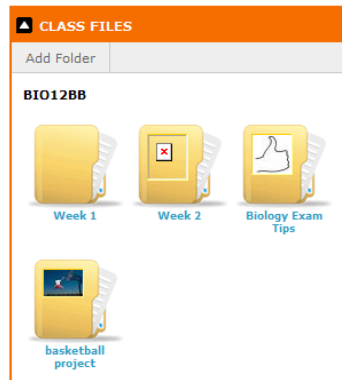
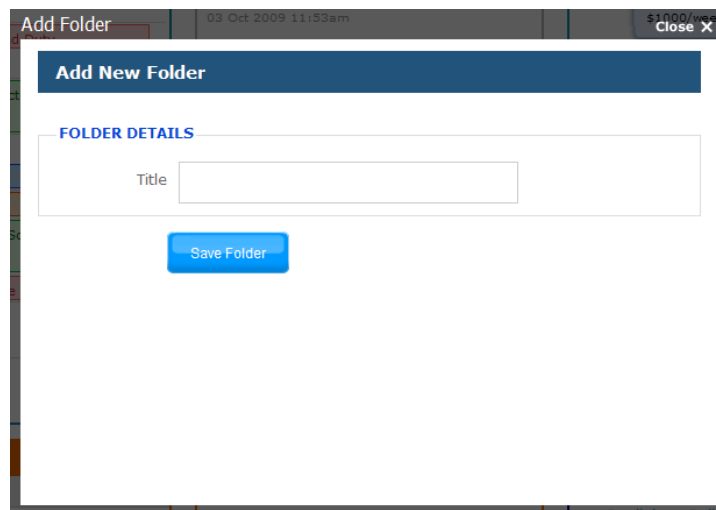


Class Files Widget

The class files widget works in the same way as the document section of the teacher dashboard. Unlike the document section, any file that you add to this widget will be accessible by the students of the class. The class files widget will accept a number of file formats including Microsoft doc files and PDFs. You can also add folders to the class files widget to help keep the files and documents organised.

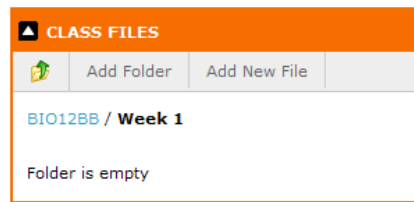




To add a folder to the class files widget, click on the Add Folder button at the top of the class files panel. Clicking Add Folder will open the Add New Folder shadow box.



Enter the title of the new folder you wish to create and click Save Folder. The shadow box will close and the new folder will be added to the class file panel.

To add a file inside a folder, open the folder by clicking on it or on its title. Once inside the folder you will be able to add a sub folder or add a file. This works exactly the same way as adding a folder or file in the main panel of the widget. The breadcrumb at the top of the widget helps to show your location in the folder structure. To return to the original view of the widget, click on the back icon (a folder with a green arrow) in the top left of the class files widget.



You can also edit or remove items from the class file widget. To edit the title of a folder or the details of a file, click on the edit icon  that sits next to the delete icon. A shadow box will open and you will be able to update the details. When you have finished, click Save Folder or Edit File to save your changes. To delete a file or folder click on the delete icon  that appears when you place your mouse over the file or folder. Click OK in the message box to delete. Note that once a file or folder has been deleted it cannot be recovered.