

Looking for a way to allow students to share documents with each other easily? Modifying student permissions for a folder resource is a quick way to enable students to exchange and download batches of files.

1. With editing turned on in your course, click on the **+ Add an activity or resource** link.
2. Select **Folder** from the list of **RESOURCES** (Figure 1) and click on **Add**.
3. Enter a **Name** and **Description** for the folder (Figure 2). Be sure to include instructions in the description so that your students will know how to upload their files. (See suggested text below or post a link to [this article](#).)

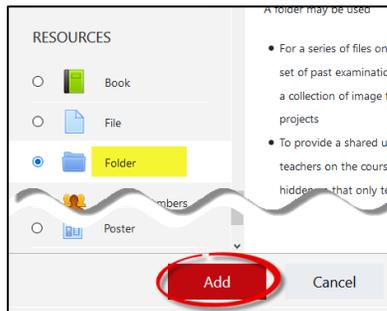


Figure 1: Add a Folder Option

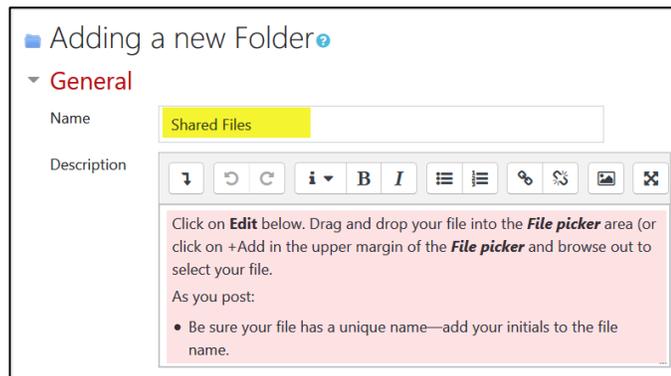


Figure 2: Folder Instructions

4. Scroll down and click on **Save and display**—you can safely ignore the rest of the options on the Folder set-up page.
5. After the folder is displayed on your screen, click on the admin gear, then select **Permissions** (Figure 3).

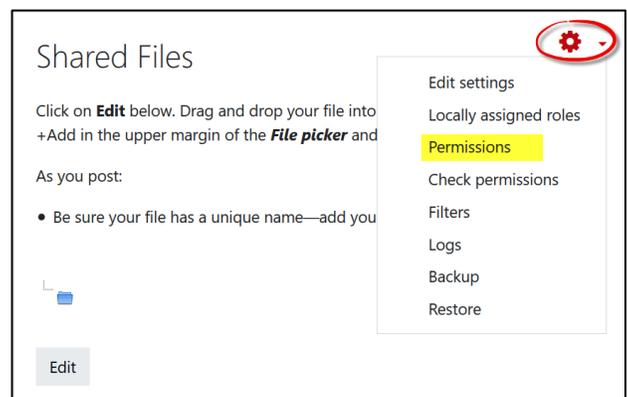


Figure 3: Permissions

6. In the **Permissions in Folder** page (Figure 4), click on the **plus sign (+)** to add a role to the **Manage files in folder module** option.

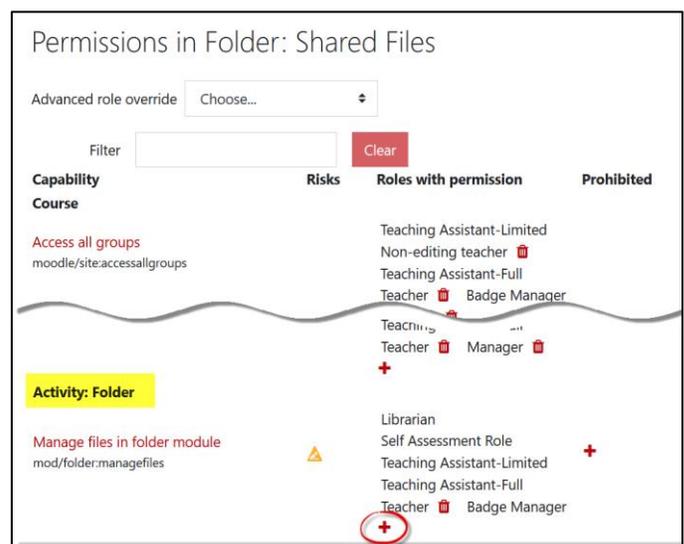


Figure 4: Permission to Manage Files

Give Students Access to Folders

7. In the **Allow role** dialogue box, click on **Student** to extend editing permission to the student role for this folder (Figure 5).
Note: Permission overrides are specific to each activity or resource. Students will not have editing rights to any other resources or activities as a result of this action.

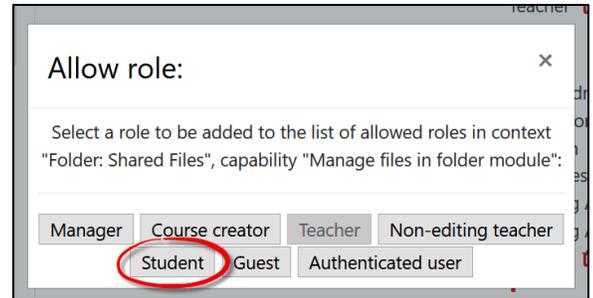


Figure 5: Extend Permission to Student Role

8. Confirm that the **student** role now appears in the list of **Roles with permission** column for managing files in the folder (Figure 6).

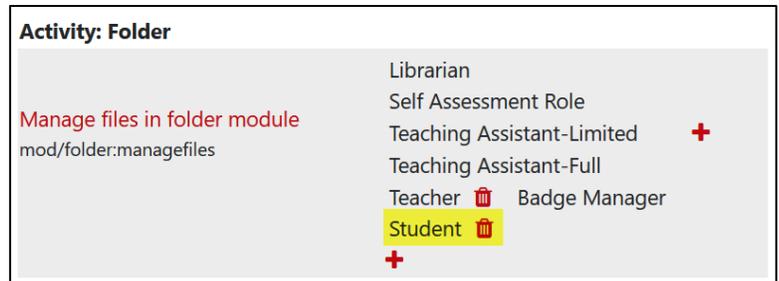


Figure 6: Confirmation of Role Change

Suggested Instructions for Students

Click on **Edit** below. Drag and drop your file into the **File picker** area (or click on the **Add file** icon in the upper left margin of the **File picker**.)

As you post:

- Be sure your file has a **unique** name—add your last name or initials to the file name.
- Avoid using symbols in your file name—they don't translate well online.

To download files:

1. Open this folder and click on **Download files**.
2. Save the resulting .zip file to your computer, then extract the files.