

# 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 Services tab.  
<http://academyforcollegeexcellence.org/curriculum-support/>



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

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A Transformative Education for the Digital Age

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## Curriculum Support

### Links for Student Surveys and Assessments

1. ACE Intake Application
2. Pre-ACE Survey: College Student Self-Assessment (CSSAS)
3. After the Foundation Course: Post-Foundation CSSAS  
01952 End of Foundation Course Survey exercise
4. After the Bridge Term: End of Bridge Term Survey (EBT CSSAS)  
12345 End of Bridge Term Survey exercise
5. ACE Student Exit Report for students who leave their ACE courses before completing the semester

### Faculty Access to Curriculum in Box.net

- Instructions
- Curriculum Access User Agreement
- Box.net
- Curriculum Variance Form for Curriculum Change Requests by Users

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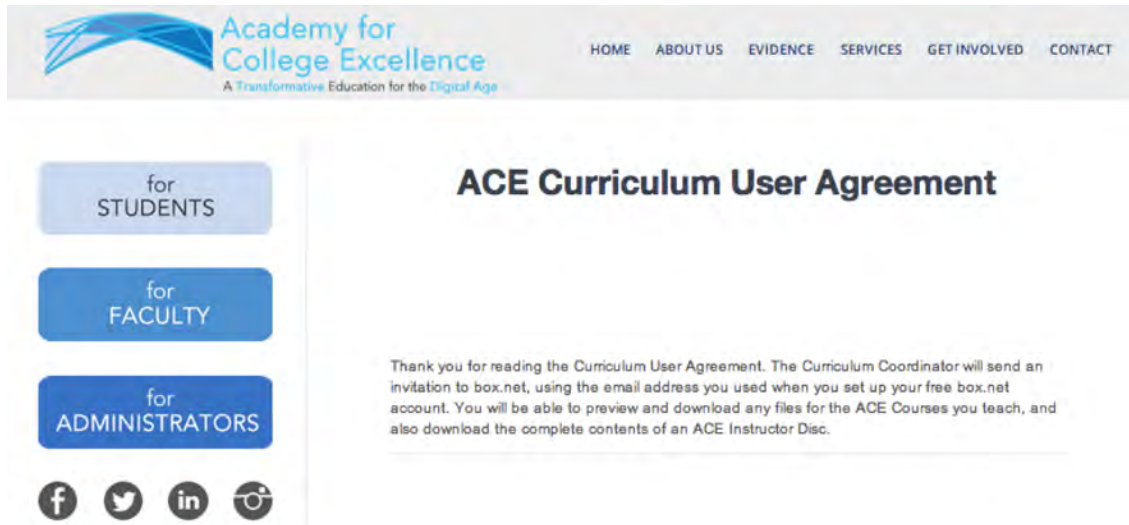
5. Read and accept the Curriculum Access User Agreement. Click on **Curriculum User Agreement** to download a copy of the Agreement. After reading the agreement, enter information in all of the starred boxes\*. Use the **SAME email address** that you used when you set up your FREE Box.net account. Click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

The screenshot shows a web form titled "ACE Curriculum User Agreement". On the left side, there are navigation buttons: "for STUDENTS", "for FACULTY", and "for ADMINISTRATORS". Below these are social media icons for Facebook, Twitter, LinkedIn, and YouTube, a search bar, and a green "Donate Today" button. The main form area contains the following sections:

- First Name \***: A text input field.
- Last Name \***: A text input field.
- Email Address \***: A text input field with a note: "Important: Email address you plan to use when you create your free box.net account for accessing ACE curriculum."
- College \***: A list of radio button options: Broward College, Cabrillo College, Hartnell College, Berkeley City College, Los Medanos College, Las Positas College, Chabot College, Delaware County Community College, Southwest Virginia Community College, Truman College, and Other.
- Which Course Curriculum Products Do You Wish to Access?**: A list of radio button options: FC, FELI, SJRC, TSM1, and FELI Graduate Guidebook.
- Agreement Confirmation**: A text field with the text: "By checking this box, I confirm that I have read the **Curriculum User Agreement** and I agree to the Terms of Use. \*". The words "Curriculum User Agreement" are circled in red.
- I agree**: A radio button option.
- Submit**: A button at the bottom right.

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

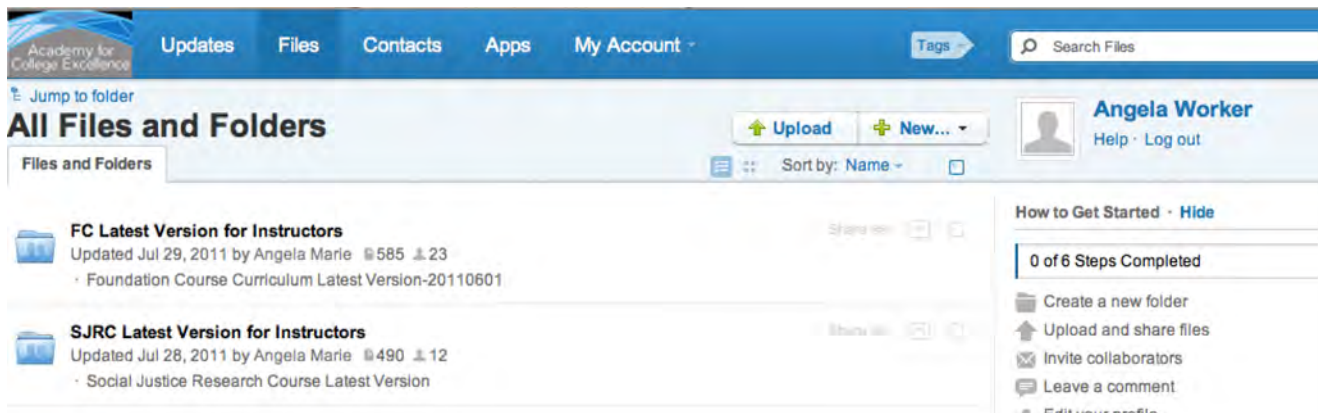


7. Within 48 hours (during the week), authorized ACE Instructors will receive notice from Box.net that they can now view ACE Curriculum.  
Go to [Box.net](https://www.box.net). Choose **User Login** to access your Box.net account and view ACE files.

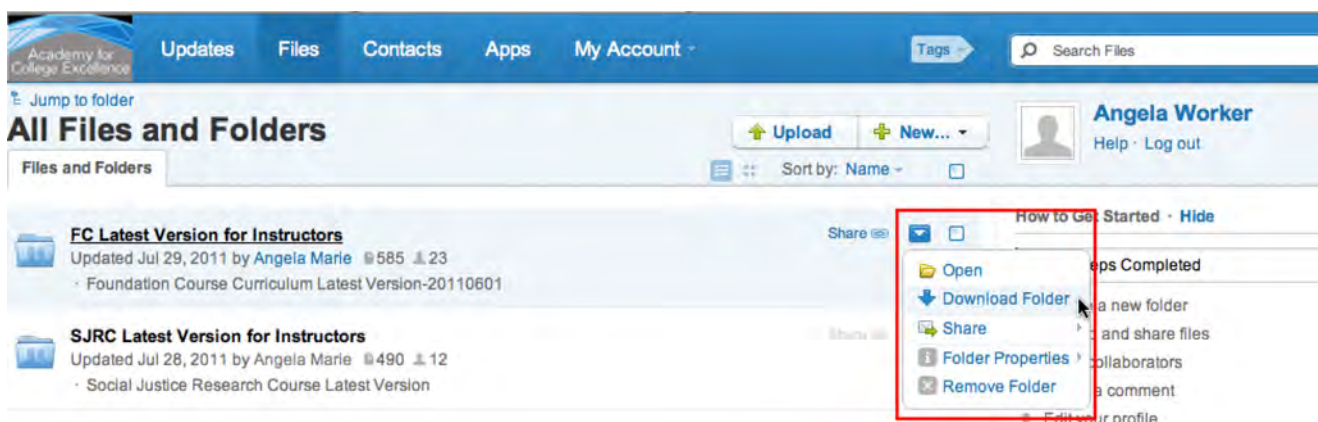


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8. Here is an example of the ACE files in Box.net that you will see AFTER you log in to Box.net.

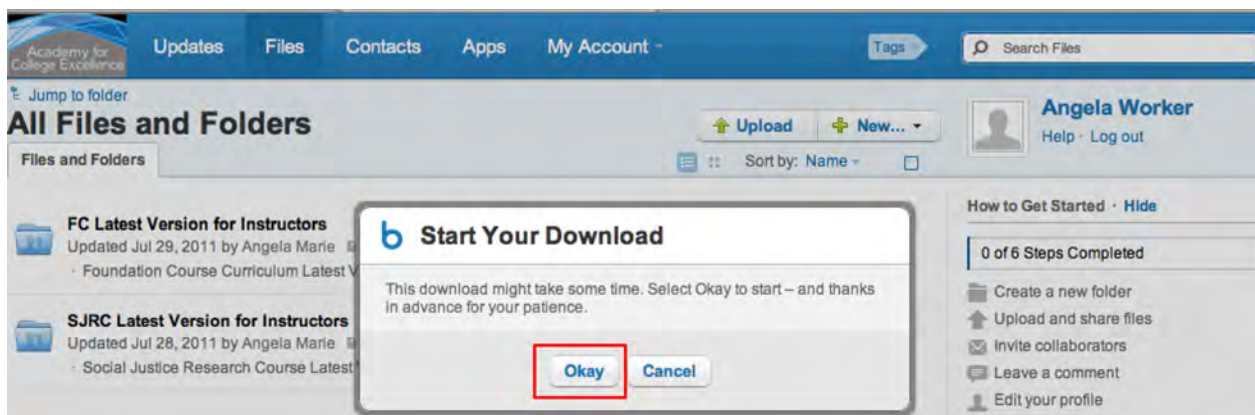


9. Users may download the complete ACE Instructor Disc (all course materials) by hovering over the dropdown arrow circled below, and choosing **Download Folder**.



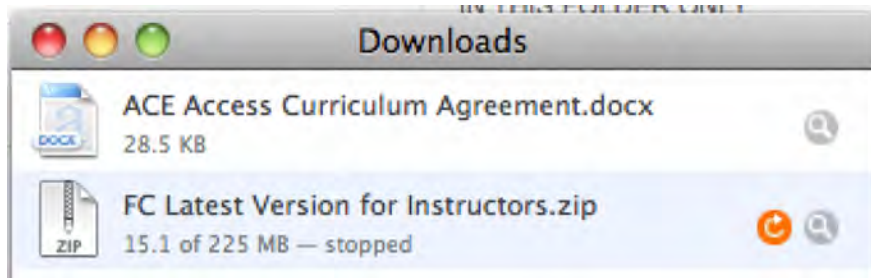
10. Downloading the complete Course Materials will take several minutes. See the Box.net note below. Click **Okay**.

**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 is that you will have the absolute latest version of all released files for the course!

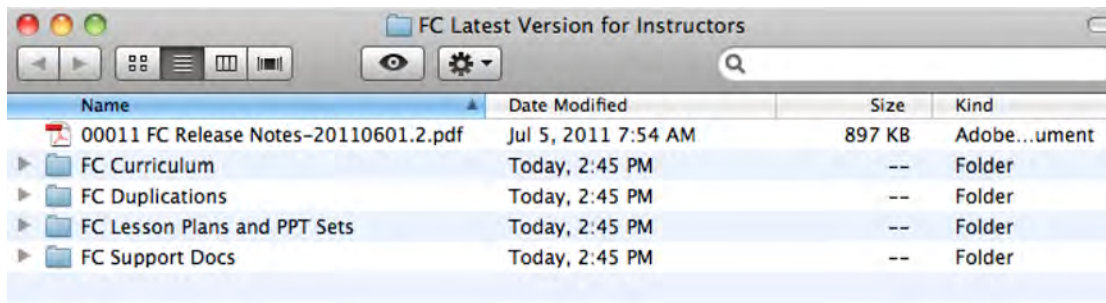


## How to Download ACE Curriculum using Box.net

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.**