490 Forms in CyBox

Reviewing 490 Forms

When a form is uploaded into CyBox into your specific folder, I will send you an email directing you to your specific folder. You should see 3 folders: New, Approved, and Revisions Needed. I will upload the forms into your New folder.
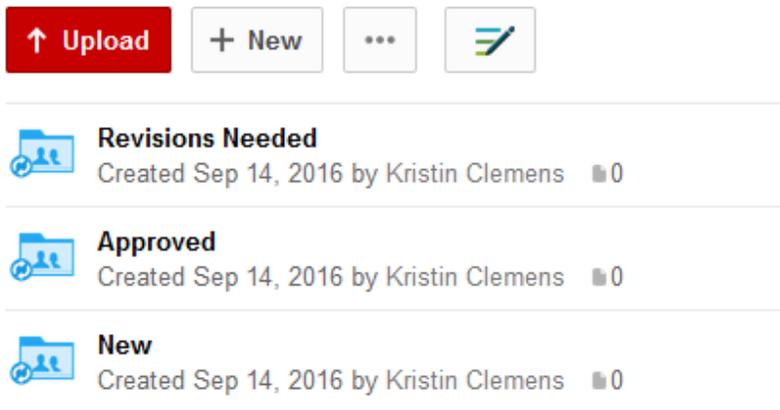
When you get into your New folder it will show the 490 forms for you to review. You will just click on the PDF.
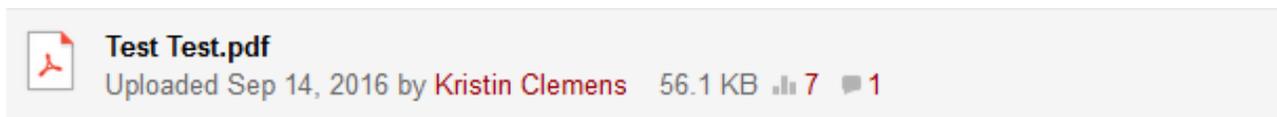
You should see a comments box on the right-hand of the screen. This is where you would write comments if the student needs to make revisions.
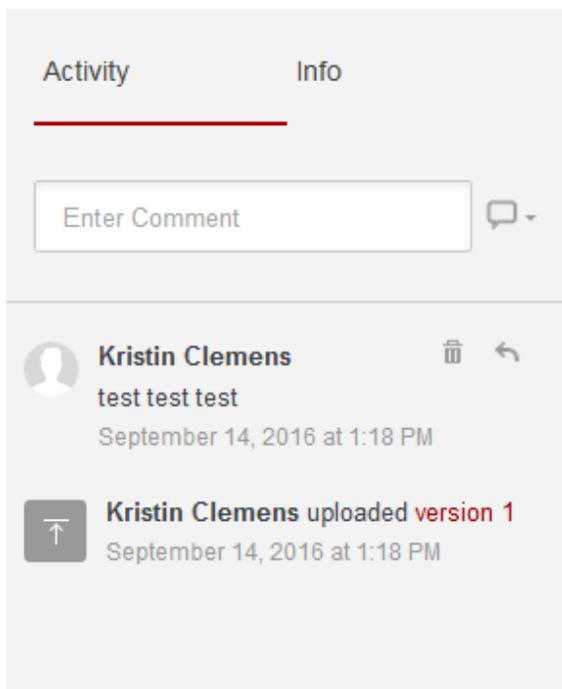
Once your review is complete, you will scroll to the top of the page to move it to the next appropriate folder. You will click on the 3 dots icon then click on "Move/Copy".
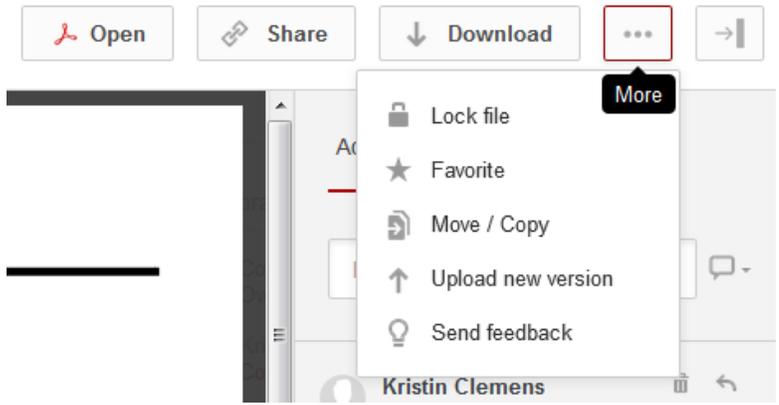
It will then open a new window with all of your CyBox folders. You will want to find the ME 490 Forms, Faculty Folder, your folder, and then move it to the appropriate folder. If revisions are needed, I will communicate your comments back to the student. If the request has been approved, I will move the form on in the process.
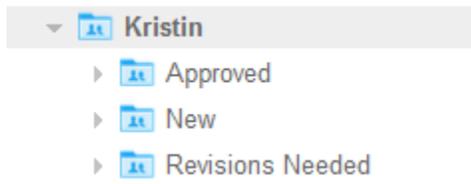
To update your notifications for CyBox

To update your email notifications for all of your CyBox folders you will click on the arrow next to your name at the very top of your CyBox. Then you select Account Settings.
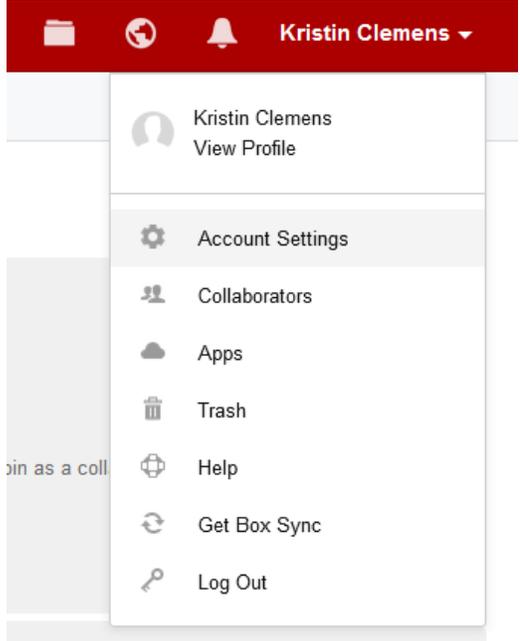
You will then want to select "Notifications"

| Account | Profile | Security | Content & Sharing | **Notifications** | General | Apps | Mobile & Sync |

Then you can select your preferences.

You can also modify your email notification preferences for specific folders by click on the 3 dots icon and clicking on "Properties" and "Folder Settings".
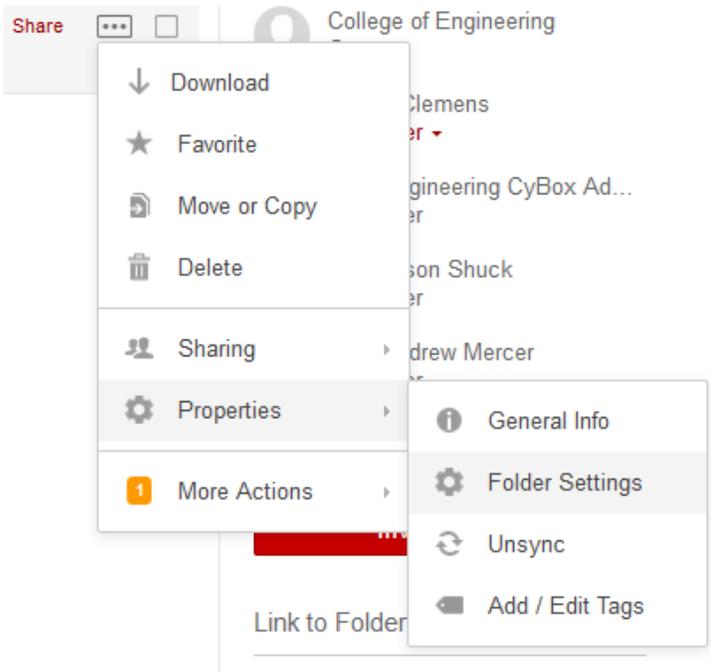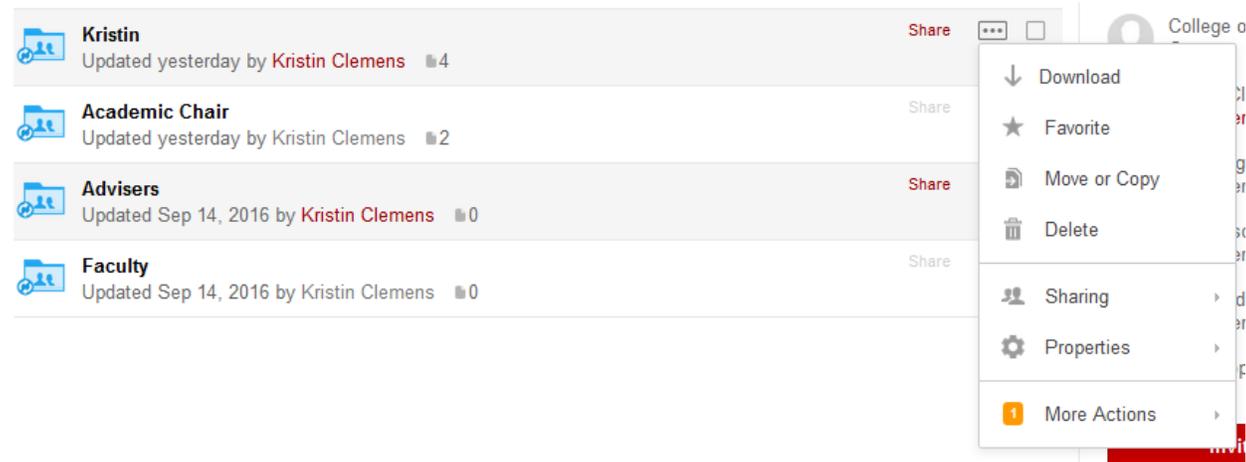
Then you can choose to modify your preferences for notifications.

Email and Notifications

Notifications

Control the frequency and type of email updates generated from this folder.

- ◉ Use my default notification settings
- ○ Override default settings for this folder and all subfolders
- ☐ Disable all email notifications for all collaborators

Notify me when someone

- ☐ Previews
- ☐ Downloads
- ☐ Uploads
- ☑ Deletes
- ☑ Adds a comment