




Student Directions Uploading Files to My Folder

The **My Folder** area of Educator is the space provided for you to upload and store files. As a student, you have control over your own Student Folder. You can determine if the folder is **Locked** - only you and the instructor can view the contents, or **Unlocked** – anyone in the class can view the contents. The **default** permission is **locked** (only instructor and student owner can view files). If you want to share your files with all other students in your class, you must change the default to **unlocked**. You can also **grant individual students** access to a file from your **My Folder** even if it is locked.

To Submit Files To My Folder:

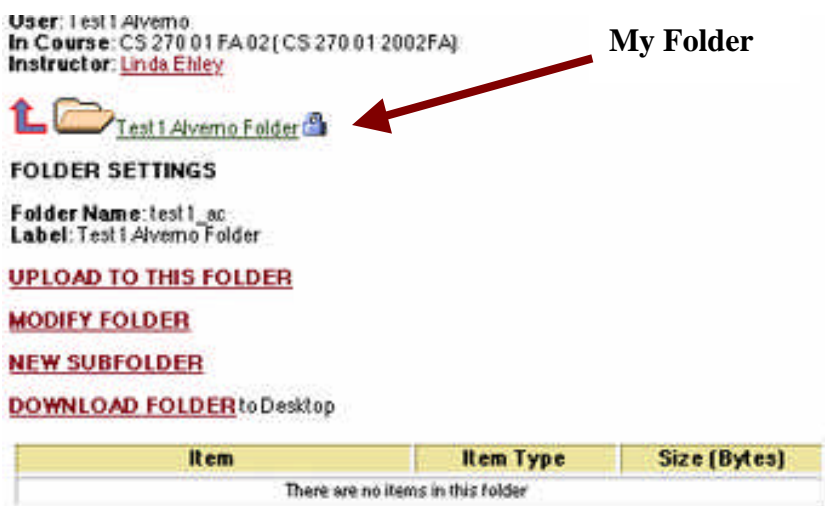
1. Make sure you are logged into Educator and have entered the course to which you want to upload the file. **Note: If you are only in one course, that course will automatically come up.**
2. Click on **Course Materials** navigational area. You will see a sublink - **My Folders**. You can also click the **My Folder** icon at the bottom of the screen . Depending on the course you are in, your screen may look something like the following picture. Your name will appear instead of **Test Student**.



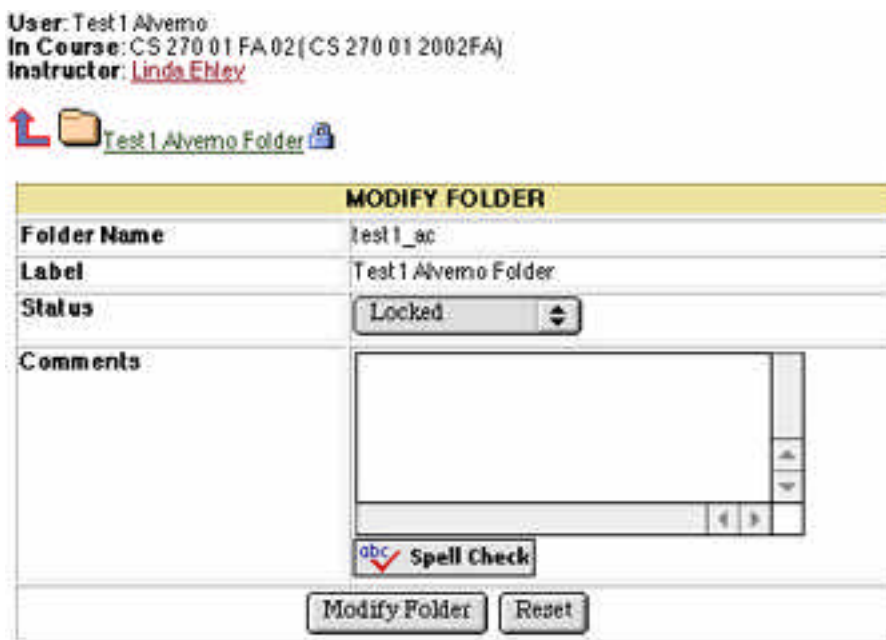
3. Click on the folder with your name on it (in the picture above the student’s name is Test1). You will see something similar to:



- Notice in the above picture **Student Folders** is **Locked**. Instructors have the ability to lock and unlock the main Student Folder. If it is unlocked all other students in the course **can** have access to your files, if you unlock the files you are uploading. If it 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 by granting them permissions.**
- Let's experiment with uploading files to your Student Folder. Depending on where you are, you should see either Student Folders, or My Folder, or a Folder with your name on it. The default view of a student folder is **My Folder**. You will see something like the picture on the following page:



- Notice that in the picture above, my **Student Folder** (Test Student) is **locked**.
- You can change the status of your student folder – from locked to unlocked. In the picture on the top of the page, you can see that I am in **my** student folder (Test Student) and my folder is locked. To unlock (or change the status), click on **Modify Folder**. You will see something similar to the picture below. Change to **Status** to **Unlocked** and click **Modify Folder**. Your student folder will now be unlocked.



8. Upload a file to your student folder. Click on **Upload To This Folder** and you will see something similar to the picture below. Notice you can upload multiple files (but you must indicate how many files before you start) and can also manually enter text or HTML files.

User: Test 1 Alvemo
 In Course: CS 270 01 FA 02 (CS 270 01 2002FA)
 Instructor: [Linda Ehley](#)

FILE UPLOAD



File names should contain no non-alphanumeric characters other than periods, spaces and underscores!

Ignore Virus Scan

File:	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Upload File!"/>	<input type="button" value="Reset Form"/>	

[CLICK HERE](#) to upload multiple files to this folder

[CLICK HERE](#) to manually enter a TEXT or HTML file to this folder

9. Click on the **Browse Button** and locate a file on your disk or your home directory you want to upload. Once you have located the file and the name of the file appears in the **File Box**, click on **Upload File**. Your file will now be uploaded and you will see something similar to:

[footballfield.doc](#) (148480 bytes)

[E-MAIL THIS FILE](#)

[CLICK HERE](#) to remove this file

[GRANT ACCESS TO SPECIFIC CLASSMATES/GROUPS](#)

Locked files will only be viewable by you and your instructor. Unlocked files are viewable to all other students.

File Name	footballfield.doc
Label	<input type="text"/>
Assignment Association	None
Object ID	s1030 (Use the command <object:s1030> to embed object)
My Comments	<input type="text"/>
	<input checked="" type="checkbox"/> Spell Check
Status	Locked
File Type	MS Word Document
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

10. From this screen you can make the file viewable to other students. **Remember that the default for each uploaded file to the student folder is locked.** This means that only the instructor and the owner of the student folder can see the file. If you want other students to see the file, you must change the status

to **Unlocked** and click **Submit**. You can also add comments as to what the file is and what it is for, in the comments section.

11. Notice on the screen that there is also a link **Grant Access to Specific Classmates/Groups**. If you click on this link, you go to a screen where you can unlock the file to make it viewable to all students, or select students to allow access.
12. If this upload is to be associated with **an already created Assignment**, You can pull down the **Assignment Association** box (on the picture from Number 8 above, this is None – click on the up and down arrows). You will see a list of created assignments. **Note: This option is only available when your instructor has created a specific Assignment in Educator.** Sometimes instructors will ask you to just upload your assignment to your folder **without** creating a specific Educator Assignment
13. You can delete files from your **Student Folder**. You will need to open (click on) your **Student Folder**, click on the file you want to remove. A screen similar to the one below will come up. Click on **Click Here to remove this file**. You will go to a screen to confirm the delete. Click **Yes** to delete the file.

[footballfield.doc](#) (148480 bytes)

[E-MAIL THIS FILE](#)

[CLICK HERE](#) to remove this file

[GRANT ACCESS TO SPECIFIC CLASSMATES/GROUPS](#)

Locked files will only be viewable by you and your instructor. Unlocked files are viewable to all other students.

File Name	footballfield.doc
Label	
Assignment Association	None
Object ID	s1030 (Use the command <object:s1030> to embed object)
My Comments	<div style="border: 1px solid gray; height: 80px;"></div>
	<input checked="" type="checkbox"/> Spell Check
Status	Locked
File Type	MS Word Document
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	