Sharing Your Lessons SoftChalk Cloud

Creating a Folder in SoftChalk Cloud

It is a good idea to create folders for each course that you will teach. As we know, you are assigned different courses each semester and you may decide to work on specific courses with other faculty. This will allow you to give specific faculty access to only certain folders and not all your Softchalk lessons you have developed.

- 1. Log into your Soft Chalk Cloud account.
- 2. Select My Content
- 3. Then Select **Lessons**



- 4. The page updates
- 5. On the right hand Actions menu select "+ **Create Folder**"

| - | Create Lesson in SoftChalk Create |
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| - | Cleate Lesson in Solicitair Cleate |
| + | Create Folder |
| \$ | Sort Folders |
| Ð | Collapse All |
| Đ | Expand All |

- 6. A new window opens asking you to give the folder a name:
- 7. Once you enter the name select **Create Folder**

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8. Locate your desired Folder

9. Select the Share folder icon, 🙎

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|---------------|--------|----------|---|---|---|
| Name | Туре | Privacy | | | |
| Sample Lesson | lesson | Personal | ⇔ | | ŧ |

10. There are two options to add users:

- a. Copy users from another shared folder
- i. Select folder from drop down
- ii. Then Select Copy Users button
- b. Or Search by Username, Email, Name (The other faculty will need to have created a Softchalk

account to add them to your folder.

- 11. Once you locate the person, select them
- 12. Then from the Add Trial or Subscription User(s) move them to the Shared Trial or Subscription Users

by pressing the + sign.

13. Then press **Share Folder**

| validated, it will be placed back in the i | he time by adding their usernames on separate lines nput area on the left. | . If the user could not be |
|--|---|----------------------------|
| a. folders or groups to copy | Copy Users | |
| erou can copy Cloud users nom other (| iroups and snared rolders | |
| Search | | |
| b. Username, Email, Name (Minimum | 3 Characters) | |
| Add Trial or Subscription User(s) | Shared Trial or Subscription | n User(s) |
| | 12 No Users | |
| | • | |
| Postulo add usor(e) | | |

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