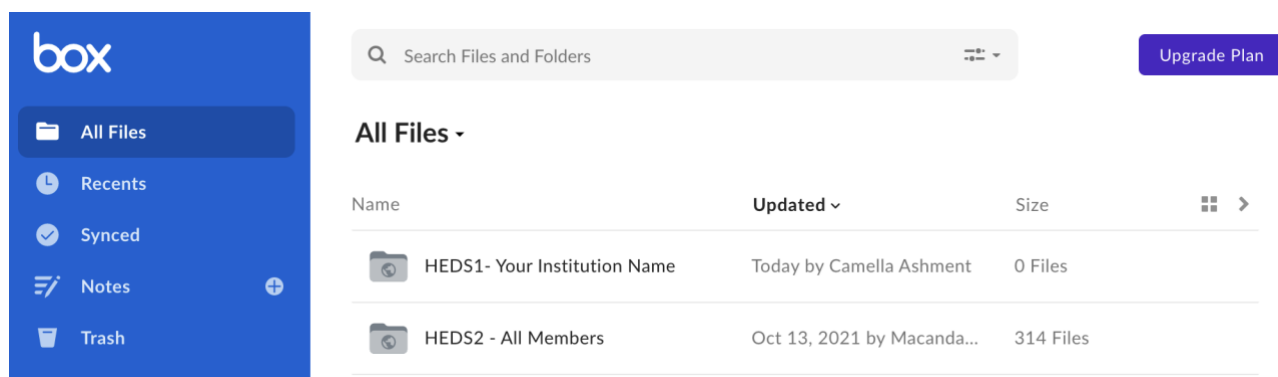
After you create your HEDS Box account you can access it by going to www.box.com and logging in with your username (the email address associated with the account) and password.



Organization of HEDS Folders in Your Box Account

When logging into Box after accepting our invitation to share folders, you will see the following two main HEDS folders on the “All Files” page of your Box account:

- HEDS1 – Your Institution Name (i.e., HEDS1 – ABC College, HEDS1 – XYZ State University, etc.)
- HEDS2 - All Members



The following is what you will find in each of these folders:

HEDS1 – Your Institution Name

This folder is how we share HEDS Data Exchange files with participating institutions. It will contain the following folders, but please note that the “**Historical**” folders will **only** appear if your institution was a member and participated in surveys prior to 2020 and/or data exchanges prior to 2015-2016.

- **HEDS Data Exchanges**

Data exchange files will be accessed through a link in a year-specific Box Note (see below). The Box Notes for your two most recent years of HEDS Data Exchange participation will appear in this folder.

- **Prior Data Exchanges**

- This folder will contain Box Notes with links for older data exchanges, back to 2015-2016.
- **Historical Data Exchanges (Prior to 2015-2016)**
You will only see this folder if your institution was a member prior to 2015-2016 and participated in data exchanges. Within it, you will only see folders for those data exchanges that your institution participated in.

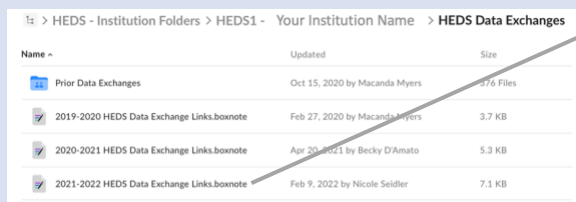
- **Historical Survey Data (Prior to 2020)**

This folder will only appear if your institution was a member and participated in HEDS or Non-HEDS Surveys prior to 2020. Additionally, you will only see folders for past surveys for which your institution had files saved. These may include data and reports from HEDS Surveys (which are now shared through SendSafely) or data and reports from Non-HEDS Surveys (such as NSSE).

How to Access HEDS Data Exchange Files

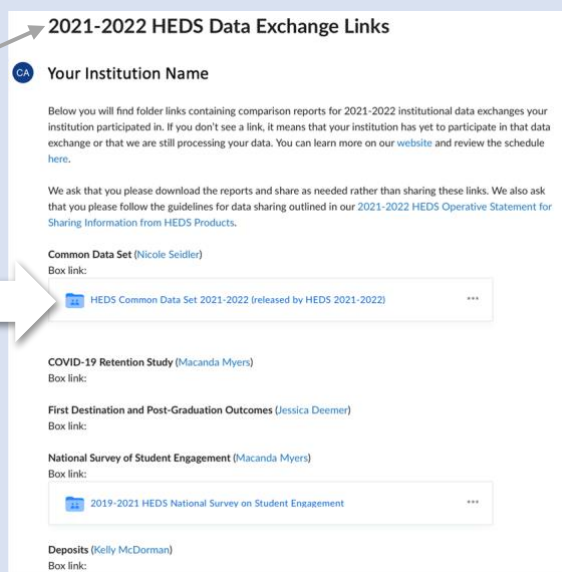
There will be a Box Note for each membership year in the “HEDS Data Exchange” subfolder. When your institution participates in a data exchange, we will add a link to the Box Note that will give you access to the report(s) for that data exchange. You will only have access to a data exchange if your institution has participated.

To access your files, go to the “HEDS Data Exchange” subfolder, open the Box Note labeled with the current year “YYYY-YYYY Data Exchange Links”, and click on the link to the desired data exchange. We update the files in these data exchanges continually as we receive data from participating member institutions.



Name	Updated	Size
Prior Data Exchanges	Oct 15, 2020 by Macanda Myers	976 Files
2019-2020 HEDS Data Exchange Links.boxnote	Feb 27, 2020 by Macanda Myers	3.7 KB
2020-2021 HEDS Data Exchange Links.boxnote	Apr 30, 2021 by Becky D'Amato	5.3 KB
2021-2022 HEDS Data Exchange Links.boxnote	Feb 9, 2022 by Nicole Seidler	7.1 KB

Click on these links to access your reports



2021-2022 HEDS Data Exchange Links

Your Institution Name

Below you will find folder links containing comparison reports for 2021-2022 institutional data exchanges your institution participated in. If you don't see a link, it means that your institution has yet to participate in that data exchange or that we are still processing your data. You can learn more on our [website](#) and review the schedule [here](#).

We ask that you please download the reports and share as needed rather than sharing these links. We also ask that you please follow the guidelines for data sharing outlined in our [2021-2022 HEDS Operative Statement for Sharing Information from HEDS Products](#).

Common Data Set (Nicole Seidler)
Box link: [HEDS Common Data Set 2021-2022 \(released by HEDS 2021-2022\)](#)

COVID-19 Retention Study (Macanda Myers)
Box link: [COVID-19 Retention Study \(Macanda Myers\)](#)

First Destination and Post-Graduation Outcomes (Jessica Deemer)
Box link: [First Destination and Post-Graduation Outcomes \(Jessica Deemer\)](#)

National Survey of Student Engagement (Macanda Myers)
Box link: [2019-2021 HEDS National Survey on Student Engagement](#)

Deposits (Kelly McDorman)
Box link: [Deposits \(Kelly McDorman\)](#)

HEDS2 - All Members

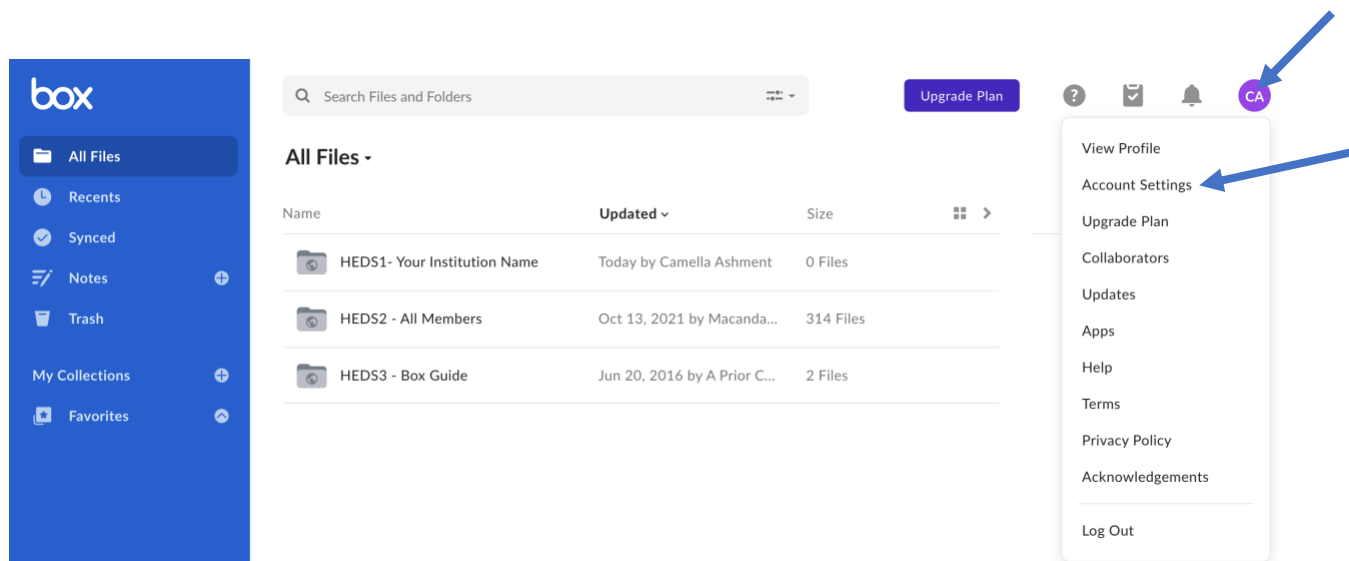
This folder contains files that all member institutions have access to, including:

- 1 – HEDS Box Guide
- Baccalaureate Origins of Doctorates
- College Score Card
- First Destination Surveys
- Forbes Rankings
- HEDS Listserv
- HEDS Member Directory
- HEDS Statement of Understandings
- Interactive Dashboard Samples
- IPEDS Summary Files
- IR-IE Compensation Survey
- Other Rankings
- Teaching and Learning Environment surveys
- US News and World Report

Tips for Using Box

Checking and Adjusting Your Account Settings

Click on your initials in the upper right-hand corner of your screen for the drop-down menu and select “Account Settings.”



Then click on “Notifications” to select your preferences. We suggest that you be notified when a file is uploaded under “In items I’ve joined.” You can change your account settings at any time.

Account Settings

Account Sharing **Notifications** Security Profile Diagnostics Integrations

Email Notifications

Select for which actions and on what type of content you would like to be emailed.

Notification Email

your.email@yourinstitution.edu

Select Notifications to Receive

	In Items I Own	In Items I've Joined
Downloads	<input type="checkbox"/>	<input type="checkbox"/>
Uploads	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Previews	<input type="checkbox"/>	<input type="checkbox"/>
Deletes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

General Emails and Notifications

Keep me updated with

☐ Login Activity: Get notified when your account is accessed from a new device.

Sorting Folders

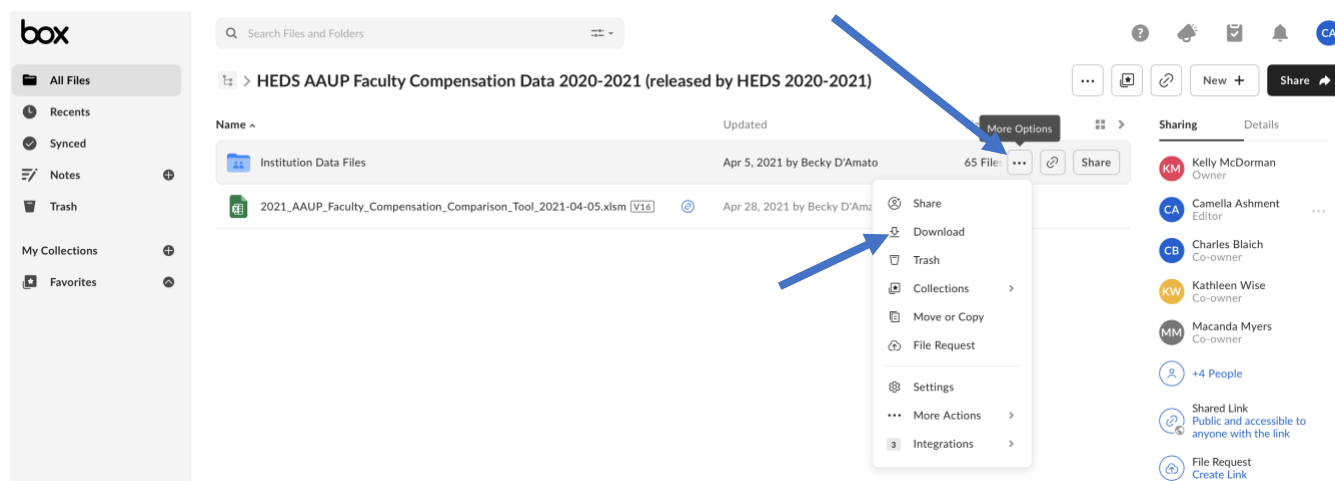
You can sort folders by **name**, **updated** date, or file **size** by simply clicking on the column title.

All Files > HEDS2 - All Members

Name ^	Updated	Size
Baccalaureate Origins of Doctorates ⓘ	May 18, 2020 by Kathlee...	35 Files
College Scorecard	Mar 7, 2017 by A Prior C...	7 Files
First Destination Surveys ⓘ	Feb 8, 2021 by Nicole Se...	8 Files
Forbes Rankings	Sep 13, 2018 by A Prior ...	46 Files
HEDS Listserv	Sep 15, 2021 by Camella...	1 File
HEDS Member Directory	Oct 1, 2021 by Bethany ...	1 File
HEDS Statement of Understandings	Sep 15, 2021 by Camella...	3 Files
IPEDS Summary Files	Feb 24, 2020 by Macand...	14 Files
IR-IE Compensation Survey	May 4, 2017 by A Prior C...	2 Files
Other Rankings	Sep 27, 2021 by Macand...	46 Files
Teaching and Learning Environment ... ⓘ	Mar 25, 2020 by Charles...	7 Files
US News and World Report ⓘ	Oct 8, 2021 by Macanda...	144 Files

Downloading Files and Folders

Given the size of some of the files we share, it is best to download them instead of previewing them. To download a file or folder, hover over the name of the folder or file you wish to download. An ellipsis icon, link icon, and “Share” button will appear. Select the ellipsis icon, and a drop-down will appear, select “Download,” and the highlighted folder or file will download.



Protecting Our Members' Data

We set all folders and files to view only. This means that you will not be able to move or copy HEDS folders and files within Box, share a HEDS folder or file link with anyone who doesn't have permission to use it, or use Box Drive to view HEDS files directly. You may use Box Drive as a shortcut to HEDS folders and files by right-clicking on the content within it and selecting “View on Box.com”.

Please remember that HEDS data are intended for internal discussions only and are not to be shared with anyone outside of your institution. Please review the HEDS Principles & Values Statement and the Operative Statement of Understandings on the [HEDS Resources](#) page of our website for more information regarding the confidentiality and use of HEDS data.

Contact Us with Any Questions

If you have any trouble accessing Box folders or files, please contact Camella Ashment at camella.ashment@hedsconsortium.org.