

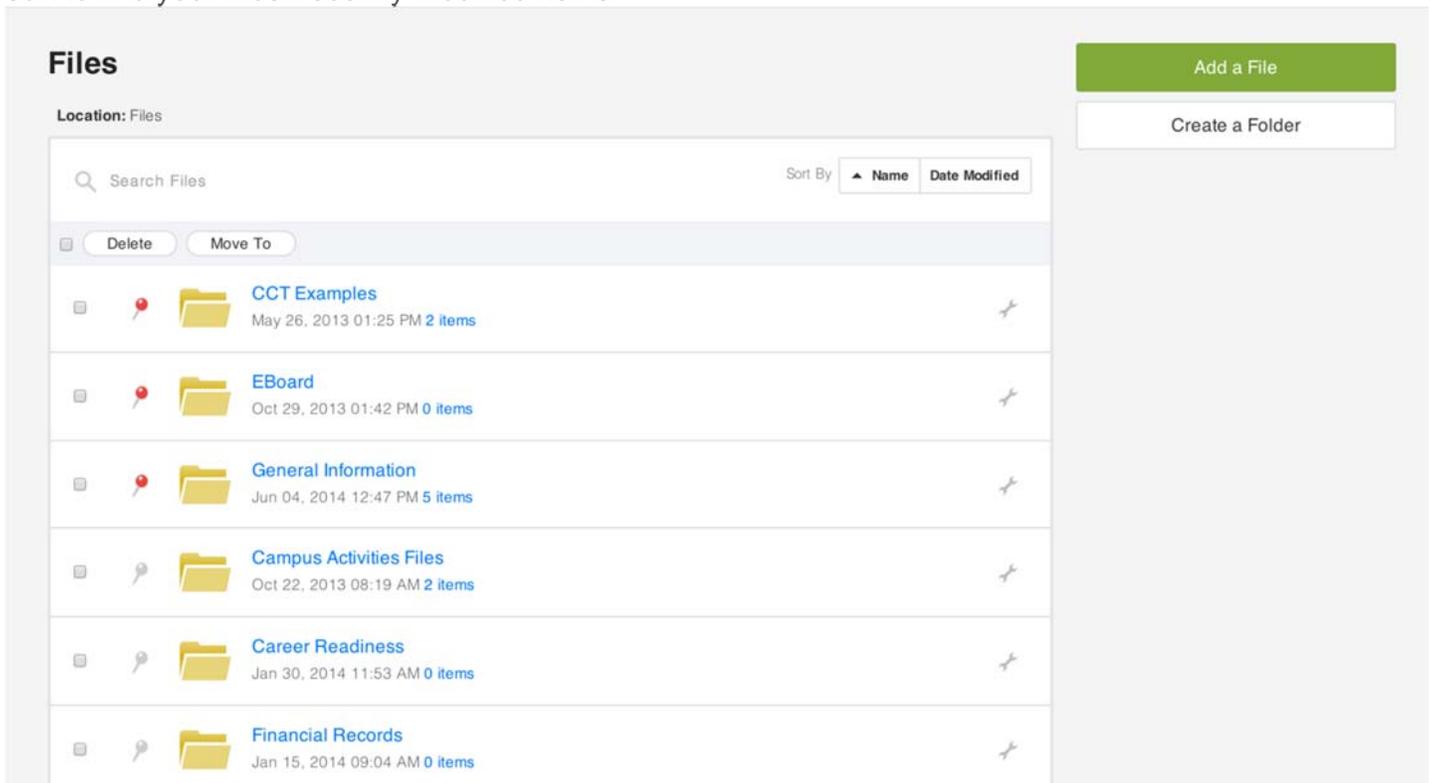
Files & Folders

Create an online file storage space for your course by using GatorSync. By keeping files in a central online location, you can easily share files and allow groups to add their own. To access the 'Files' module, select it along your portal's top toolbar.

- [Navigating the 'Files' module](#)
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Navigating the 'Files' module

Initially accessing the 'Files' module will display a list of all files & folders created within your portal as well as any being shared down by the umbrella. Any pinned items, denoted by the red pin icon, will appear at the top of the list. If a file or folder is being shared down by the umbrella, it will be marked with an umbrella icon to the left of the file. To navigate this list, utilize the search box to find a specific file or change the sort to find your most recently modified items.



The screenshot displays the 'Files' module interface. At the top left, the title 'Files' is shown. Below it, the location is set to 'Files'. A search box labeled 'Search Files' is present, along with a 'Sort By' dropdown menu currently set to 'Name'. Below the search and sort options are 'Delete' and 'Move To' buttons. The main area contains a list of folders, each with a checkbox, a red pin icon (indicating it is pinned), a folder icon, the folder name, the date and time of creation, the number of items inside, and a download icon. The folders listed are:

Folder Name	Date Modified	Number of Items
CCT Examples	May 26, 2013 01:25 PM	2 items
EBoard	Oct 29, 2013 01:42 PM	0 items
General Information	Jun 04, 2014 12:47 PM	5 items
Campus Activities Files	Oct 22, 2013 08:19 AM	2 items
Career Readiness	Jan 30, 2014 11:53 AM	0 items
Financial Records	Jan 15, 2014 09:04 AM	0 items

On the right side of the interface, there are two buttons: 'Add a File' (green) and 'Create a Folder' (white).

Under each folder lists the number of items contained within that folder. Select the folder to view its contents. If your only desire is to download a particular file, click the 'Download' button below the file's name. To view more details about the file, select it from the list. The resulting page will allow you to [share](#) the file, view past versions, and make comments.

Adding new files

As an administrator, you are provided the option to create a new file or folder in the top right of the default 'Files' page. You will also see this option while viewing a folder's contents, allowing you to place a new item directly into that folder. For each folder, decide a name and whom it should be available to. For each file, select the file from your computer, and then choose a name, description, and whom it should be available to.

When viewing a file as an administrator, you are provided the option to 'Add a New Version.' This will replace the older file as the default download, though older versions will remain accessible.

Organization Handbook

File Name: 2014 Organization Handbook.docx
Location: Files » Organization Resources » Organization Handbook

[Download File](#)

FILE DESCRIPTION
2010-2011 Registered Student Organization Handbook

VERSIONS

Created	Added by	File	Size	
July 10, 2014 16:10	Nate Adams	2014 Organization Handbook.docx	20.8 KB	
September 11, 2010 22:40	Eric Fortenberry	OrganizationHandbook.docx	9.7 KB	

[+ Add a New Version](#)

ADMIN TOOLS
[Edit](#)
[Delete](#)

Share This!
[Share on Facebook](#)
[Post to Twitter](#)
[Generate QR Code](#)

Share this URL:
<https://orgsync.com/24416/file>

Some people may not be able to see this because of its visibility settings.

CREATED
by [Eric Fortenberry](#)

UPDATED
Jul 1, 2014 by [Eric Fortenberry](#)

VISIBLE TO
Activities Board, Biology Club, Elections, Flip Flops, GameOver, Honor Society, PRIDE, Student Gov't, Student Life, UIA

If you would like to provide users a direct download to the file (i.e. for use in a form), right click the file's name under the 'Versions' header and copy the link's address. For users clicking on this URL, it will download the file directly to their computer.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD TLS Training Services by calling (713) 221-8200, or by sending an email to tlctraining@uhd.edu.