

How do I create folders in File Drop?

Site participants can create folders in *File Drop* to organize files within the personal *File Drop* folders of students and collaboration site members.

Students and collaboration site members only have access to folders within their own *File Drop*. [View the steps for students and site members to create folders.](#)

Instructors and site administrators can access each student's or member's folder, and create additional folders within the *File Drop* folder for a specific student or member. [View the steps for instructors and site administrators to create folders.](#)

Choose how to view the steps.

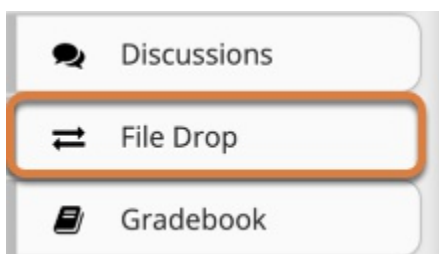
- [Watch a video.](#)
- [Follow the step-by-step instructions.](#)

Video Guide

Step-by-Step Instructions

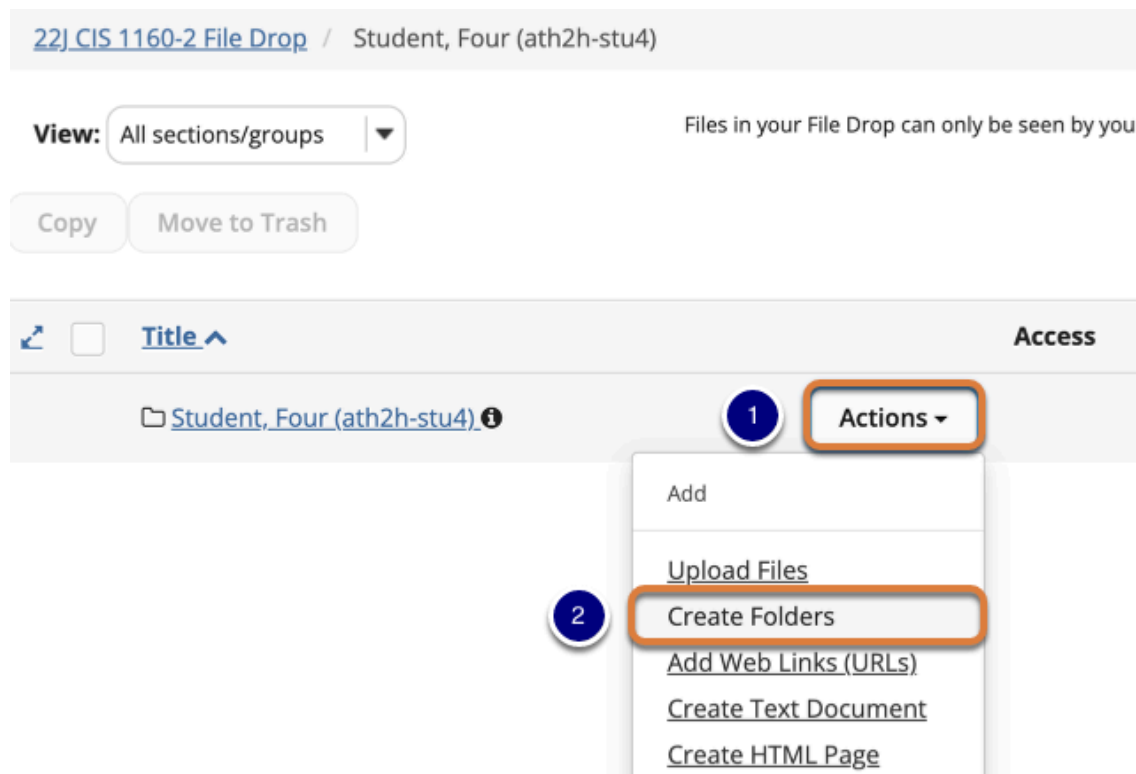
Create folders as Students and Members.

Go to File Drop.



Select the **File Drop** tool from the tool menu of your site.

Select Actions, then Create Folders.



1. To the right of the *File Drop* folder where you would like to place the new folder(s), select the **Actions** menu.
2. Select **Create Folders**.

Note: On mobile devices or small screens, the **Actions** menu displays as a **down arrow** icon.

Enter the Folder Name.

Create Folders

Location: / 364571ec-2f8a-4cf5-ae63-6eb3edde344

Create as many folders as you like! If you change your 'X' icon beside it. Press the 'Create Folders Now' button

Folder Name

Add folder details. (Optional)

Folder Name 1 [Add details for this item](#)

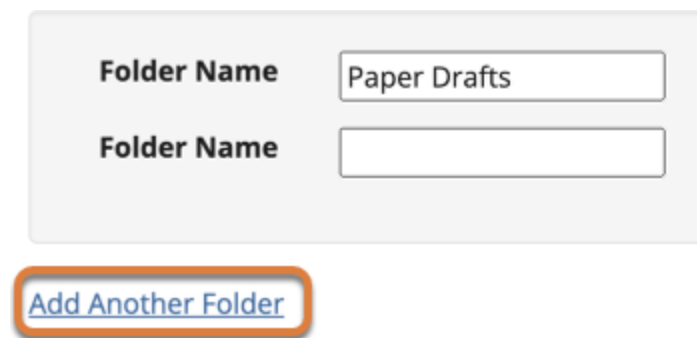
Folder Name [Hide details for this item](#)

2 **Description**

Outline and drafts for my final paper.

1. If desired, select **Add details for this item** to edit the folder's details.
2. When you click to **Add details**, the link will change to **Hide details for this item** and you will be able to type a *Description* in the box provided. If you enter a description, you and instructors or site administrators will be able to see it by selecting a letter **i** icon (**Item description**) to the right of the folder in *File Drop*.

Add multiple folders. (Optional)



Folder Name

Folder Name

[Add Another Folder](#)

If you would like to create multiple folders, select the **Add Another Folder** link. Another *Folder Name* text box will display.

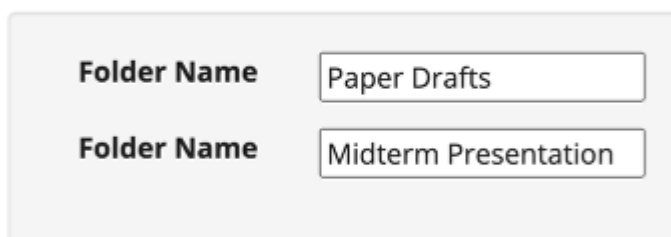
Note: You can add as many folders as you want by selecting **Add Another Folder**.

Select Create Folders Now.

Create Folders

Location: / 364571ec-2f8a-4cf5-ae63-6eb3edde3

Create as many folders as you like! If you change your mind, click the 'X' icon beside it. Press the 'Create Folders Now' button when you are ready.



Folder Name

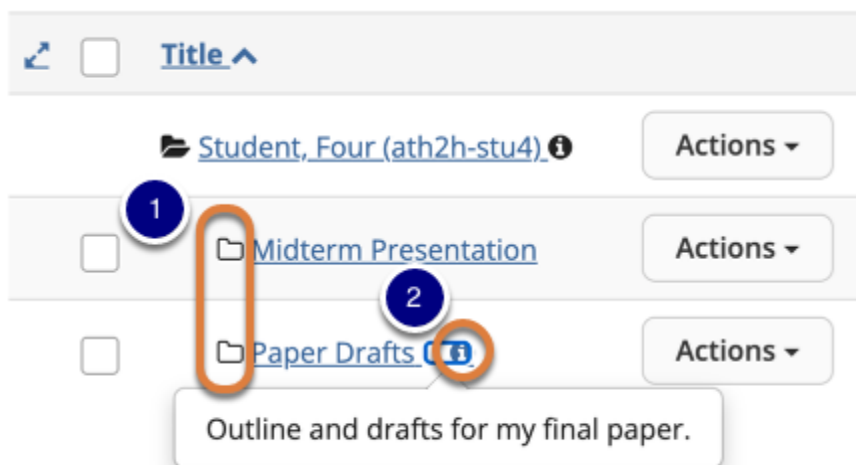
Folder Name

[Add Another Folder](#)

Create Folders Now

At the bottom of the screen, select **Create Folders Now**.

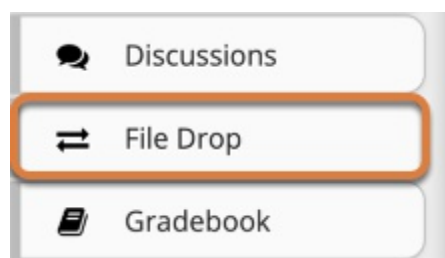
View folders in File Drop.



1. The new folders are displayed slightly indented under the folder in which they are located.
2. If you added a *Description* for a folder, you can open the description by selecting the letter **i** icon (**Item description**).

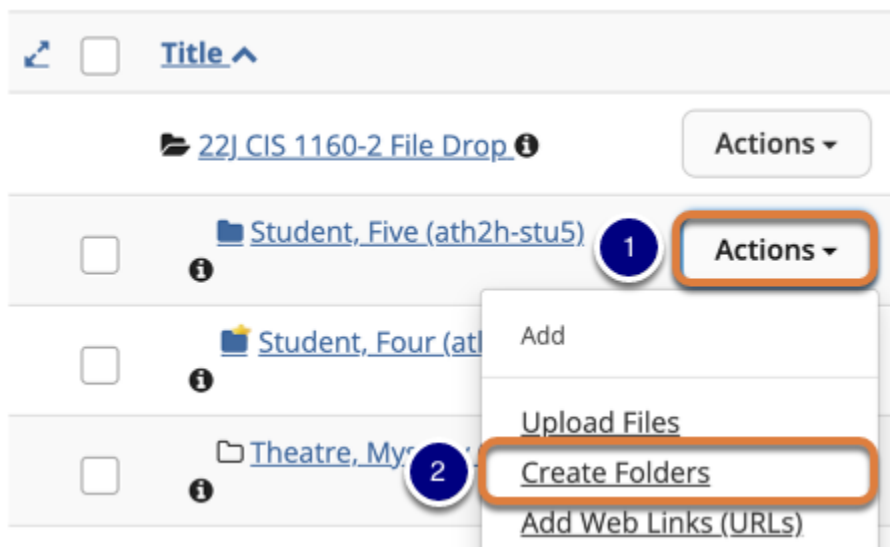
Create folders as Instructors and Administrators.

Go to File Drop.



Select the **File Drop** tool from the tool menu of your site.

Select Actions, then Create Folders.



1. To the right of the student's or member's *File Drop* folder where you would like to place the new folder(s), select the **Actions** menu.
2. Select **Create Folders**.

Note: On mobile devices or small screens, the **Actions** menu displays as a **down arrow** icon.

Enter the Folder Name.

Create Folders

Location: / 364571ec-2f8a-4cf5-ae63-6eb3edde3448 File Drop / Student, Five (ath2h-stu5)


Create as many folders as you like! If you change your mind about needing one of your folders, click the " beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name	<input type="text" value="Class Notes"/>	Add details for this item
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Add folder details. (Optional)

The first screenshot shows a 'Folder Name' input field with 'Class Notes' entered. To the right is a blue button labeled 'Add details for this item' with a circled '1' next to it. The second screenshot shows the same 'Folder Name' field, but the button is now yellow and labeled 'Hide details for this item'. Below the 'Folder Name' field is a 'Description' text area, outlined with a blue border and a circled '2' next to it. The text area contains the text: 'Here are the class notes from when you were absent.'

1. If desired, select **Add details for this item** to edit the folder's details.
2. When you select **Add details**, the link will change to **Hide details for this item** and you will be able to type a *Description* in the box provided. If you enter a description, you and the student or member will be able to see it by selecting a letter **i** icon (**Item description**) to the right of the folder in *File Drop*.

 **Tip:** Some instructors use item descriptions to add comments in response to student submissions in *File Drop*.

Add multiple folders. (Optional)


The form contains two 'Folder Name' labels, each followed by a text input field. The first input field contains the text 'Class Notes'. The second input field is empty.

[Add Another Folder](#)

Create Folders Now

Cancel

If you would like to create multiple folders, select the **Add Another Folder** link. Another *Folder Name* text box will display.

 **Note:** You can add as many folders as you want by selecting **Add Another Folder**.

Select Create Folders Now.

Create Folders

Location: / 364571ec-2f8a-4cf5-ae63-6eb3edde3448

Create as many folders as you like! If you change your mind, click the 'Create Folders Now' button when you have finished.

Folder Name

Class Notes

Folder Name

Papers with Comments

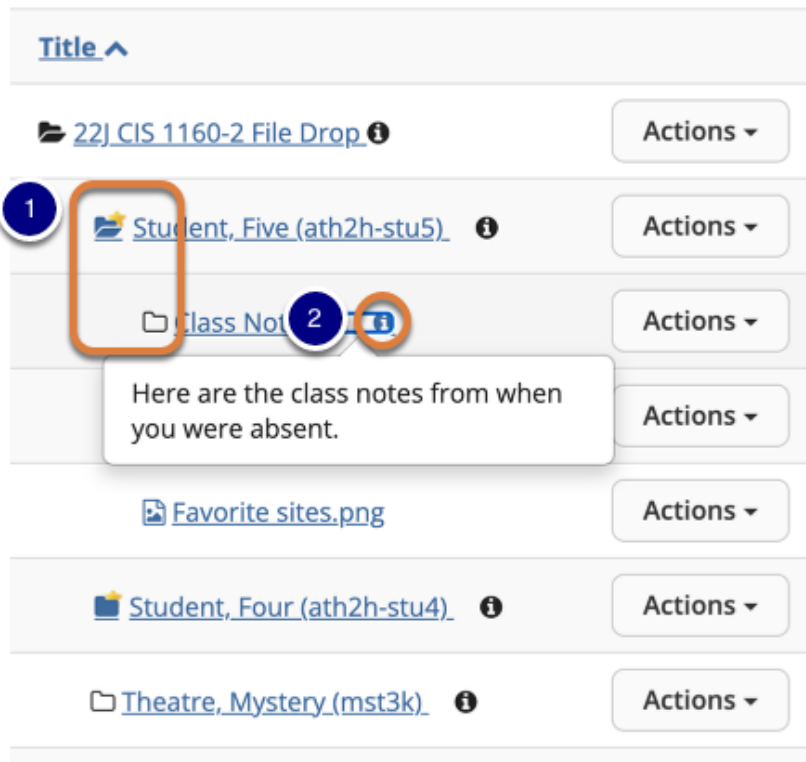
[Add Another Folder](#)

Create Folders Now

Cancel

At the bottom of the screen, select **Create Folders Now**.

View folders in File Drop.



1. The new folders are displayed slightly indented under the folder in which they are located.
2. If you added a *Description* for a folder, you can open the description by selecting the letter **i** icon (**Item description**).