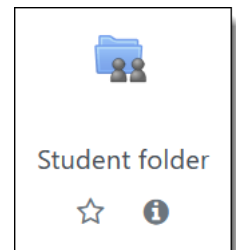# Student Folder Activity

Sharing student work has gotten easier! By adding a student folder to your course, you can either ask students to upload files to it or have the student files submitted to an assignment link automatically added to the folder.

Create a Student Folder

1. With editing turned on, click on **Add an activity or resource** and select **Student folder** from the **Activities** tab.

2. Give the folder a name and provide instructions to students in the **Description** textbox.

   Note: If you plan to link the folder to an assignment submission link and ask students to approve their submission, let them know here that they will be asked to approve its inclusion in the folder.

3. In the **Student folder** options area, choose the **Mode** you wish to use for adding files to the folder, either having students upload files directly or pulling them from an assignment link.

4. Adjust the **number** of attachments as needed. *Ignore the maximum file size*—by default, it's 100MB (not 0 bytes!). Specify any limitations on **file type** (.doc, .docx, etc.). All files uploaded will be **Approved by default** unless you say no and approve them manually after you review them.

5. Set the timeframe for students to upload files, if desired. Disabling the dates will make the folder available for uploads any time. Folder contents are always available for download as long as the folder is visible to students.

6. Adjust any of the other standard settings as desired and **Save**.

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What Students See – Upload Files Interface

For students, an upload folder is self-explanatory, including a stipulation that published files can be hidden at any time. Clicking on **Edit or upload files** brings up the file picker. After uploading a file, the file name and its status are displayed in the **Own files** section as well as in the **Public files** area where all of the files will reside.

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

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

Student views of folder set for file upload

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

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

Link a Folder to an Assignment

Setting up a **Student folder** to collect and share student submissions to an assignment is very simple.

1. In the Student folder section, choose **take documents from an assignment** as the upload **mode**.
2. In the **Assignment** field, use the pull-down menu to review and select the assignment files that you wish to share.
3. Select **Sync automatically with assignment** to have files roll into the folder without further intervention on your part.

▾ Student folder

Mode   ❗ ❓   ○ students can upload documents
◉ take documents from an assignment

Assignment   ❓

please choose ...
Annotated Bibliography
Homework 1
Homework 2

☑ Sync automatically with assignment ❓

Obtain approval   ❓   Yes

Student Folder Activity

4. By default, students are allowed to give their approval to have their file(s) included in the folder.

5. Adjust the remaining settings as needed and **Save** the folder.

When you open the folder you'll see an interface that is similar to the *View all submissions* page associated with an assignment as shown here at right.

Clicking on the **Update files** link to bring in new files will generate a warning message that spells out the consequences of this action as shown here:

Homework 1 Folder

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

Assignment: Homework 1   Update files

▸ Own files

All files   Download all files as a .zip archive

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 »

☐		First name / Last name ▲		ID number	Last modified	Status ❓	Obtain approval	visible to all
☐	🐕	Student8 Eight		12348	No files available			
☐	🐧	Student5 Five		12345	No files available			
☐	👾	Student4 Four		12344	No files available			

Confirm

Files from an individual student in the student folder will be updated with his/her submission of the assignment. Already visible files from students will be replaced too, if they are deleted or refreshed - the settings of the student as to the visibility will not be changed.

Continue   Cancel

Click on **Continue** to update the files.

☐		First name / Last name	ID number	Last modified	Status ❓	Obtain approval ▾	visible to all
☐	🐕	Student8 Eight	12348	📄 folders-for-students.doc Monday, October 11, 2021, 12:11 PM	❓	Yes ⇅	
☐	🐧	Student5 Five	12345	No files available			

☐		First name / Last name	ID number	Last modified	Status ❓	Obtain approval ▾	visible to all
☐	🐕	Student8 Eight	12348	📄 folders-for-students.doc Monday, October 11, 2021, 12:11 PM	✔	Yes ⇅	✔

The top half of this example shows a file submitted to the designated assignment link that is awaiting the student's approval for inclusion.

The lower half illustrates the change in status when the student has given their approval.

Read on to see what the student sees in this folder.

What Students See – Assignment Submission Interface

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.

📄 folders-for-students.doc | Choose... ⬍ |

| Choose... |
| approve |
| reject |

[Save changes] [Revert]

When students have the option to approve the inclusion of their assignment submission to a **Student folder**, they give that approval in the folder, *not* in the assignment link.

When they open the folder, they will see the file that they have uploaded to the assignment link and a pull-down menu inviting them to approve or reject its inclusion in the 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.

📄 folders-for-students.doc approved

Public files   Download all files as a .zip archive

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

After they submit their approval, they'll see the status of their **Own files** at the top of the page with the **Public files** submitted by all of the students in the course displayed below.

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

☐ 🐸	Student7 Seven	12347	No files available
✅ 🐼	Student6 Six	12346	No files available
☐ 👶	Stude One		iles available

| Choose... |
| Download as ZIP |
| visible for all |
| invisible for all |
| Reset status |
| Grant extension |

⬅ ▸ | 1 | 2 | » |

With selected... | Choose... ⬍ | [Go]   [Save approval] [Revert]

Adjusting Folder Contents

If you need to remove a file submitted by a student from a folder or approve the files submitted, begin by checking the box associated with the student's submission. Next, open the *With selected…* options at the bottom of the page and chose the desired action. Click on **Go** to make the adjustment.

Student Folder Activity

For folders attached to an assignment link, you can hide a student's contributed file by changing the **Approval** status from **Yes** to **No**, then clicking on **Save approval**.

As shown in this example, the file that you disapprove rises to the top of the list of files shared and the checkmark confirming visibility changes to an X.