

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.

Before you upload your file(s):

- Be sure each 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.

Follow these simple steps to upload and access files in a shared folder:

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

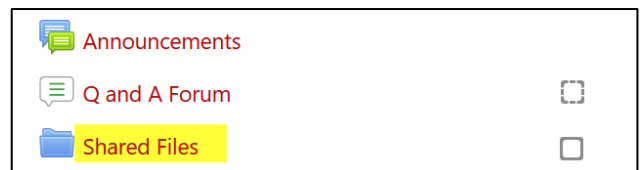


Figure 1: Open Folder

2. Scroll down, if necessary, and click on the **Edit** button (Figure 2) to bring up the **File picker** (Figure 3).

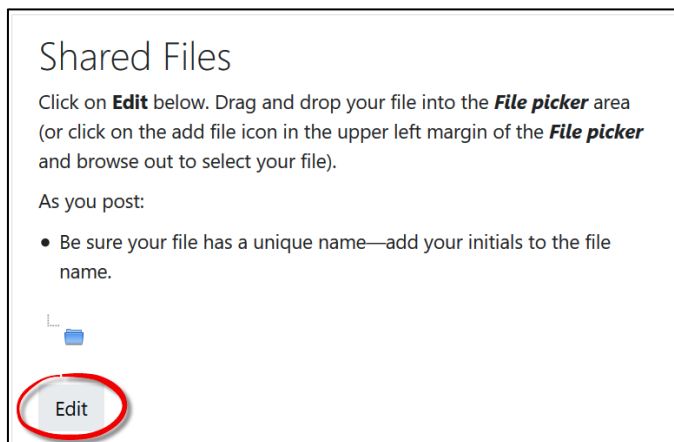


Figure 2: Edit Button

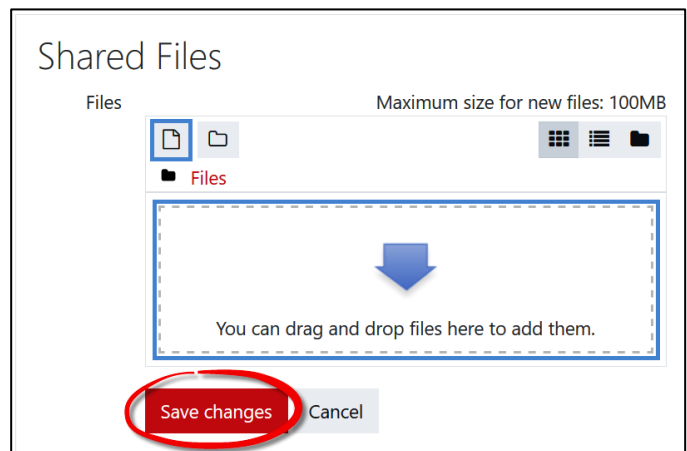



Figure 3: File Picker

3. Drag and drop a file in the **File picker** box or click the file icon [] in the upper left border of the box to browse out and attach your file (Figure 4).

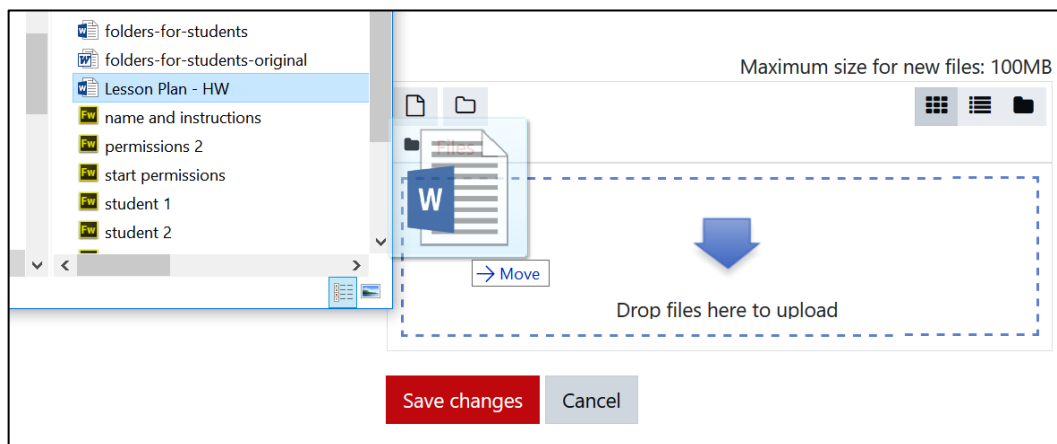


Figure 4: Add File

Working with Folders

4. Add another file, if desired. Click on **Save changes** to complete the upload process (Figure 5).



Be careful not to delete someone else's file!

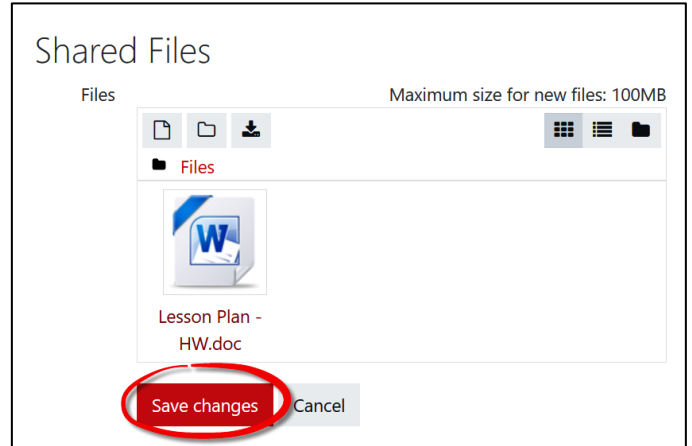


Figure 5: Save Changes

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

1. Open the folder from the course main page.
2. Click on **Download folder** (Figure 6).
3. Save the .zip file to your computer, then extract the files, if you wish.

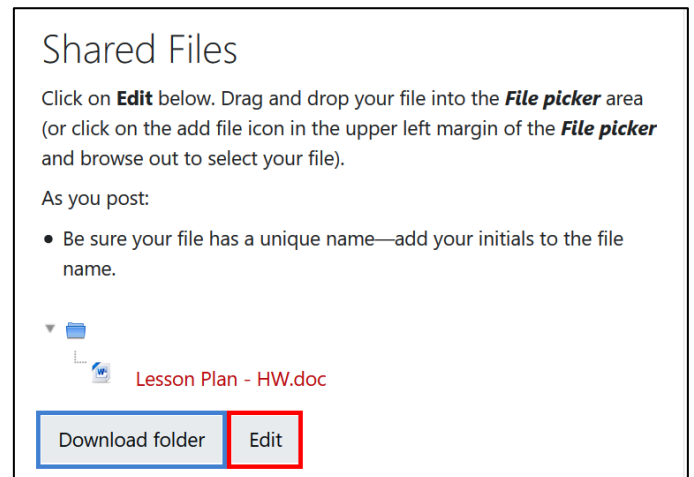


Figure 6: Download Files