

ACCESSING the CLASS FOLDER through OWLBOX

An invitation is being sent to you to become a contributor on OwlBox. This will give you access to a class folder to which we can all upload and share photographs. When you answer the invitation you automatically become a contributor to the site and you have full access. OwlBox is accessible from any computer at any location.

Once you are a contributor follow the following procedure:

sign in _____ to OwlBox at <https://owlbox.temple.edu>

bookmark this address so you can easily log in directly

open _____ the class folder for your class

create _____ a folder with your full name; first name last name

save _____ the photograph that has been selected as **PICTURE OF THE WEEK**

according to the recipe on the **WEB PICTURE PREPARATION** recipe handout

there should be 2 files on your computer

named *your_nameC1T.jpg* and *your_nameC1W.jpg*

upload _____ that photograph and two sizes; the full size picture and the thumbnail

Navigate to the Critique Folder in the Class Folder on OwlBox

find _____ the most recent crit folder for your class

upload _____ the 2 files: *your_nameC1T.jpg* and *your_nameC1W.jpg*

into the Critique folder

Once all the photographs have been received by your instructor, a webpage will be designed and you will receive an email where to view this page. Lateness on anyone's part holds up the entire class from being published. So please be on time with this.

