

## Student Directions: Sharing Files in the My Folder area

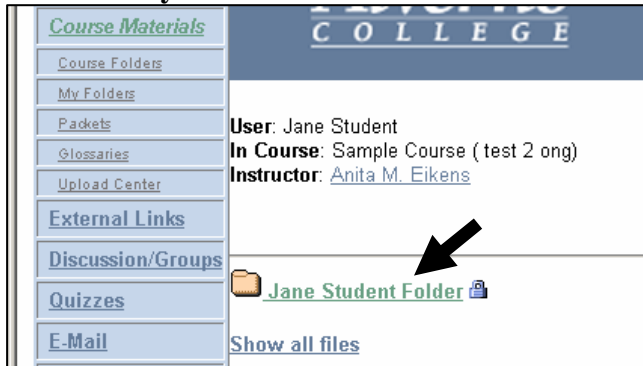
The **My Folders** area of Educator is the space provided for you to upload and store files.

Instructors have the ability to lock and unlock the main Student Folder. The main Student Folder contains each individual student's **My Folder** for that course.

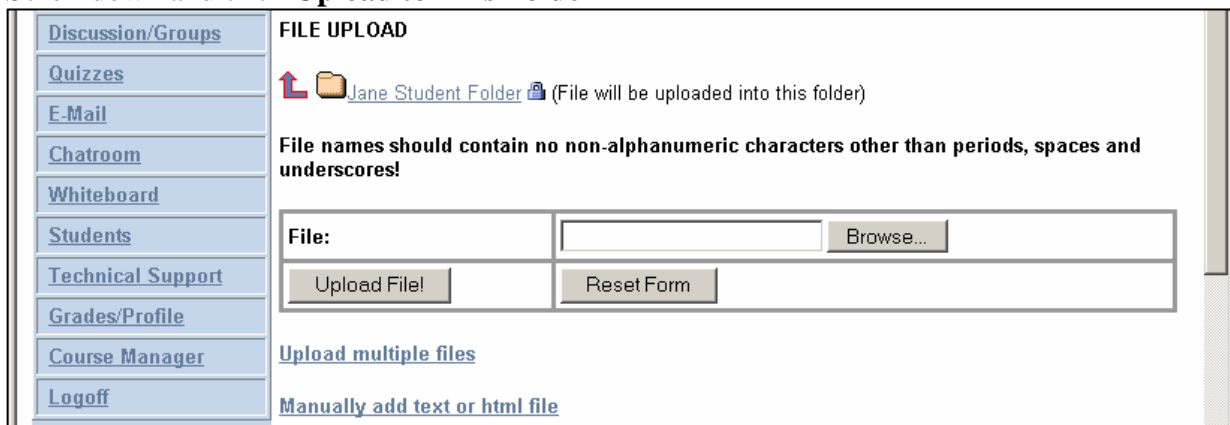
- The default permission for the main Student Folder is locked. If the main Student Folder is locked, only the instructor (or TA) and you will be able to see the contents of your individual folder. However, you can grant access to your files to specific students even if the main Student Folder is locked.
- If the main Student Folder is unlocked, all other students in the course can have access to your files if you unlock both your folder and the files you are uploading.

### To upload and share a file if My Folders is locked:

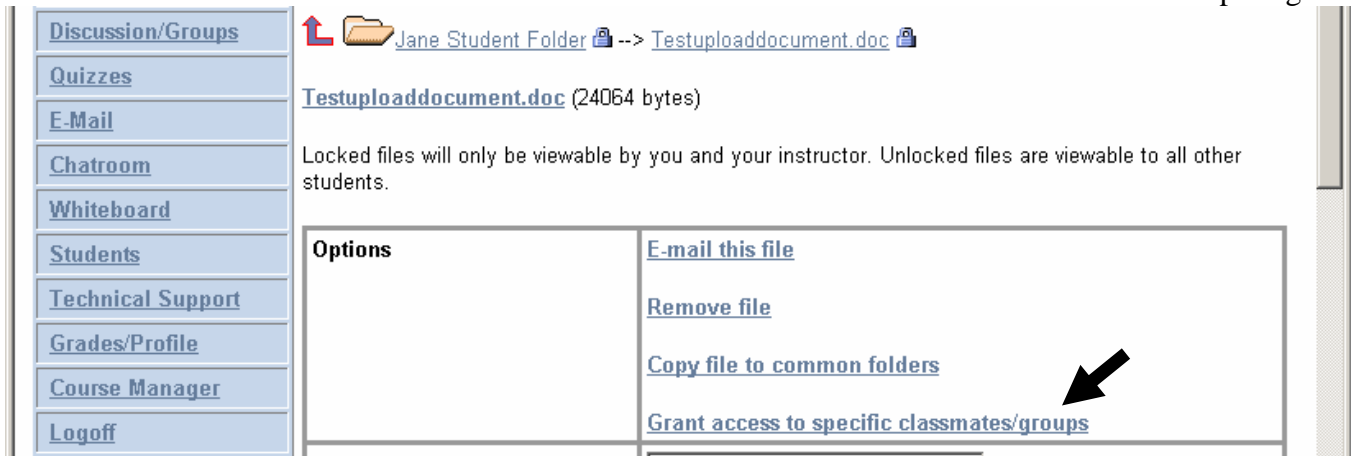
1. Log into Educator and enter the course where you want to share the file
2. Click the **Course Materials** link
3. Click the **My Folders** link



4. Click the folder with your name on it. (In the picture above the student's name is Jane Student. The closed padlock by the folder name indicates that the folder is locked.)
5. Scroll down and click **Upload to This Folder**



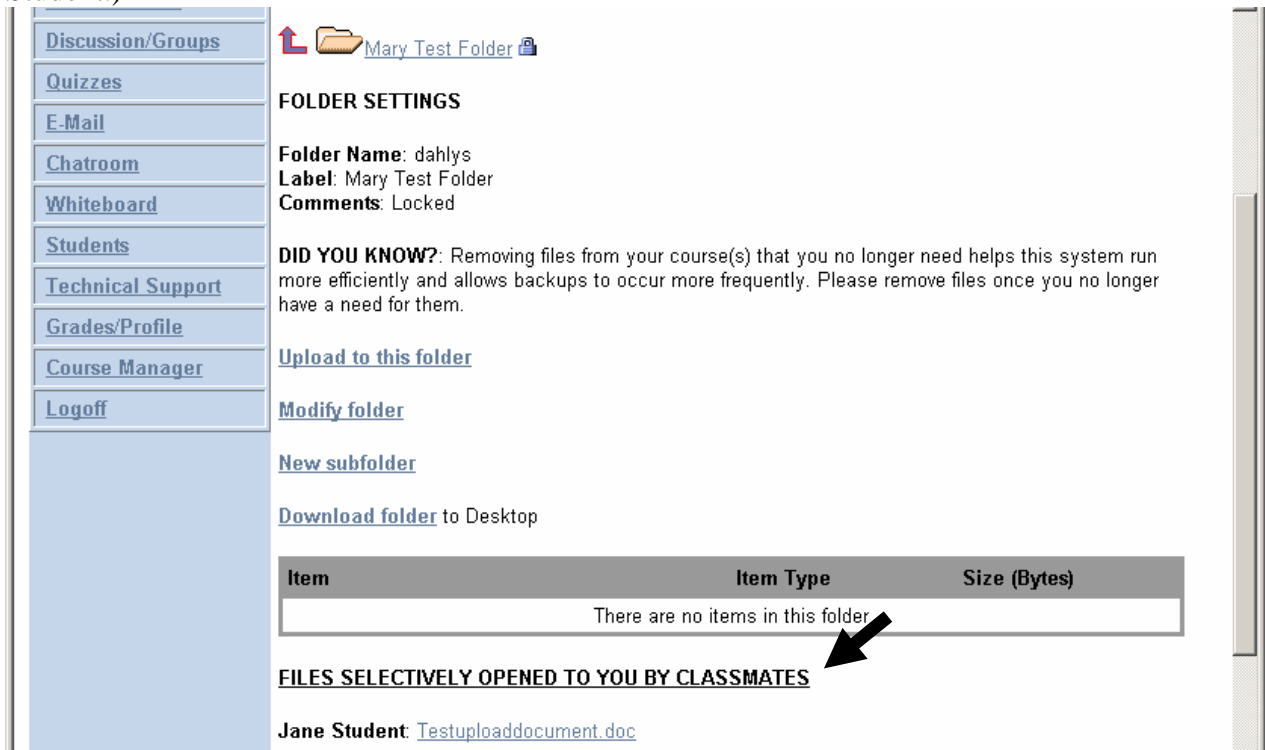
6. Click the **Browse** button and locate the file you want to upload. Make sure your file name meets the requirements noted on the screen.
7. Click the **Upload File** Button
8. The **Submitted Thank you** screen will appear. On the next screen, click the **Grant access to specific classmates/groups** link



9. Scroll down to the **Permissions** section and put a checkmark by each student that you want to have rights to view your file.
10. Click **Submit**

**To view files to which other students have granted you access:**

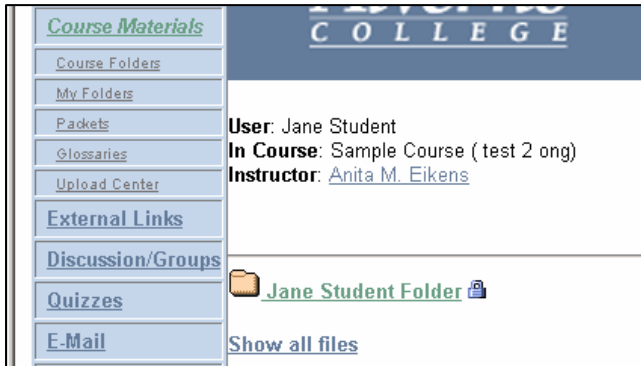
1. Log into Educator and enter the appropriate course
2. Click **Course Materials**
3. Click **My Folders**
4. Click the folder with your name
5. Scroll down to the section at the bottom of the screen with the heading **Files selectively opened to you by classmates.** (In the picture below Mary Test is ready to view a file opened to her by Jane Student.)



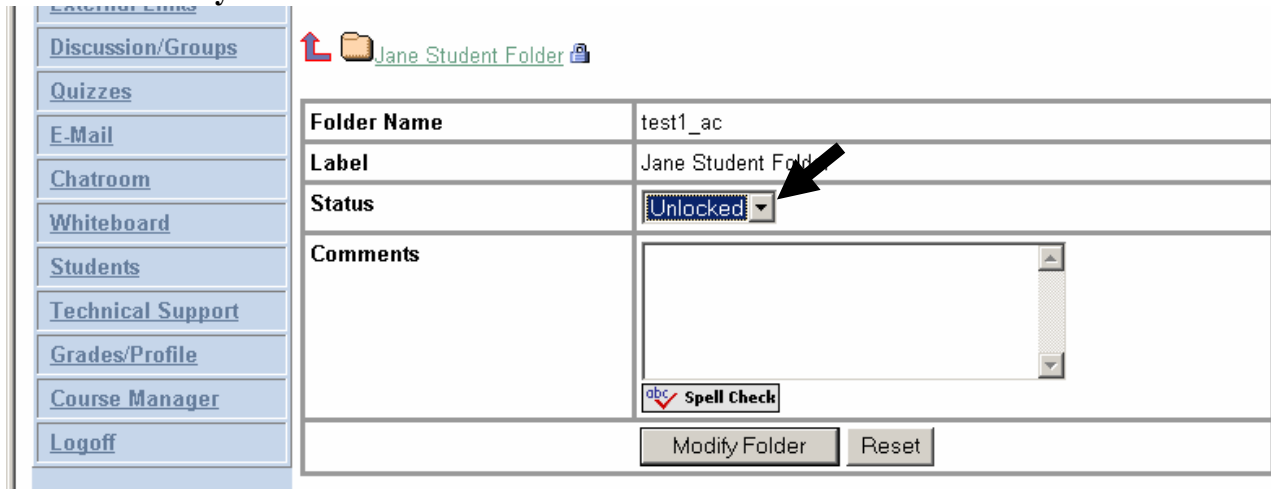
6. Click the file name **TWICE** (once on this screen and once on the next one) to view the file
7. Click the **Back** button to return to Educator

**To upload and share a file with everyone in your class if your instructor has unlocked My Folders:**  
If your instructor has unlocked the main Student Folder, you must unlock both your individual **My Folder** and any files that you want other students to see.

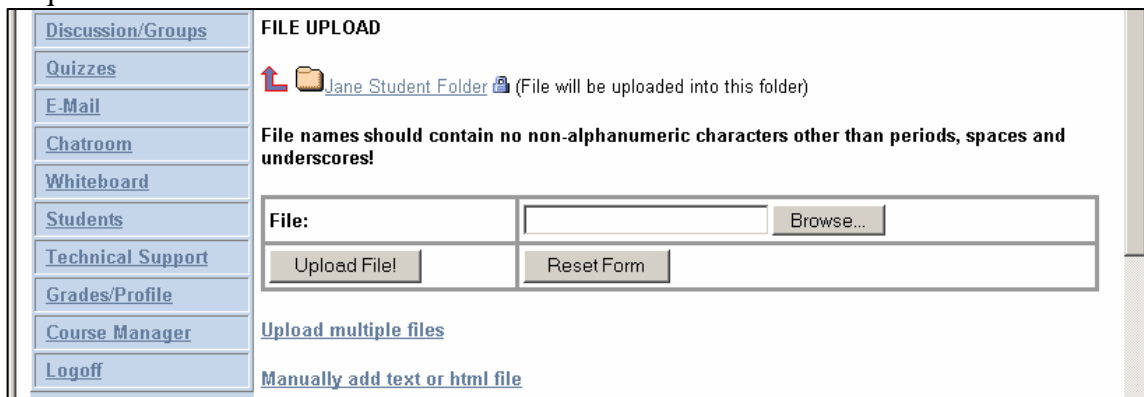
1. Log into Educator and enter the course where you want to share the file
2. Click the **Course Materials** link
3. Click the **My Folders** link



4. Click the folder with your name on it. (In the picture above the student's name is Jane Student. The closed padlock by the folder name indicates that the folder is locked.)
5. Click **Modify Folder** link.
6. Change the folder status from Locked to **Unlocked**
7. Click the **Modify Folder** button



8. Click **Upload to this folder**
9. Click the **Browse** button and locate the file you want to upload. Make sure your file name meets the requirements noted on the screen.



10. Click the **Upload File** Button
11. The **Submitted. Thank you** screen will appear. When the next screen appears, scroll down and change the file status from Locked to **Unlocked**
12. Click **Submit**. Your file can now be viewed by everyone in your class.

The screenshot shows a web interface for managing a file named 'Testuploaddocument.doc' (24064 bytes). On the left is a navigation menu with links: E-Mail, Chatroom, Whiteboard, Students, Technical Support, Grades/Profile, Course Manager, and Logoff. The main content area has a text box with the file name and size, followed by a note: 'Locked files will only be viewable by you and your instructor. Unlocked files are viewable to all other students.' Below this is a table of options:

|                    |  |
|--------------------|--|
| <b>Options</b>     | <a href="#">E-mail this file</a><br><a href="#">Remove file</a><br><a href="#">Copy file to common folders</a><br><a href="#">Grant access to specific classmates/groups</a> |
| <b>File Name</b>   | Testuploaddocument.doc   |
| <b>Label</b>       |  |
| <b>Object ID</b>   | s93<br>(Use the command <object:s93> to embed object)  |
| <b>My Comments</b> | <div style="border: 1px solid gray; height: 40px;"></div>  |
|                    | <input type="button" value="Spell Check"/>   |
| <b>Status</b>      | Locked   |
| <b>File Type</b>   | MS Word Document   |

At the bottom of the form are 'Submit' and 'Reset' buttons. A black arrow points to the 'Status' dropdown menu, which is currently set to 'Locked'.

**To view files for which other students have granted you access when your instructor has unlocked the main Student Folder:**

1. Log into Educator and enter the appropriate course
2. Click **Course Materials**
3. Click **Student Folder**
4. Click the folder with the name of the student whose files you want to view.
5. Click the file name **TWICE**--once on this screen and once on the next one--to view the file
6. Click the **Back** button to return to Educator