

To make it easy for you to share your work with other students, your instructor may give you permission to upload files to a folder in your course site. Follow these simple steps to upload and access files in an open folder:

1. Click on the name of the folder to open it (Figure 1).

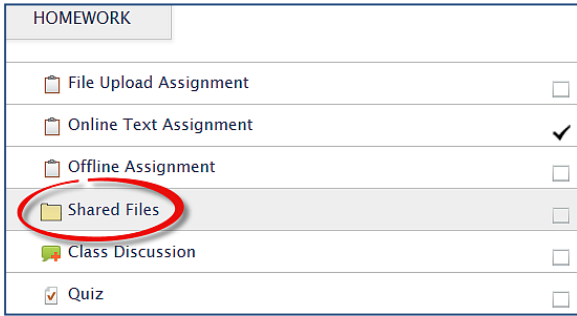


Figure 1: Open Folder

2. Scroll down, if necessary, and click on the **Edit** button to bring up the **File picker** (Figure 2).

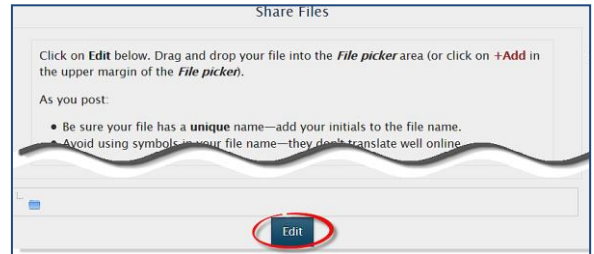


Figure 2: Click on Edit Button

3. Drag and drop a file in the **File picker** box or click on **+ Add...** in the upper border of the box to browse out and attach your file (Figure 3). **Note:** Add your name to the file to be sure it has a unique name.

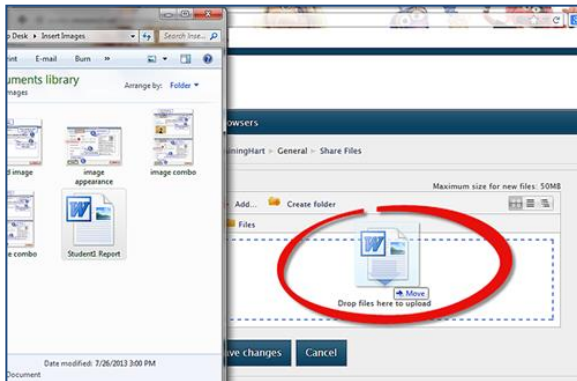


Figure 3: Drag and Drop File

4. Add another file, if desired. Click on **Save changes** to complete the upload process (Figure 4).



Be careful not to delete someone else's file!

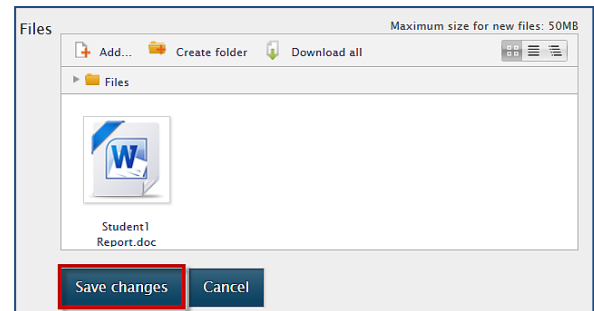


Figure 4: Save Changes

If you'd like to save all of the files submitted by your peers:

1. Open the folder and click on **Edit** (Figure 5).
2. Click on **Download all** in the upper margin of the **File picker** box (Figure 6).
3. **Save** the .zip file to your computer (Figure 7), then extract the files, if you wish.

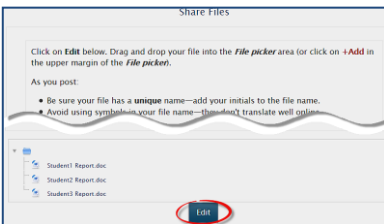


Figure 5: Open Folder to View Files

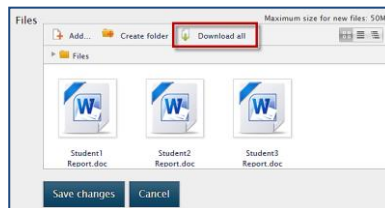


Figure 6: Click on Download All

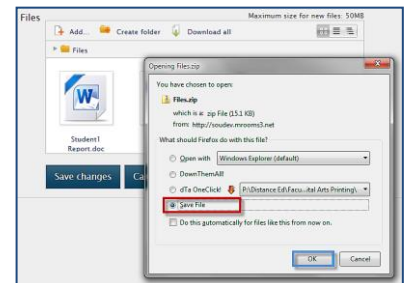


Figure 7: Save Zip File