

# Sharing Your Lessons

## SoftChalk Cloud

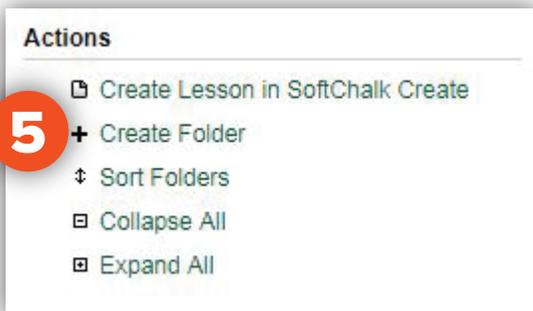
### Creating a Folder in SoftChalk Cloud

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.

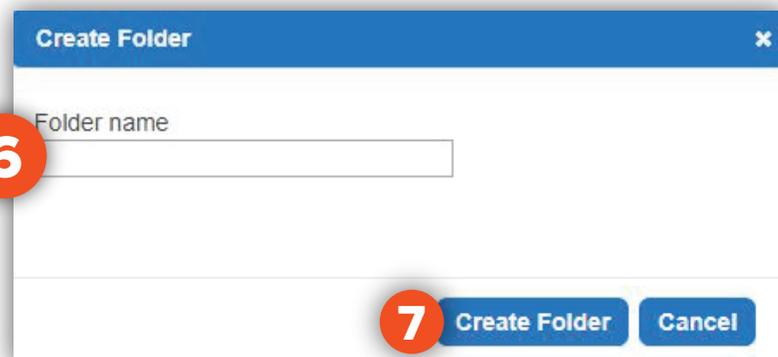
1. Log into your Soft Chalk Cloud account.
2. Select **My Content**
3. Then Select **Lessons**



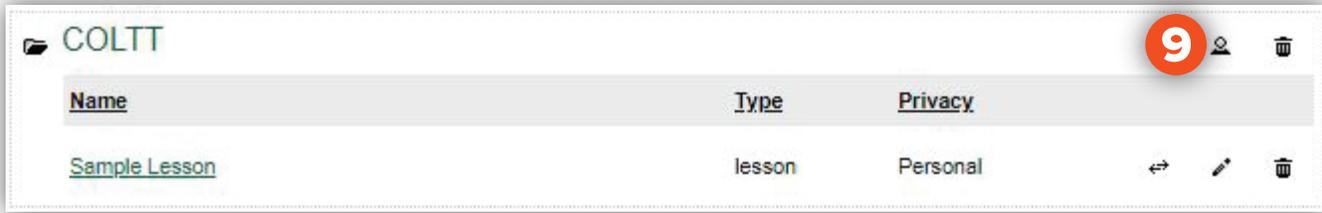
4. The page updates
5. On the right hand Actions menu select “+ **Create Folder**”



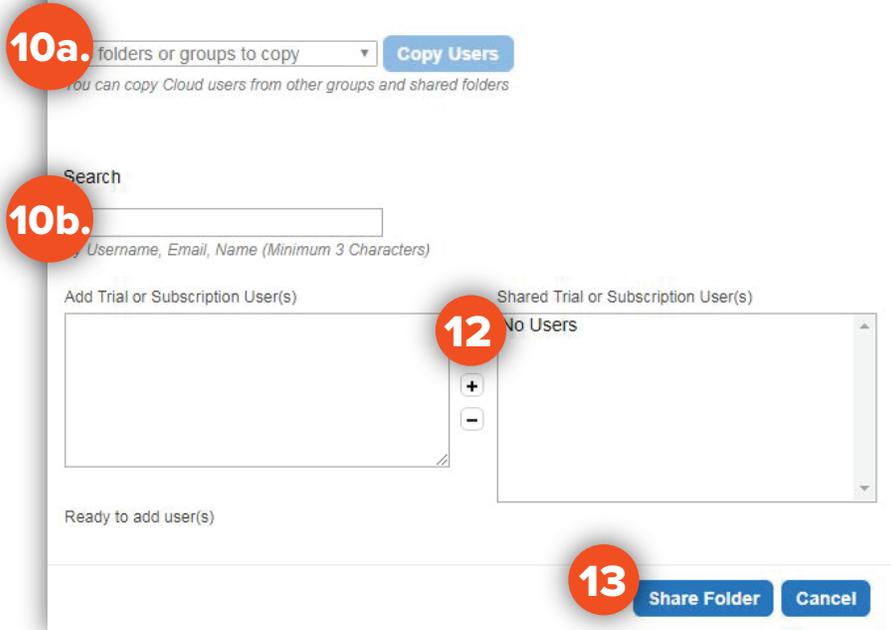
6. A new window opens asking you to give the folder a name:
7. Once you enter the name select **Create Folder**



8. Locate your desired Folder
9. Select the Share folder icon, 



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**



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