

BUCloud USER GUIDE

BOĞAZIÇI UNIVERSITY
INFORMATION TECHNOLOGIES DEPARTMENT



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What is BUCloud?

BUCloud is the Boğaziçi University's Cloud system, where all of the data is stored on our institution's servers, which we can manage and secure in accordance with national and international information security standards. When critical data is stored on personal devices instead of the BUCloud system and not backed up regularly, there might be more information security risks related to the confidentiality, integrity and accessibility of the data. For example, when a personal computer is stolen, broken, or accessed by someone else, risks such as data loss or information disclosure may occur. In addition to file sharing, many other features such as Calendar, Photos, Notes, Tasks, Contacts can be used from a single address in the BUCloud system. Detailed information about the BUCloud interface can be found on the page below:

https://docs.nextcloud.com/server/latest/user_manual/en/webinterface.html



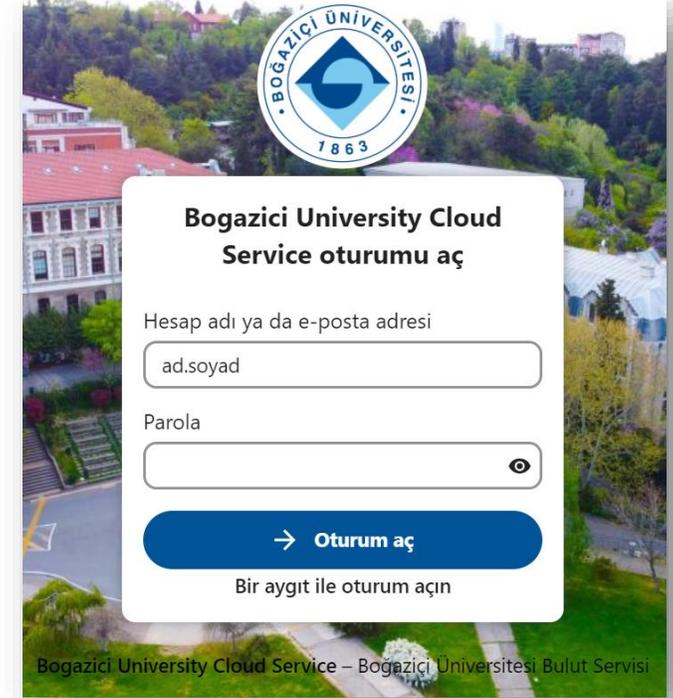
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How to Access to My BUCloud Account?

- By default, all of instructors and research assistants have access to the BUCloud system. Administrative personnel who need to use this system can submit their request for BUCloud account via the Issue Tracking System (IT Department > Account Management):
<https://istakip.bogazici.edu.tr/ticketWizard/step2/category/158>
- You can log in to the BUCloud system (<https://bucloud.bogazici.edu.tr/>) with the username and password of your BOGAZICI e-mail account.



**Bogazici University Cloud
Service oturumu aç**

Hesap adı ya da e-posta adresi
ad.soyad

Parola

→ Oturum aç

Bir aygıt ile oturum açın

Bogazici University Cloud Service – Bogazici Üniversitesi Bulut Servisi

<https://bucloud.bogazici.edu.tr>

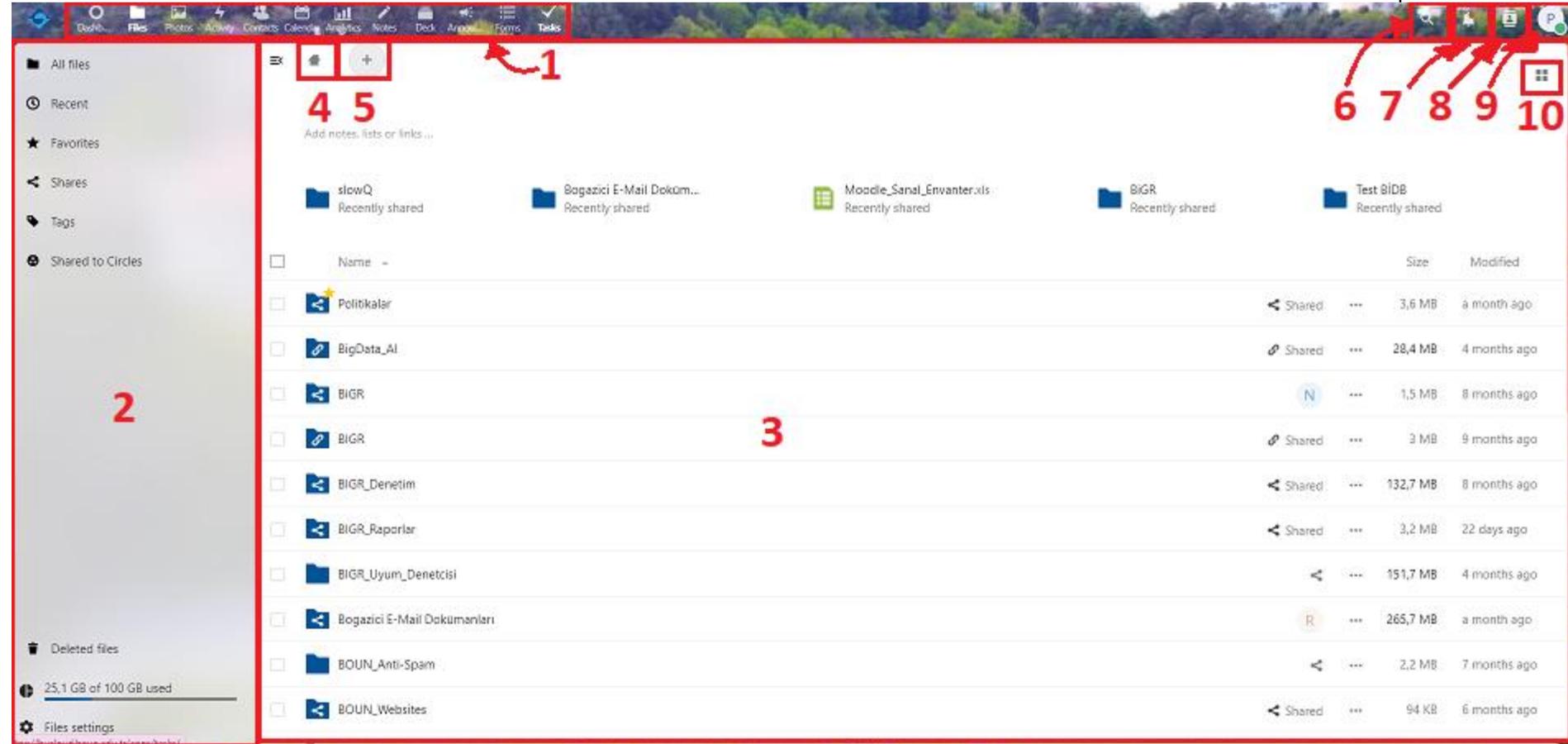
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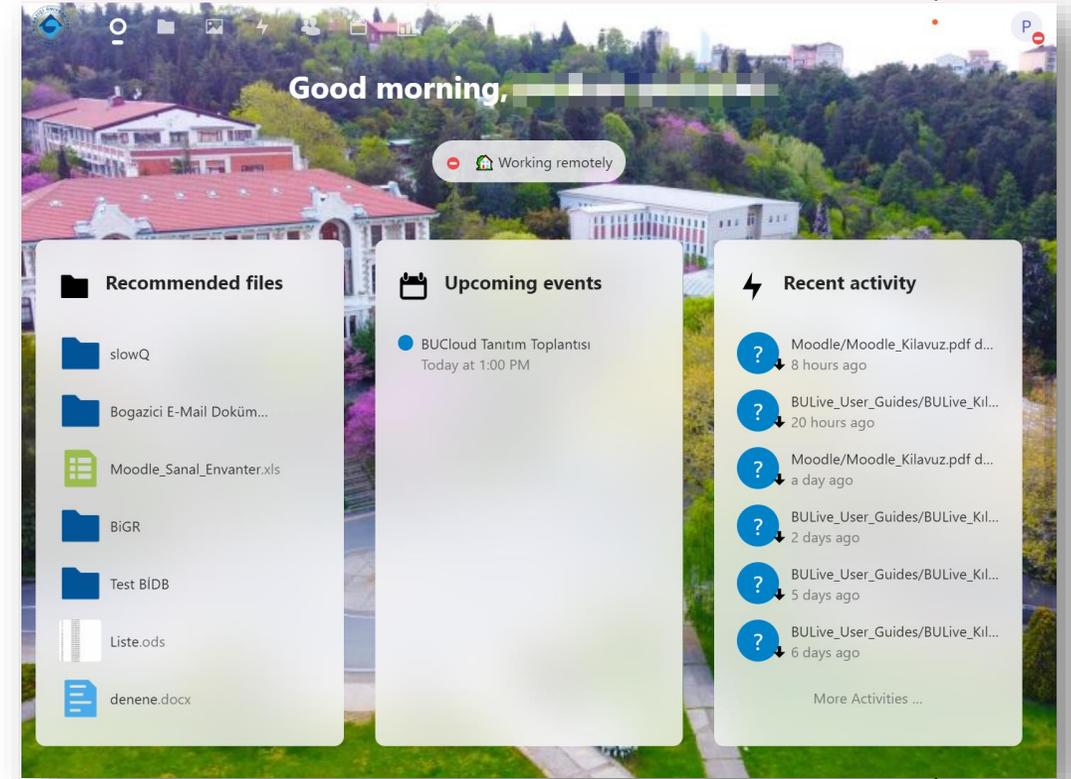
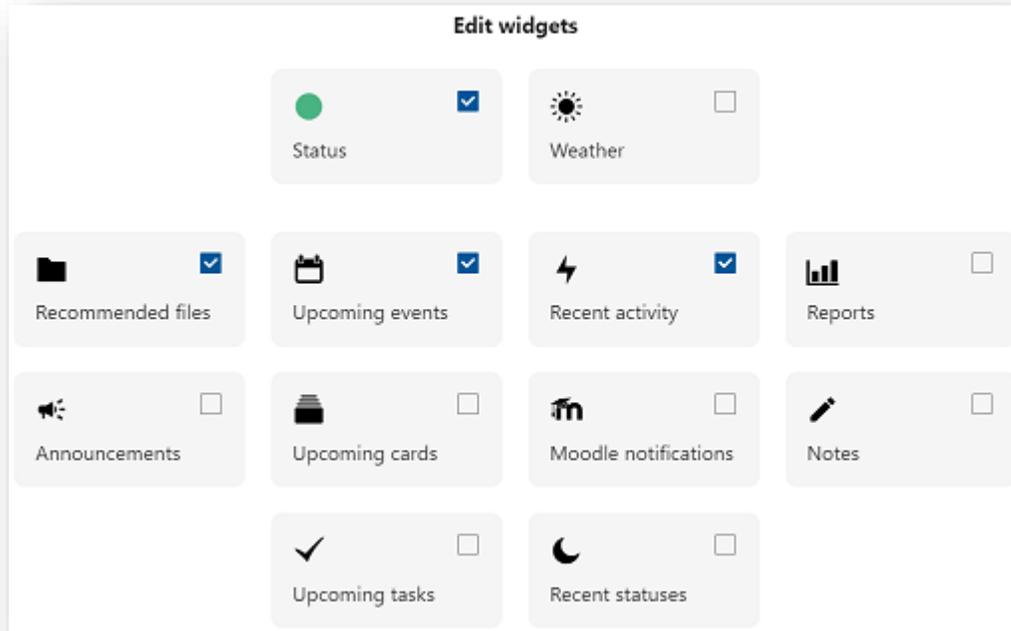
How to Navigate BUCloud Main User Interface?

1. Apps Selection Menu
2. Apps Information field
3. Application View
4. Navigation Bar
5. New Button
6. Search Field
7. Notifications Button
8. Contacts Button
9. Profile / Settings Button
10. Grid view Button



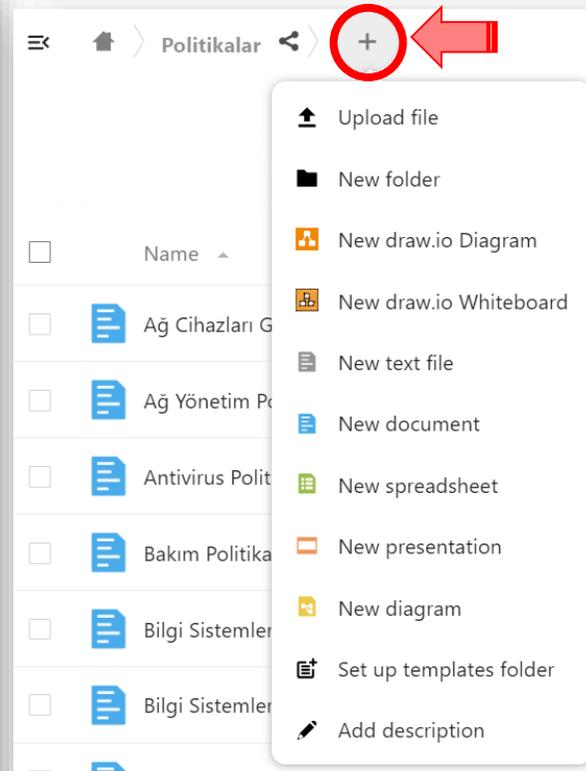
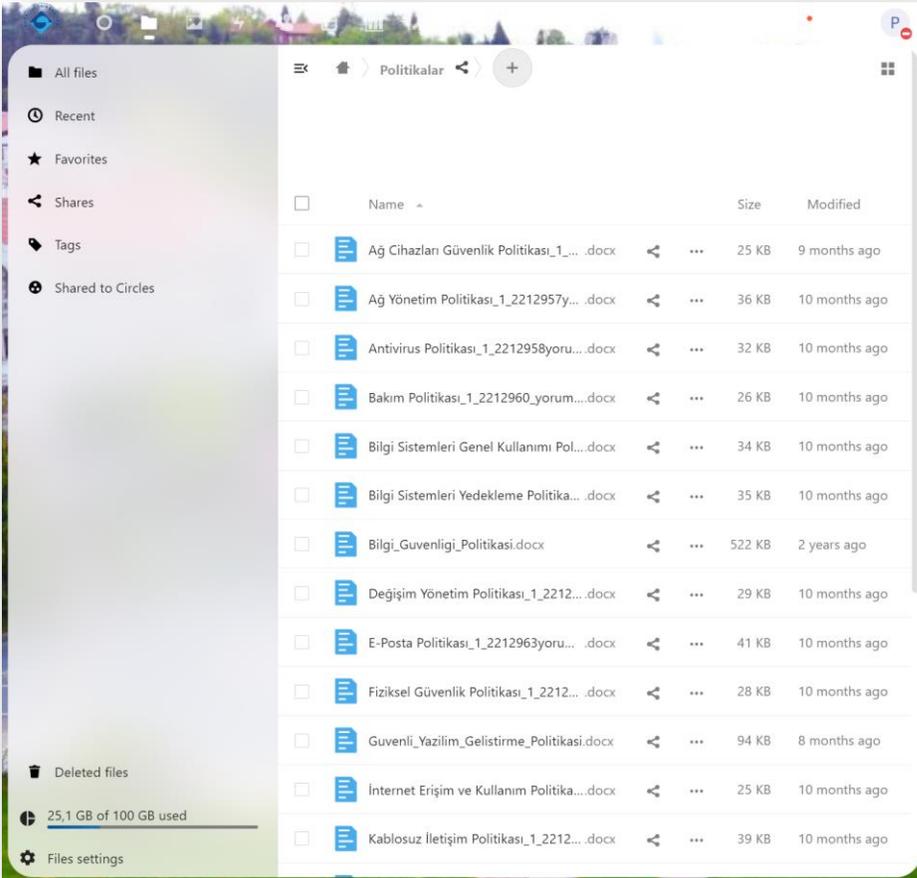
1. Dashboard

- From Dashboard, you can update your status, browse recent activities, upcoming events and recommended files.
- You can customize your Dashboard view as you want.



2. Files

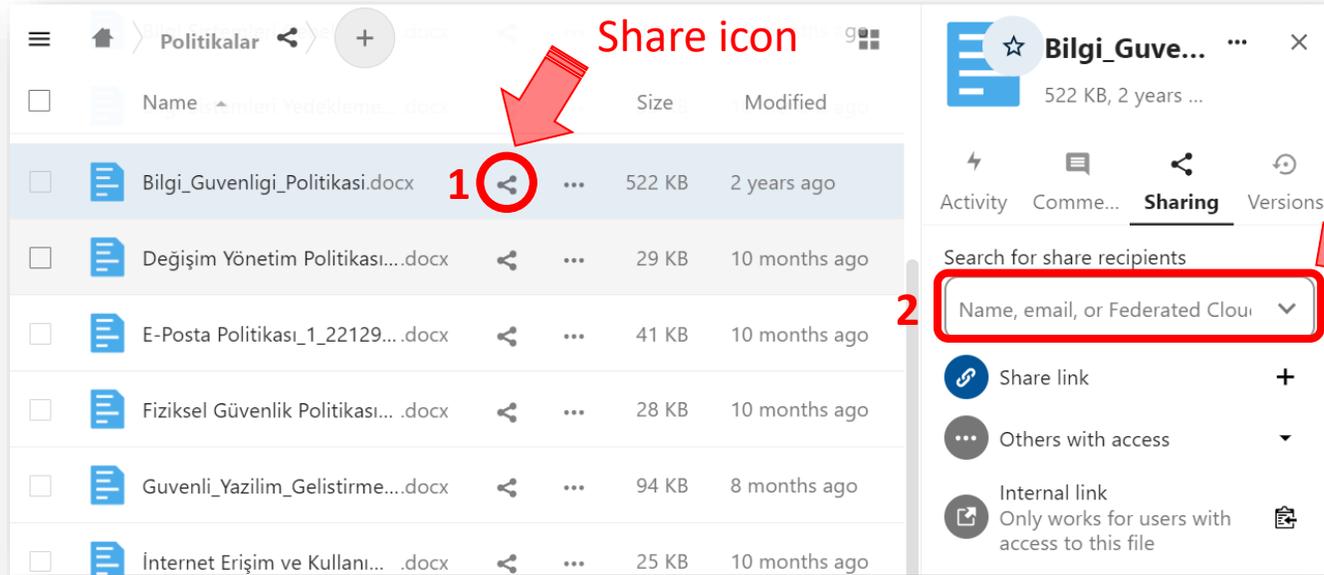
➤ From Files section, you can create new files/folders, preview, edit, delete or share them.



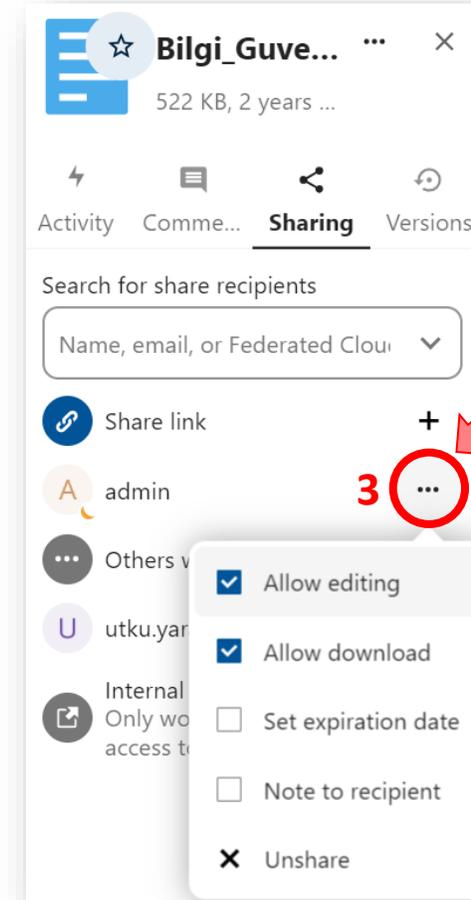
Sharing Files

➤ Click on “Share” icon (1) next to the file you want to share and select sharing method:

1. Share link is used to create public links.
2. Others with access is used to share only with certain users.
3. Internal link is only for those authorized for a specific file.



Field to write the name/email of the user with whom you want to share the file

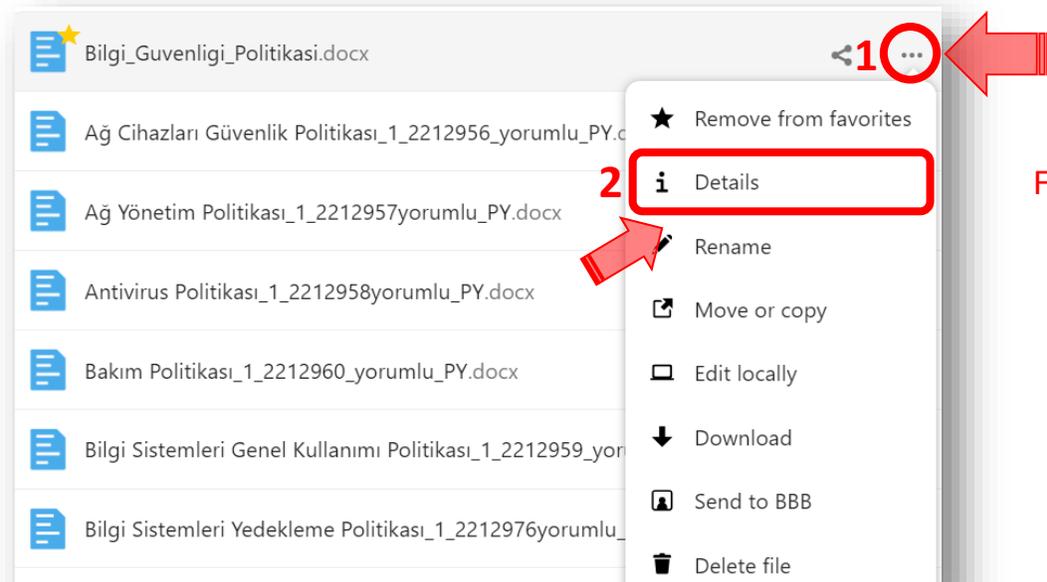


The permissions can be adjusted by clicking the icon next to the user with whom you share the file.

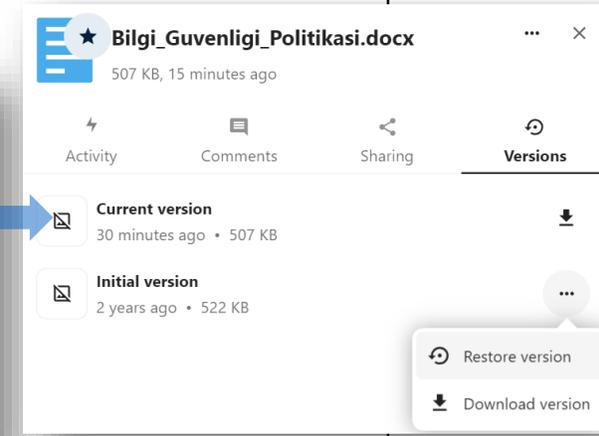
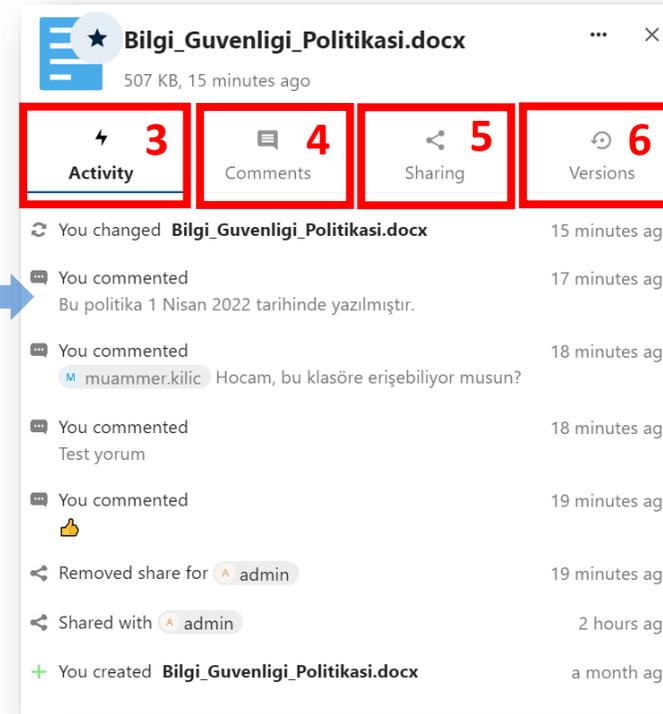
File Operations and Details

- By clicking on “...” icon (1) next to the file you want to share, you can select any option related with file operations.
 - ✓ Details opens a new window to track and manage file-related details (2).
 - ✓ Rename is used to rename the file.
 - ✓ Move or copy is used to move or copy the file.
 - ✓ Download is used to download the file to your PC.
 - ✓ Delete file/folder is used to delete file/folder.

A new version is created for all changes made to the file. It is possible to switch to any specific version.



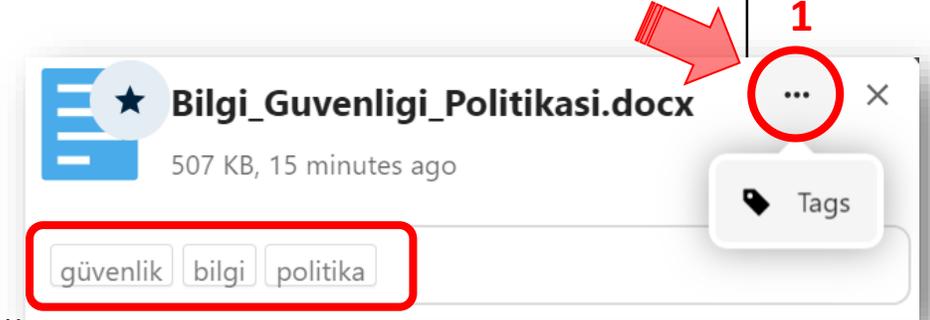
File details



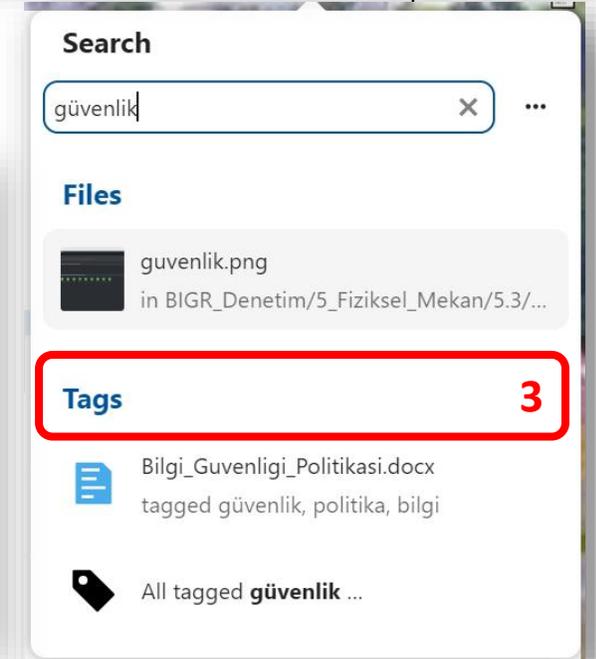
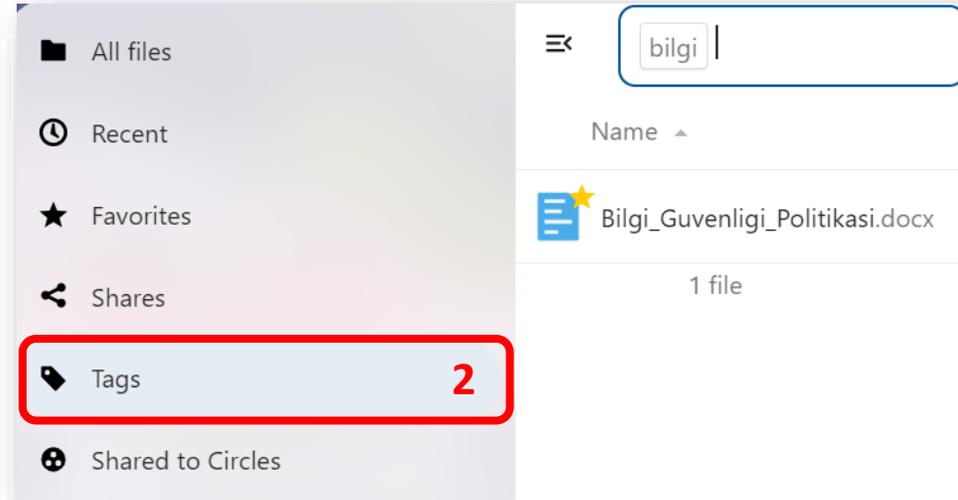
- **Activity (3)**
- **Comments (4)**
- **Sharing (5)**
- **Versions (6)**

Tagging Files

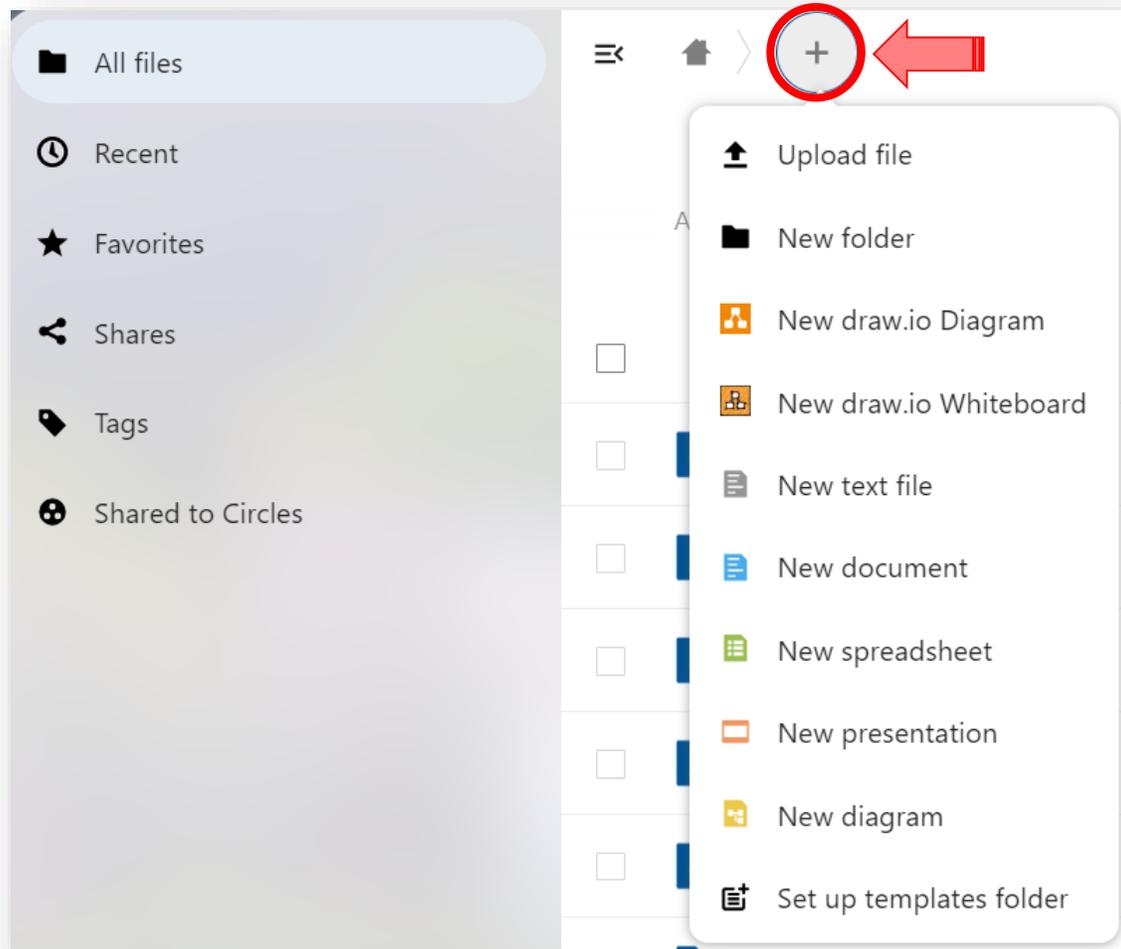
- Files can be tagged by clicking on “...” icon (1) next to the file name and than «Tags» option in Details window.
- You can type the tags into the textbox opened.
- For typing more than one tag, you can press the “Enter” key after each tag. All tags are system tags and are shared by all users in the BUCloud system.



- To filter the files according to the tags, you can use “Tags”(2) section on the left menu or “Tags” (3) list displayed when searching by clicking the “Search” icon on upper right corner.

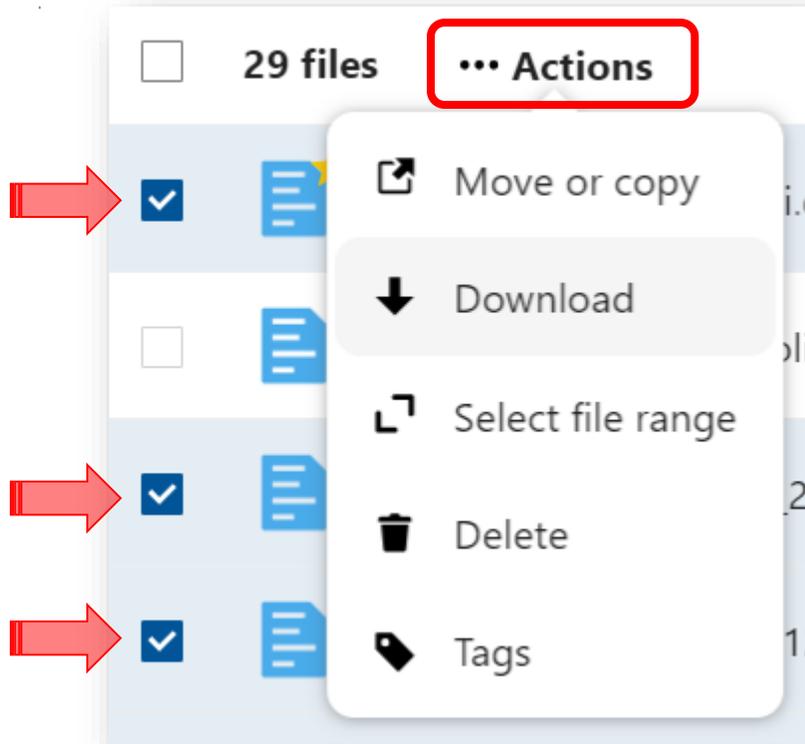


Create/Upload New File/Folder



- New files/folders can be uploaded/created by clicking the “+” (Add) icon in the Files section.
- Additionally, files can be uploaded to the BUCloud system by dragging and dropping the file from the file explorer on your computer.
- In the BUCloud system, a file or folder can be moved to another folder by dragging and dropping.

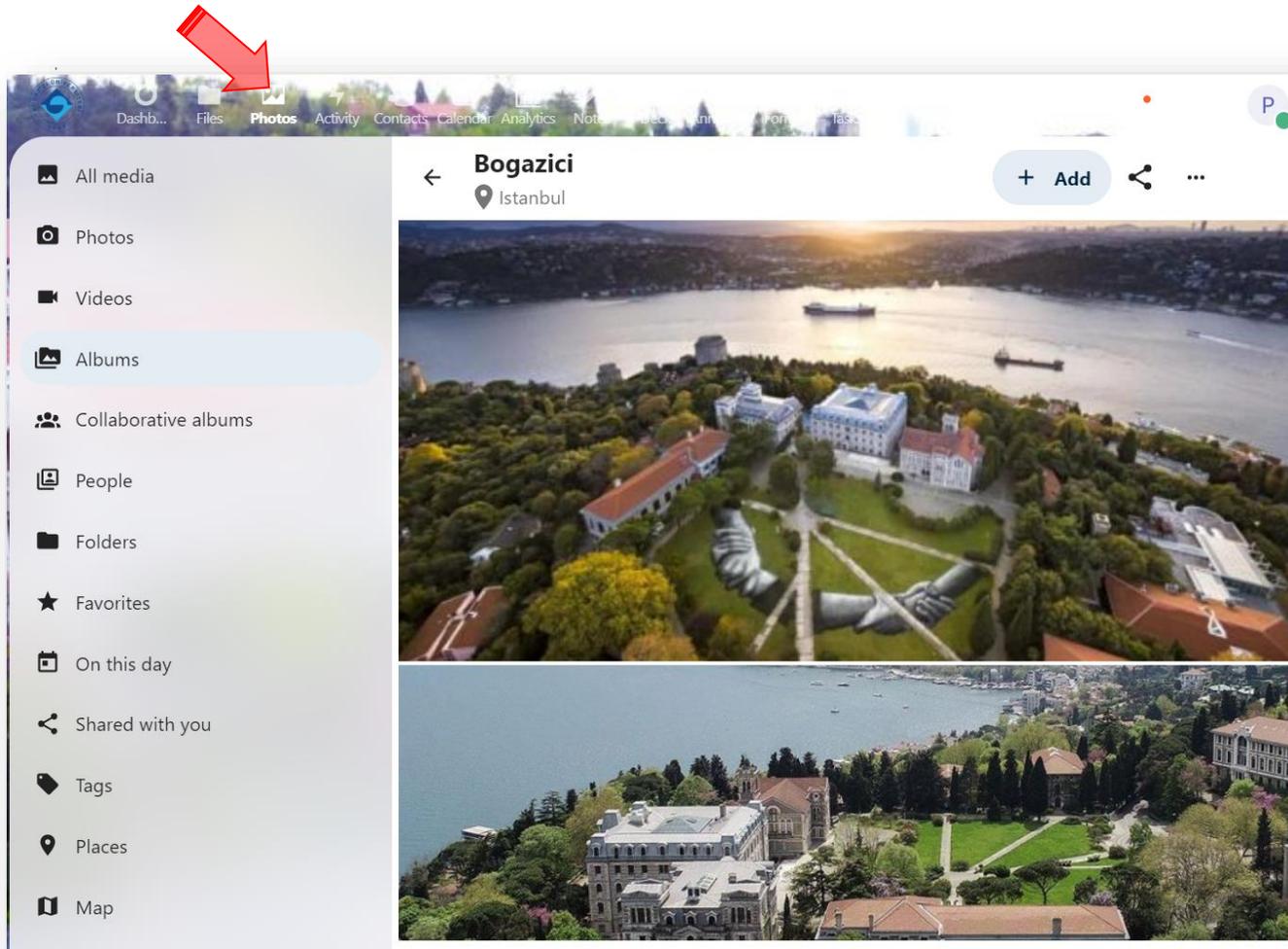
Bulk Actions for Selected Files



➤ After selecting the files, by clicking on “... Actions” button, bulk action can be taken on selected files:

- ✓ Move or copy
- ✓ Download
- ✓ Select file range
- ✓ Delete
- ✓ Tags

3) Photos



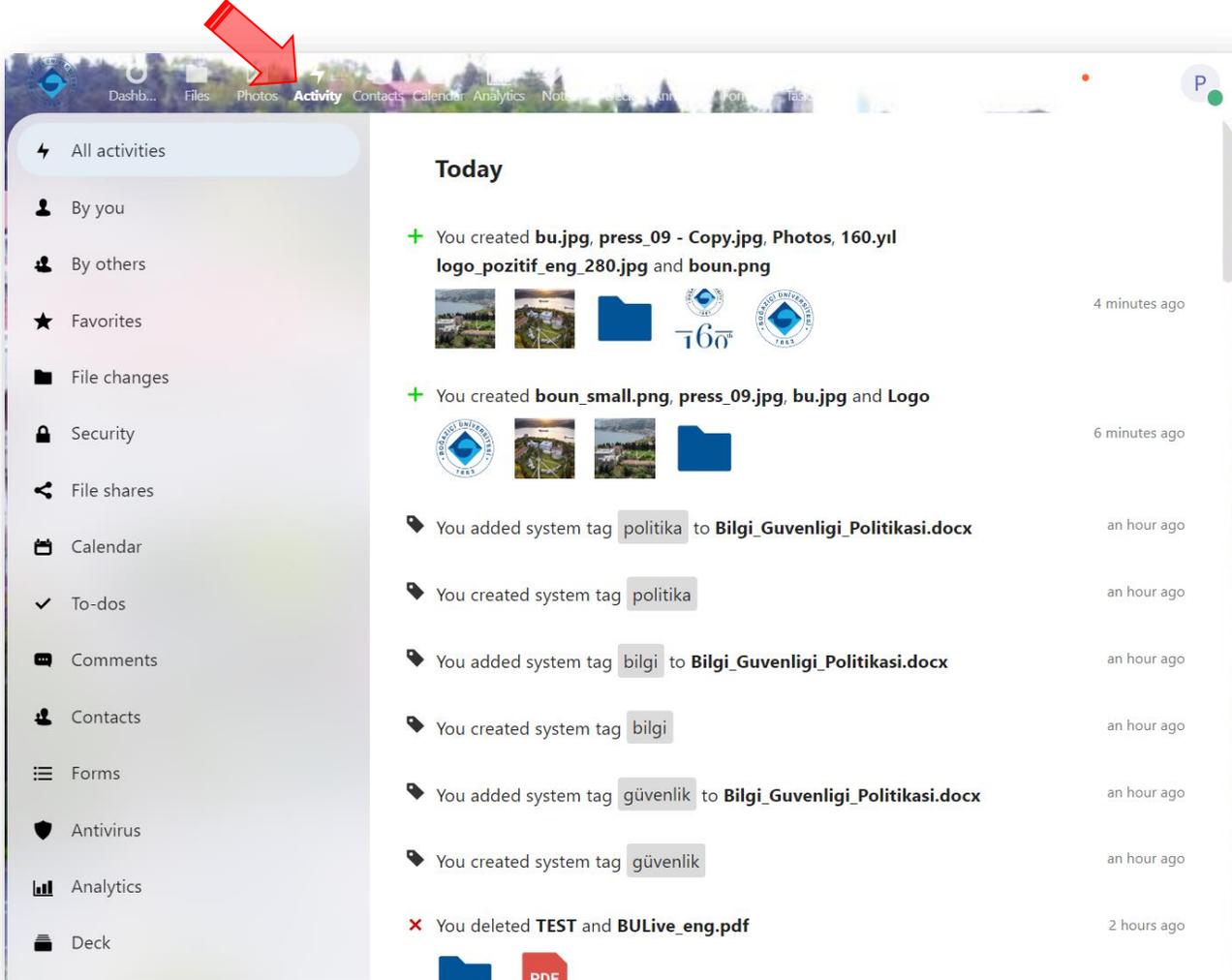
➤ You can manage your photos and create albums from Photos section.

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4) Activity



➤ You can track activities from Activity section.

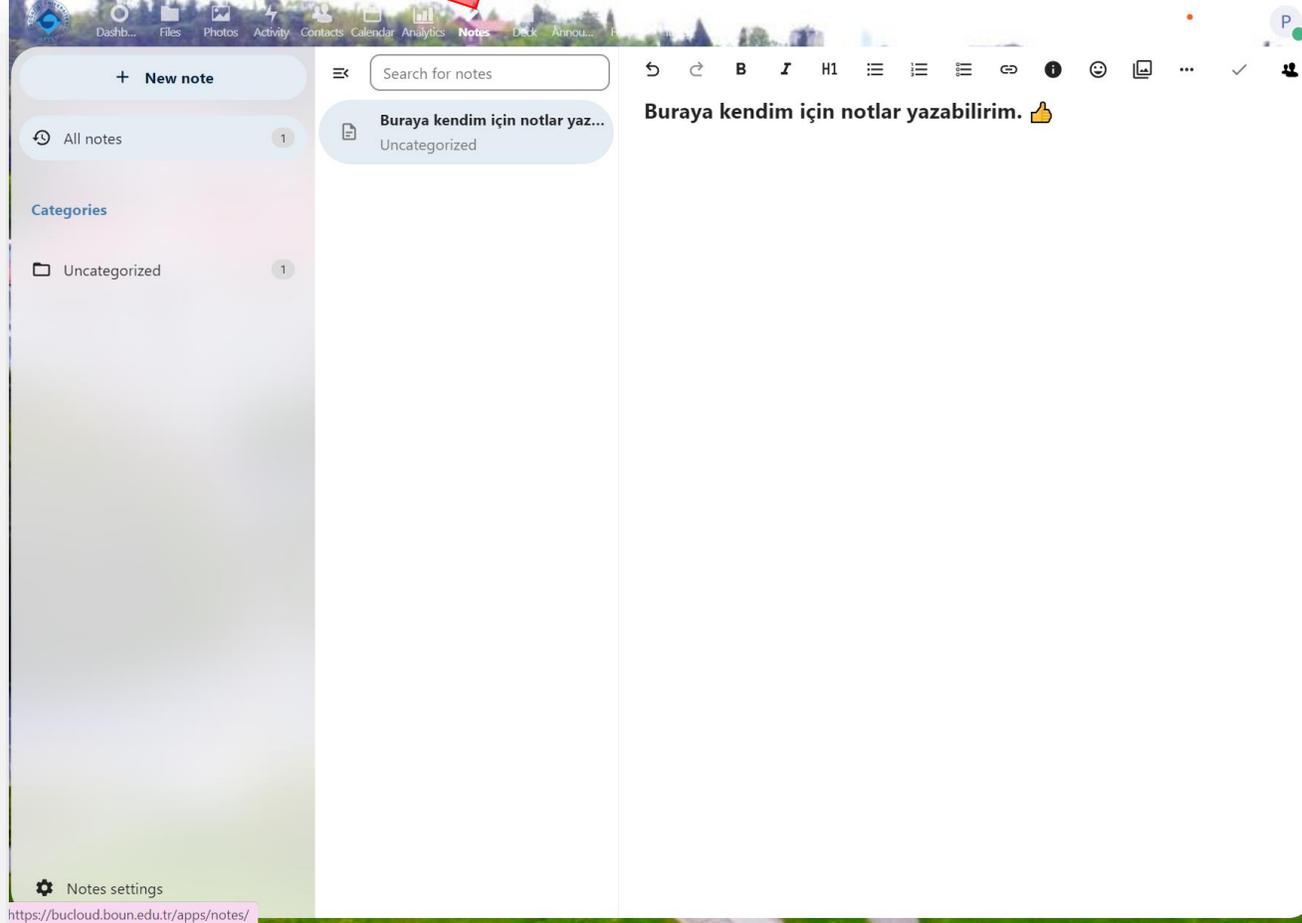
5) Contacts



The screenshot shows the Nextcloud Contacts application. The top navigation bar includes 'Dashb...', 'Files', 'Photos', 'Activity', 'Contacts', 'Calendar', 'Analytics', 'Notes', 'Calendar', 'Mail', 'Forms', and 'Tasks'. The 'Contacts' menu item is highlighted, and a red arrow points to it. The left sidebar contains a '+ New contact' button, 'All contacts' (1), 'Recently contacted' (1), 'Contact groups' (+), and 'Circles' (+). Below 'Circles' is a descriptive text: 'Circles are groups of people that you can create yourself and with whom you can share data. They can be made up of other accounts or groups of accounts of the Nextcloud instance, but also of contacts from your address book or even external people by simply entering their e-mail addresses.' The middle section has a search bar 'Search contacts ...' and a list item 'A admin'. The right section shows the details for the 'admin' contact, including a 'Federated Cloud ID' (admin@bucloud.boun.edu.tr), an 'Address book' (Recently contacted), and 'Contact groups' (Recently contacted). A timestamp 'Last modified seconds ago' is visible at the bottom of the detail view.

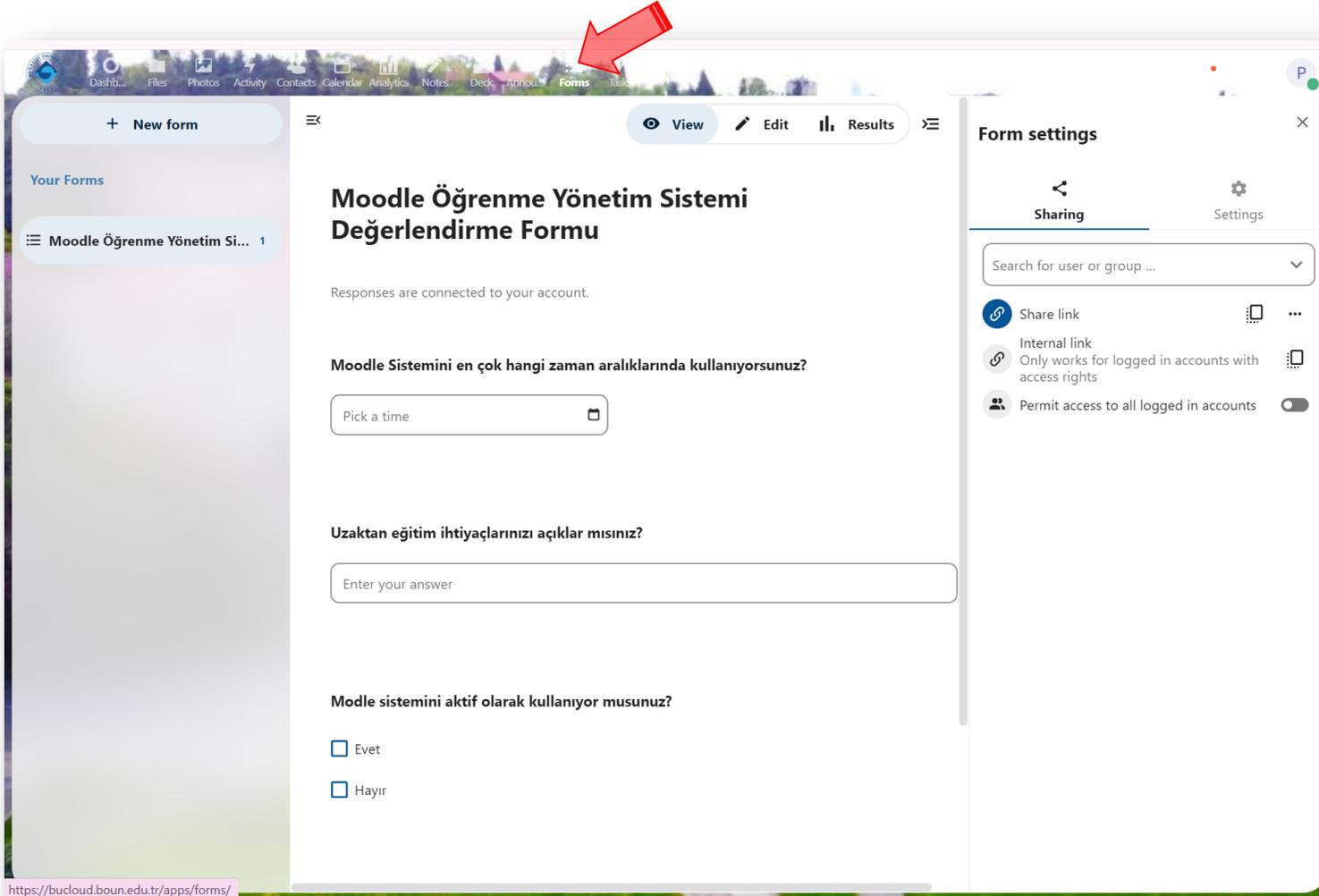
➤ You can create or search contacts/groups from Contacts section.

7) Notes



➤ You can add notes from Notes section.

8) Forms



https://bucloud.boun.edu.tr/apps/forms/

➤ You can create survey forms, publish them and evaluate the results from the Forms section.

9) Tasks



➤ You can manage your tasks from Tasks section.

Dashboard Files Photos Activity Contacts Calendar Analytics Notes Deck Annou... Forms Tasks

All 7

Current 7

Deneme 1

Deck: Personal 3

Deck: BOUN INST

+ Add List...

Trash bin

Tasks settings

<https://bucloud.boun.edu.tr/apps/tasks/>

10) Personal Settings

➤ By clicking on profile icon (1) on upper right corner and than Personal Settings (2), you can manage your personal settings.

