



How do I access theBox service?

Who can access theBox?

theBox service is available to all active UNSW staff employed at UNSW. Staff can access theBox via Moodle, or directly via the website.

Students can view resources shared to them by staff using theBox via Moodle or by viewing embedded links in external web sites. They can also upload into theBox via Moodle (for example as an assignment submission or forum post), but they are unable to directly use theBox website themselves.

How to access theBox?

Staff can upload their media content into theBox service via the website directly, or via Moodle. The methods of doing so are listed below.

For detailed instructions on which of the following access methods is most appropriate for your needs click [here](#)

Accessing via theBox website

Instructors can access theBox website to upload, manage and share their media content. To access theBox:

1. Open your web browser and navigate to: <http://thebox.unsw.edu.au>
2. Click the **Login using UNSW Credentials** button.
3. Login with your zID (suffixed with @ad.unsw.edu.au) and zPass when prompted.

Note: An active staff ID and zPass password are required to login to theBox website.



Login with your UNSW credentials

LOGIN

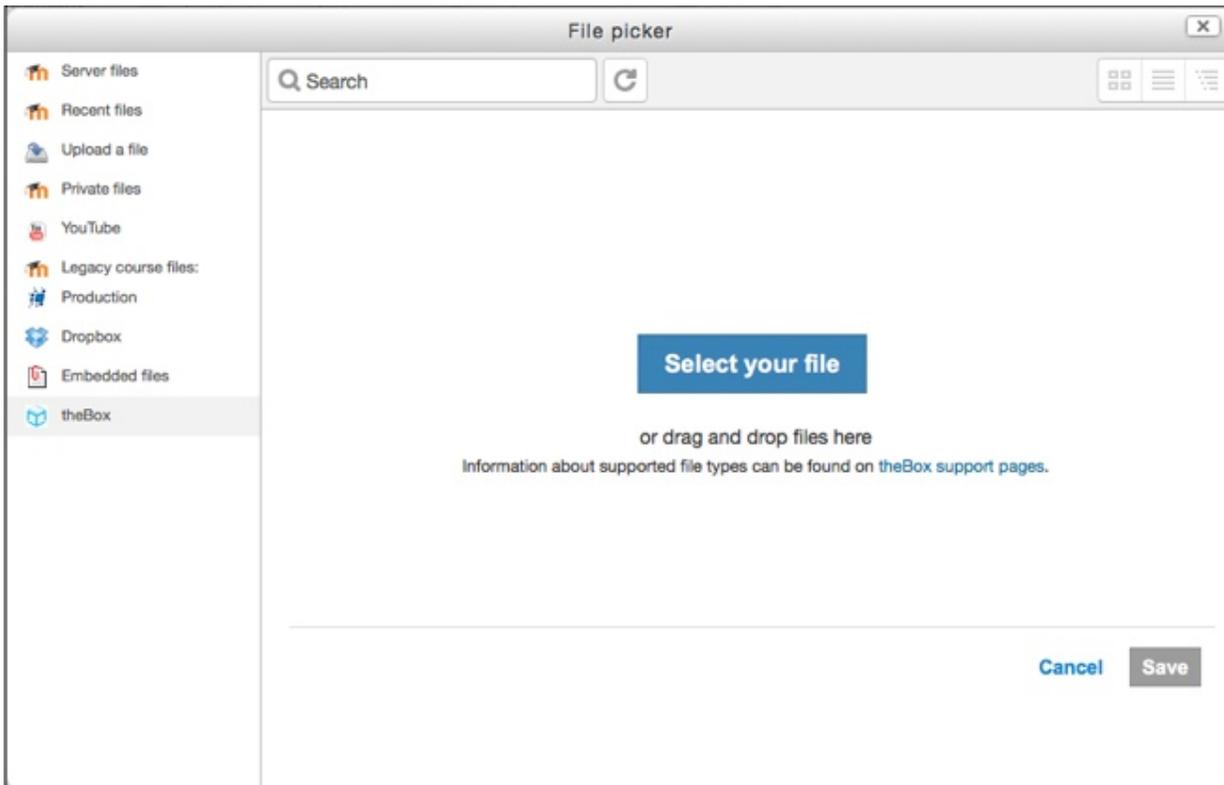
theBox is the University of New South Wales' media management solution. Log in to upload and organise research media, teaching materials or marketing materials including video, images, PDFs, audio files and documents.

Using theBox via Moodle's File Picker tool

Instructors can use Moodle's File Picker tool in any activity/resource to access, upload and share media content with students within their Moodle course.

theBox acts as a simple file repository allowing it to be quite flexible.

For detailed instructions on how to use Moodle's File Picker tool with theBox click [here](#).



Accessing theBox via Moodle's Media Collection activity

Instructors can use Moodle's Media Collection activity to access, upload and share media content with students within their Moodle course.

The Media Collection activity is integrated with theBox, allowing the functionality of theBox to enable the workflows that the Media Collection is designed for.

For detailed instructions on how to use Moodle's Media Collection activity click [here](#).



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Document Version Date 24/09/2019

UNSW CRICOS Provider Code: 00098G

<https://teaching.unsw.edu.au/how-do-i-access-thebox-service>