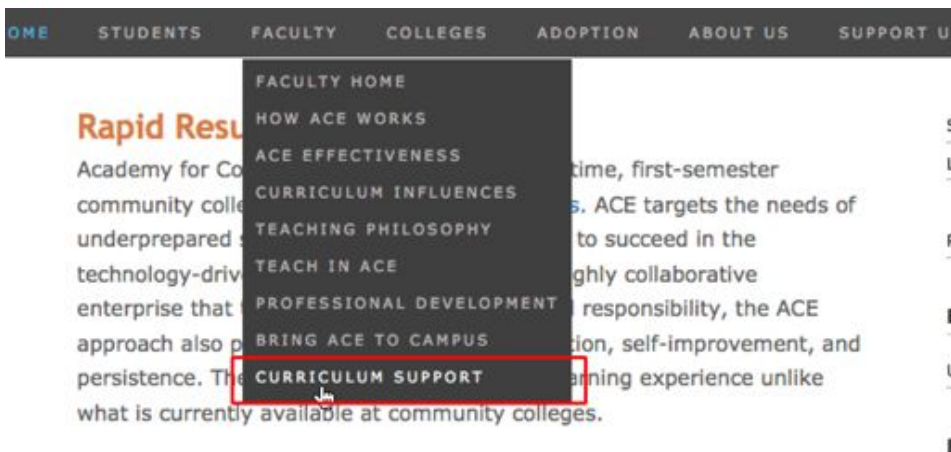


How to Download ACE Curriculum using Box.net

1. If you already have a Box.net account skip to Step 3.
2. Go to Box.net. Click on Sign Up (**RED** below) to **set up FREE Box.net account**.



3. Go to the ACE Website and choose *Curriculum Support* under the Faculty tab.
<http://academyforcollegeexcellence.org/curriculum-support/>



How to Download ACE Curriculum using Box.net

4. Click on the Curriculum Access User Agreement Link (circled in red below).

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> [Faculty](#) > Curriculum Support

Curriculum Support

Click [here](#) to read an update on ACE Technology!

- How to access ACE Curriculum via Box.net: click [here](#)
- **Curriculum Access User Agreement**
- [Box.net](#)

The Latest Version for Instructors folders in Box.net include ALL updates for the course.

A **Version** is a complete scheduled release of the curriculum for a course, i.e. an Instructor Disc with a date. For example: FC Instructor Disc-20110601.1.

An **Update** is a release of an interim file or files - to support changes required for a specific Version of curriculum for a course, when needed.



How to Download ACE Curriculum using Box.net

5. Read and accept the Curriculum Access User Agreement. Click on **here** to download a copy of the Agreement. After reading the agreement, enter information in all of the starred boxes*. Use the **SAME email address** that you used when you set up your FREE Box.net account. Click the **SUBMIT** button at the bottom of the page.

Academy for College Excellence
A Transformative Education For The Digital Age

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Faculty Tools Logout

Education is not the filling of the pail, but the lighting of a fire. **
William Butler Yeats

Curriculum User Agreement

Please read the Curriculum User Agreement then complete the form below.
Click **here** to access the Curriculum User Agreement.

Curriculum User Agreement
Page One

1. First Name *

2. Last Name *

3. Email Address *
Important: Email address you plan to use when you create your free box.net account for accessing ACE curriculum.

4. College *

- Cabrillo
- Harnett
- Berkeley City College
- Los Medanos College
- Las Positas College
- Chabot College
- Delaware County Community College
- Southwest Virginia Community College
- Truman College
- Other

5. Which Course Curriculum Products Do You Wish to Access?

- FC
- PBL
- SRC
- TSM

Confirm You Have Read the User Agreement *

- I have read the Curriculum User Agreement and I agree to the Terms of Use.

Submit

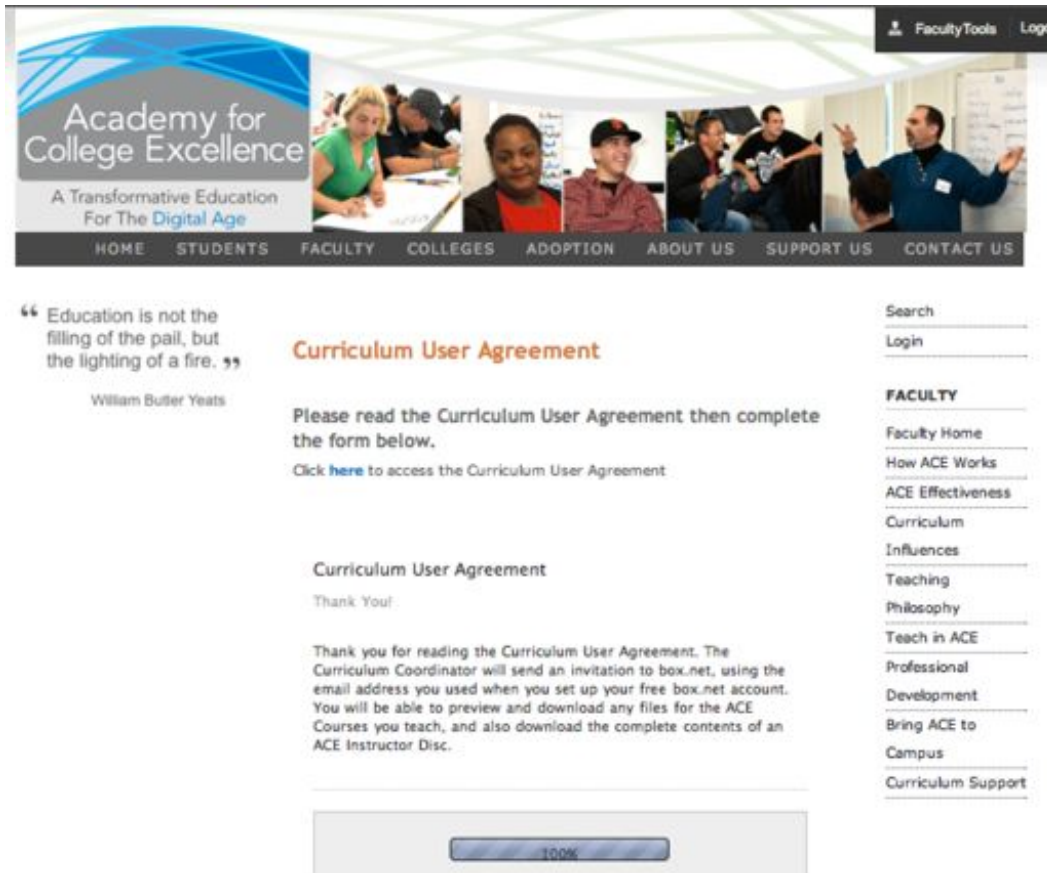
Search
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FACULTY

- Faculty Home
- How ACE Works
- ACE Effectiveness
- Curriculum Influences
- Teaching Philosophy
- Teach in ACE
- Professional Development
- Bring ACE to Campus
- Curriculum Support

How to Download ACE Curriculum using Box.net

6. After you have completed the form, and clicked submit you will receive a confirmation page.



The screenshot shows the website for the Academy for College Excellence. The header includes the logo and tagline "A Transformative Education For The Digital Age" along with a navigation menu: HOME, STUDENTS, FACULTY, COLLEGES, ADOPTION, ABOUT US, SUPPORT US, CONTACT US. A quote by William Butler Yeats is displayed: "Education is not the filling of the pail, but the lighting of a fire." The main content area is titled "Curriculum User Agreement" and contains the following text: "Please read the Curriculum User Agreement then complete the form below. Click [here](#) to access the Curriculum User Agreement." Below this is a "Curriculum User Agreement" section with a "Thank You!" message: "Thank you for reading the Curriculum User Agreement. The Curriculum Coordinator will send an invitation to box.net, using the email address you used when you set up your free box.net account. You will be able to preview and download any files for the ACE Courses you teach, and also download the complete contents of an ACE Instructor Disc." A progress bar at the bottom of the page shows 100% completion. On the right side, there is a search bar, a login field, and a "FACULTY" menu with links to Faculty Home, How ACE Works, ACE Effectiveness, Curriculum, Influences, Teaching, Philosophy, Teach in ACE, Professional Development, Bring ACE to Campus, and Curriculum Support.

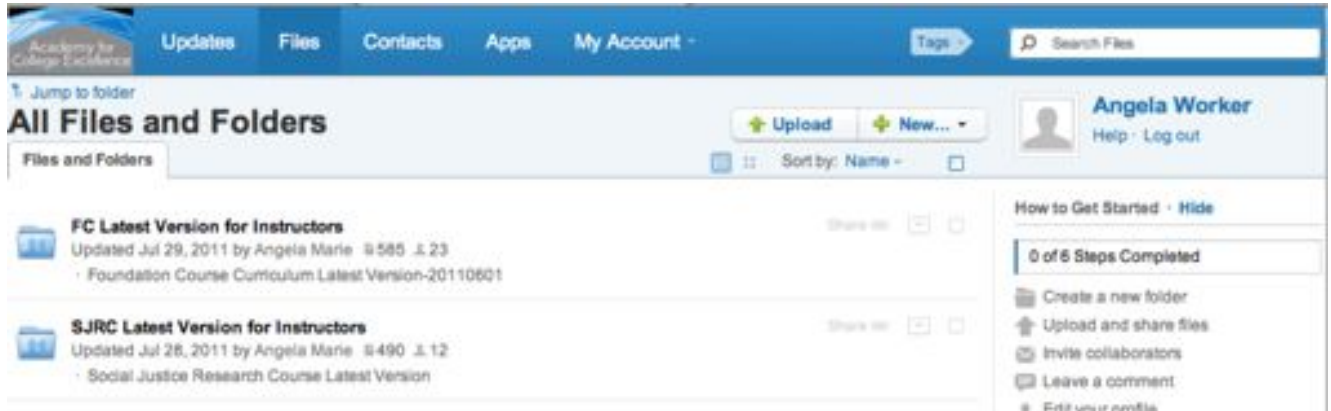
7. Within 48 hours (during the week), authorized ACE Instructors will receive notice from Box.net that they can now view ACE Curriculum. Go to [Box.net](#). Choose **User Login** to access your Box.net account and view ACE files.



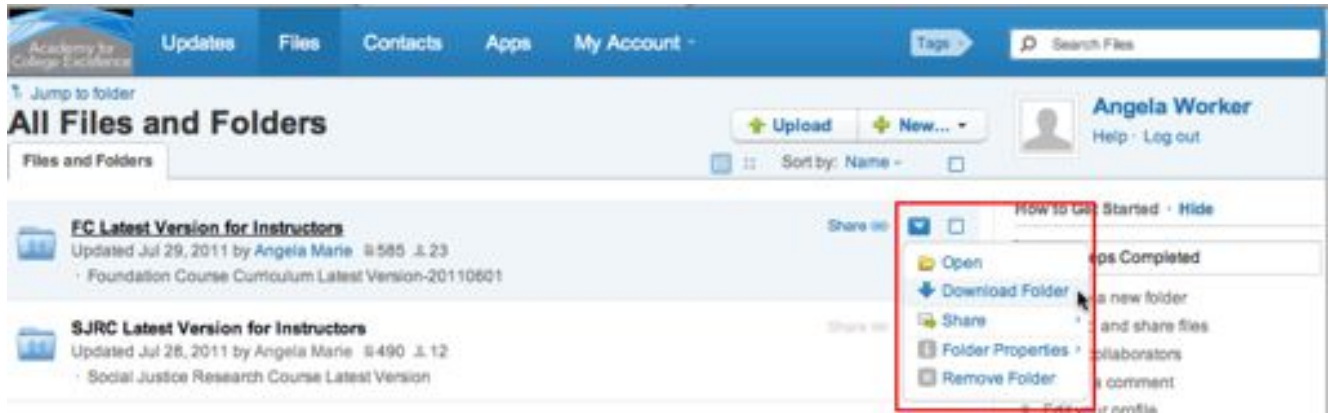
The screenshot shows the Box.net homepage. The top navigation bar includes the Box logo, "Features", "Solutions", "Customers", "Company", "Pricing", and a "Sign Up" button. A "User Login" link is circled in red. The main banner features the text "Simple, Secure Sharing" and "Share, manage and access all your business content online. Learn More". Below the banner is an illustration of various office documents (Word, Excel, PowerPoint) and a cloud storage icon. On the right side, there are three call-to-action buttons: "Try It Free" (with a sub-link "Compare plans and pricing"), "Talk To Sales" (with a sub-link "Call us at 1-877-729-4269"), and "Quick Tour" (with a sub-link "A short video about Box.net").

How to Download ACE Curriculum using Box.net

8. Here is an example of the ACE files in Box.net that you will see AFTER you log in to Box.net.

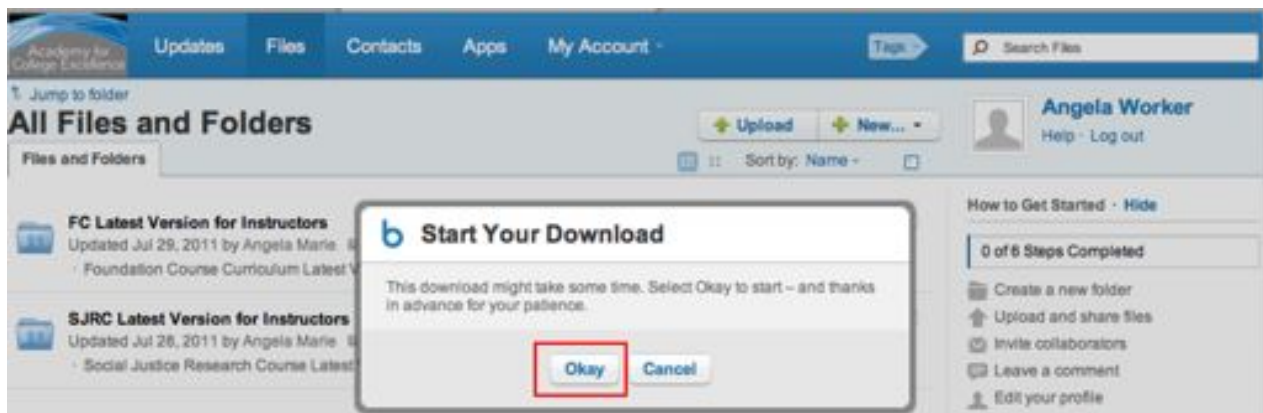


9. Users may download the complete ACE Instructor Disc (all course materials) by hovering over the dropdown arrow circled below, and choosing **Download Folder**.



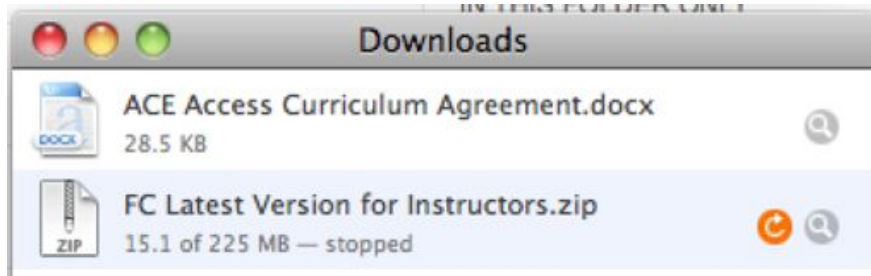
10. Downloading the complete Course Materials will take several minutes. See the Box.net note below. Click **Okay**.

Once you download the folder, you have EVERYTHING that would typically be on a plastic CD Instructor Disc. One advantage of using Box.net instead of an ACE CD that you will have the absolute latest version of all released files for the course!

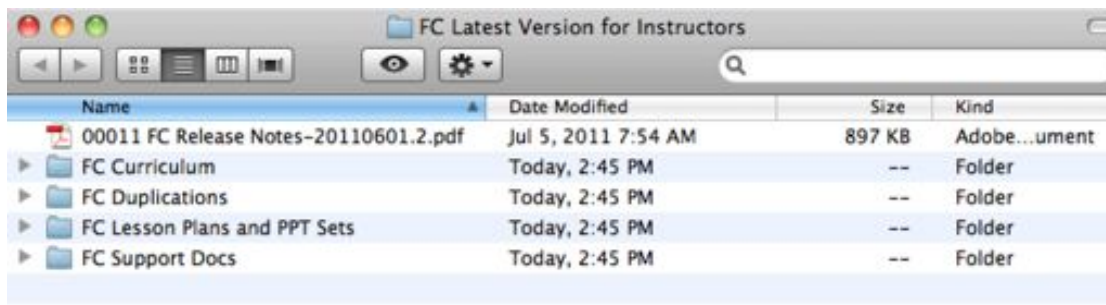


How to Download ACE Curriculum using Box.net

11. The Course Materials being downloaded will show in your Downloads as a *Latest Version for Instructors.zip* file.



When the download is complete, double click on the *Latest Version for Instructors.zip* file to unzip it. After the files are “unarchived”, voila, you now have all the most up-to-date ACE Instructor Disc files for the course!



Call ACE Curriculum Coordinator Angela Marie at 831-458-2355 for Technical Support.