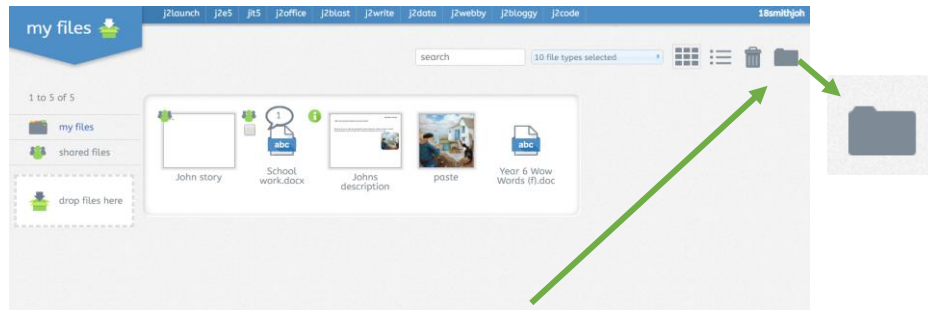


How to create your own folder

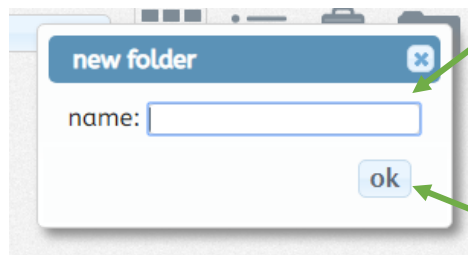
You may wish to create your own folder/s to help you keep your work organised. It will also make it easier to share multiple pieces of work in one go.



1. Firstly, from your home screen, locate & **Click** on the "My Files" tab.
2. This will open a new page.

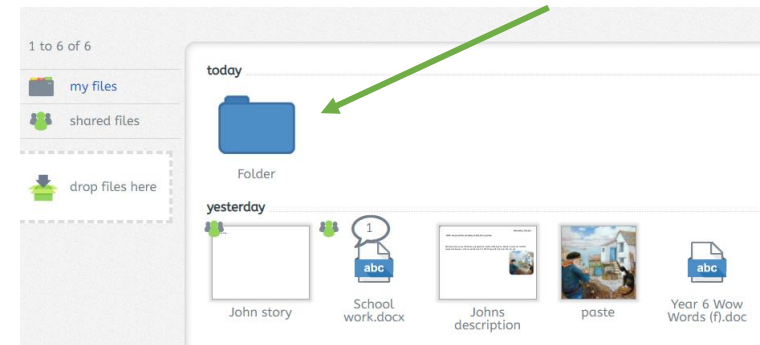


3. **Click** the folder in the top right hand corner.

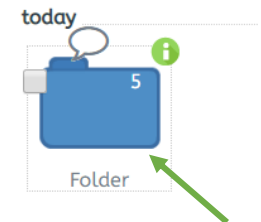


4. This pop up will load. You will need to give the folder a name. E.g. Your name with the week's date, day, subject etc.
5. Then **Click ok**.

6. Your folder will then appear on the main screen.



7. You can now **Click** on each document individually that you wish to place in the folder; drag it and "drop" it (unclick) into the folder.



8. Once you have placed the relevant documents into the folder, a number will appear with the number of documents in it.

9. If you have placed multiple pieces of work in the folder that you wish your teacher to view. Instead of sharing that work



- individually. You can **click** on the **i** in the top right corner of the folder and share the whole folder.

10. From here, you can follow our "How to upload and save files" PDF, page 2: Instructions on how to "share a document".