

## My Folder

Every student has his/her own folder in all of their courses. Students can upload, create and transfer files to My Folder for their instructor to view. In addition, if the folder is set to Unlocked, you can also share your files with other students in the class.

To access My Folder, click on the **Course Materials** link on the left side of your screen. Next, click on the **My Folders** sublink.



Your folder, along with all other student folders, is actually contained inside another folder that your instructor controls. Your instructor's master folder is usually kept locked. That is why you cannot normally unlock your own folder. However, some instructors want students to share files, so they unlock the master folder. If this is the case, then you will be able to unlock your folder so other students can view the contents. You can create subfolders within your folder and lock those if you have contents that you wish to keep private.

To unlock (or lock) your folder, click on the **My Folders**  icon at the bottom of the page.

Then click on your own name to access the folder itself.

Now click on the **Modify folder** link.


If the status is **Locked**, but there is a drop down menu allowing you to change to Unlocked, you may do so. If there is no way of changing the status, you'll see a lock icon instead.

If your folder is locked (as shown below), then only you and your instructor will be able to access its contents. However if it is unlocked then any student in your online class will be able to access and view your files.

A screenshot of a web interface showing the "OCC Trainer Folder" modification page. At the top, there is a folder icon, the name "OCC Trainer Folder", and a lock icon with an orange arrow pointing to it. Below this is a table with the following fields:

Folder Name	occtrainer
Label	OCC Trainer Folder
Status	Locked  (All folders above this must be unlocked before this can be changed)
Comments	<input type="text"/>

At the bottom of the form, there is a "Spell Check" button and two buttons: "Modify Folder" and "Reset".

**Helpful Tip:** A shortcut to access the My Folder option is located at the bottom of your coursesite. Simply click on the  icon.