***Instructions on How to Access DWW Materials on Box***

As of September 18, 2013, the U.S. Department of Education suspended the Doing What Works website. The Doing What Works team at WestEd is investigating a variety of alternative ways to share DWW content with you. Stay tuned via the [DWW Facebook page](https://www.facebook.com/pages/Doing-What-Works-dwwedgov/182739285107385) and the [DWW Twitter feed](https://twitter.com/dwwed) for updates, or email us at [dww@wested.org](mailto:dww@wested.org).

Currently, access to all materials—including unpublished materials for the Practice Guide on Writing—is through Box. Please follow the instructions below to gain access yourself or to provide links to others. If you have difficulty following the instructions or finding specific materials, don’t hesitate to email [dww@wested.org](mailto:dww@wested.org) for assistance. We have a staff person on hand to assist with your requests.

Thank you for your continued interest in and use of the DWW materials.

***Steps to Access DWW Materials in Box***

The Doing What Works media and documents are stored on a cloud-based file storage system called Box. *If you are familiar with Box and have an existing account, you may need to log out of your account to successfully use the instructions below*.

1. Go to: <https://wested.box.com/dww>
2. Choose the folder for the topic you want.
3. To download an entire folder, click on the “Download” button at the upper right. Please note that this action will download every media or document file included in a topic’s folder. It will take some time, so do it over a fast connection, if possible.
4. To browse for and download a specific item, you can navigate through the folders to locate that item. The folder organization is modeled after the structure of the DWW website.
5. Another way to look for a particular item is to use the ***topic inventory***, which lists all the media and documents in each practice. The topic inventory is a Word document within the topic’s primary folder. In this document, you’ll see the titles of the items in the left column. After the title is an **ID number** for that piece of content, which is also used to name the item on Box. You can use this ID number to help you locate the files for that media piece within its practice folder. Occasionally there will also be directions provided on how to access or play that media piece. *Note: As of September 19, 2013, the links in the inventory still go to the DWW site; these will be replaced but have not been yet.*
6. Media will need to be downloaded in order to view them. Documents can be previewed in Box or downloaded.

**To provide direct links to DWW materials for others**:

Each piece has a url on Box that you can use to direct others to that specific piece. For example, you can use a Box url in the same way that you used a DWW url in a guide or inventory.

You can copy and paste the url from your browser window. For example, a direct link to the Problem Solving video “Representing a Problem Visually” (#2556) is <https://wested.app.box.com/s/5gjp1guu8df83vtg9uk5/1/553431090/5315326132/1>

Be sure you are **NOT** logged into Box when you grab a url, but have entered as a public user, as that can affect the url. You may want to remind people they need to download a video to play it.

Our team is available to help you find the location of resources on this web platform. We apologize for the inconvenience.