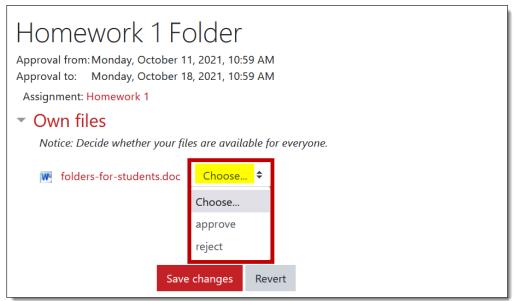Sharing your work has gotten easier! You can either share files directly to a "student folder" or have the file(s) submitted to an assignment link automatically added to a folder. A student folder is identified with the icon shown here at right.

Assignment Submission Folder

Homework 1 Folder

Approval from: Monday, October 11, 2021, 10:59 AM
Approval to: Monday, October 18, 2021, 10:59 AM

Assignment: Homework 1

Own files

Notice: Decide whether your files are available for everyone.

W folders-for-students.doc   Choose... ⇕

Choose...
approve
reject

Save changes   Revert

When a student folder is linked to a particular assignment, you will have the option to approve the inclusion of the file you submitted.

Open the folder to display the file that you have submitted in the assignment link. Next to the file name, choose either **approve** or **reject** to share the file in the folder or withhold it.

Homework 1 Folder

Approval from: Monday, October 11, 2021, 10:59 AM
Approval to: Monday, October 18, 2021, 10:59 AM

Assignment: Homework 1

Own files

Notice: Decide whether your files are available for everyone.

W folders-for-students.doc approved

Public files

Download all files as a .zip archive

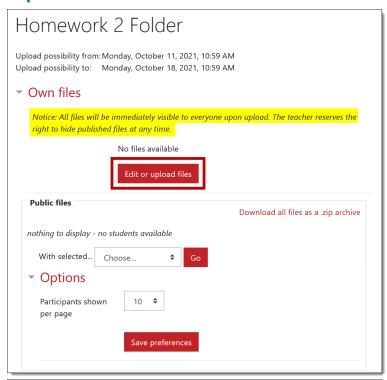| ☐		First name / Last name ▲	Last modified
☐	🐶	Student8 Eight	W folders-for-students.doc Monday, October 11, 2021, 12:11 PM

When you approve the sharing of a file, you'll see it listed in the **Own files** section of the folder. You'll also see it listed in the **Public files** section of the folder, along with the files submitted by your classmates.
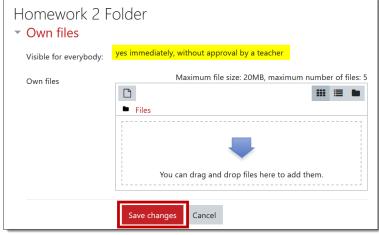
You can download individual files from the folder if you wish or click on a link to create a zipped archive of all of the files. You can also check the selection boxes at the left of each file to download just some of the files that your classmates submitted.

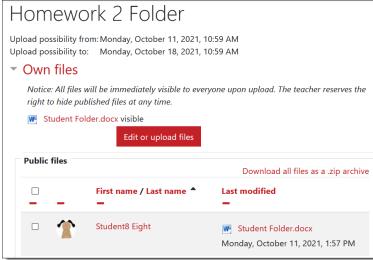*Read on to learn about the other type of student folder.*

Upload Files Folder

Homework 2 Folder

Upload possibility from: Monday, October 11, 2021, 10:59 AM
Upload possibility to: Monday, October 18, 2021, 10:59 AM

▼ **Own files**

Notice: All files will be immediately visible to everyone upon upload. The teacher reserves the right to hide published files at any time.

No files available

Edit or upload files

Public files   Download all files as a .zip archive

nothing to display - no students available

With selected... Choose... ⬍ **Go**

▼ **Options**

Participants shown per page   10 ⬍

Save preferences

Some student folders will allow you to upload files directly to the folder. As shown at left, you can upload your file(s) by clicking on **Edit or upload files**.

Homework 2 Folder
▼ **Own files**

Visible for everybody: yes immediately, without approval by a teacher

Own files   Maximum file size: 20MB, maximum number of files: 5

📄   ⊞ ☰ 📁

📁 Files

You can drag and drop files here to add them.

Save changes Cancel

In the next window, you can drag and drop your file(s) into the **File picker** or click on the file icon in the upper margin to browse out and locate your file(s). **Save changes** to upload your file(s) to the folder.

Homework 2 Folder

Upload possibility from: Monday, October 11, 2021, 10:59 AM
Upload possibility to: Monday, October 18, 2021, 10:59 AM

▼ **Own files**

Notice: All files will be immediately visible to everyone upon upload. The teacher reserves the right to hide published files at any time.

�w Student Folder.docx visible

Edit or upload files

Public files

Download all files as a .zip archive

☐		First name / Last name ▲	Last modified
☐	🐕	Student8 Eight	�w Student Folder.docx Monday, October 11, 2021, 1:57 PM

After you upload your file(s), you'll see the file name(s) and status displayed in the **Own files** section above as well as in the **Public files** area below where everyone's files will reside.

You can download individual files or click on a link to create a zipped folder that you can download with some or all of the files submitted.