

Doc Sharing

This option is used for sharing between instructors and students. Instructors and students can upload documents, images, worksheets, presentations, zip files, and HTML pages. Students can download documents shared by the instructor or by other students. Documents can be viewed, built, revised, or recreated and then uploaded for the entire class.

Both students and instructors can access shared files, but only instructors can delete files. Instructors can also create and edit Document Sharing categories.

Document Sharing can be used:

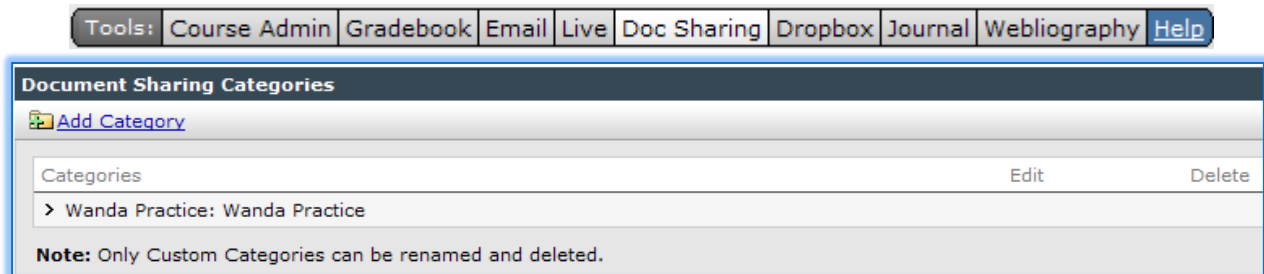
- As a holding place for resources used later in a course. Documents can be uploaded for students to access at any time.
- For students to post assignments when students are expected to review and critique other students' work as part of the learning process.
- For students to upload assignments or other document files that are submitted for general class review and consumption.
- When students need to have the ability to view each other's files.

Categories for Shared Files

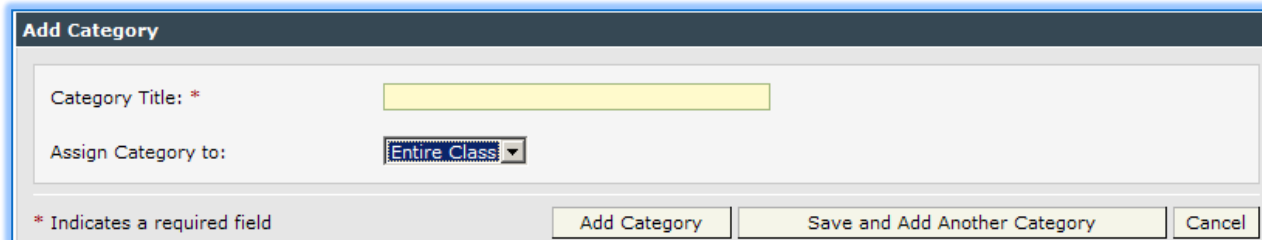
Categories are used to organize documents uploaded to Doc Sharing. They are used to view and sort individual entries. An instructor can add, delete, and edit categories in Doc Sharing at any time.

Add Categories

- ❖ Click **Doc Sharing** on the **Tools Menu** (see illustration below).



- ❖ Click **Add Category** (see illustration above).
- ❖ The **Add Category** window will display (see illustration below).

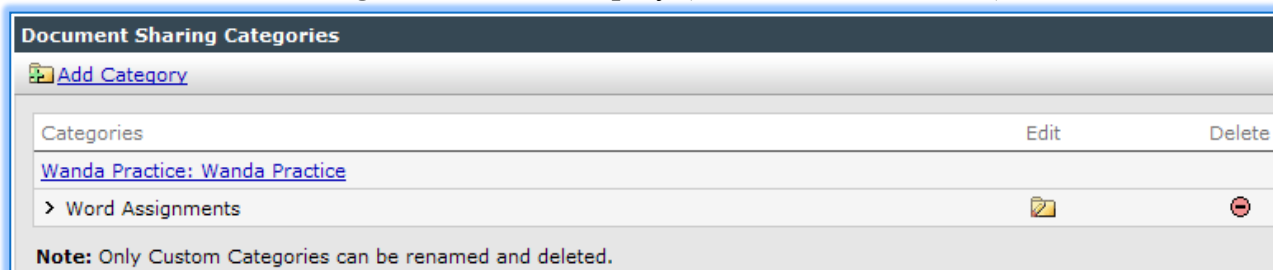


The image shows a screenshot of the 'Add Category' window. It has a title bar 'Add Category'. There is a text input field for 'Category Title: *' and a dropdown menu for 'Assign Category to:' with 'Entire Class' selected. At the bottom, there are three buttons: 'Add Category', 'Save and Add Another Category', and 'Cancel'. A note at the bottom left says: '* Indicates a required field'.

- ❖ Input a new category title into the **Category Title** box.
- ❖ Click the **Assign Category to** list arrow and select an option from the list.
 - The default option is **Entire Class**.
 - If groups have been setup for the class, a **Category** can be assigned to a specific group.
- ❖ Click **Add Category** to add one **Category**.
- ❖ To add more than one **Category**, click the **Save & Add Another Category** button.

Delete Categories

- ❖ Click **Doc Sharing** on the **Tools Menu**.
- ❖ The **Document Sharing** window will display (see illustration below).

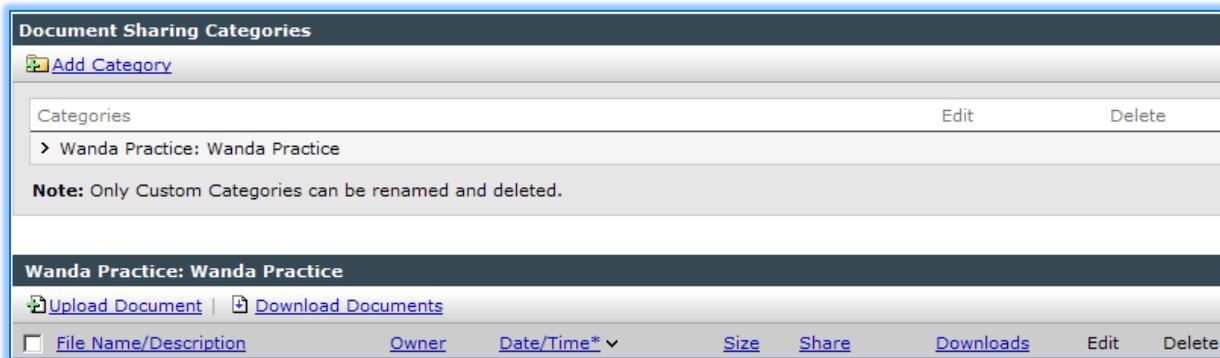


- ❖ In the **Delete** column, click the delete button beside the category that is to be deleted (see illustration at right).
- ❖ The **Delete Category** confirmation window will display.
- ❖ Click the **Delete** button.

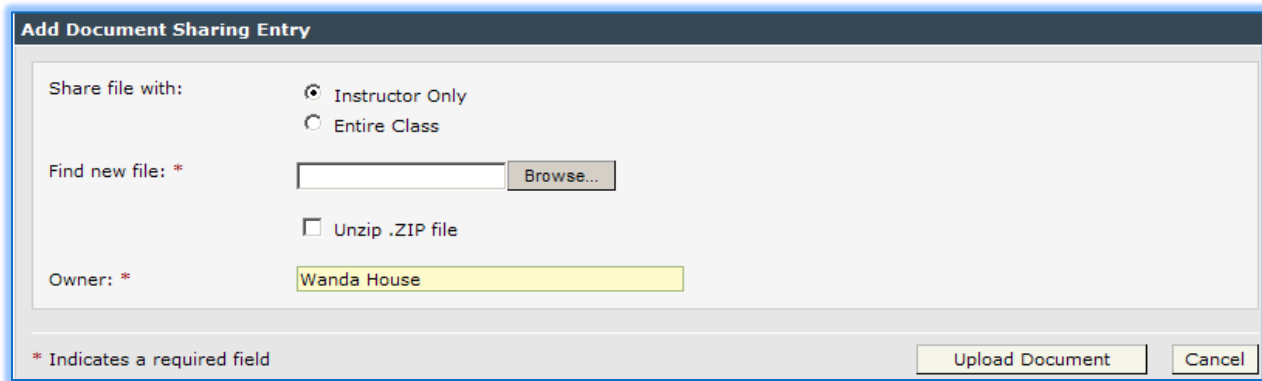
Upload Files to Share

If the file that is being uploaded to Doc Sharing has a different extension than those supported by the system, zip the file(s) and then upload the .zip file for students to download. For information on zipping files, click the appropriate document on the eCollege page in the [Siena Training Web Site](#). After the file has been downloaded, the file will have to be unzipped before the documents can be viewed.

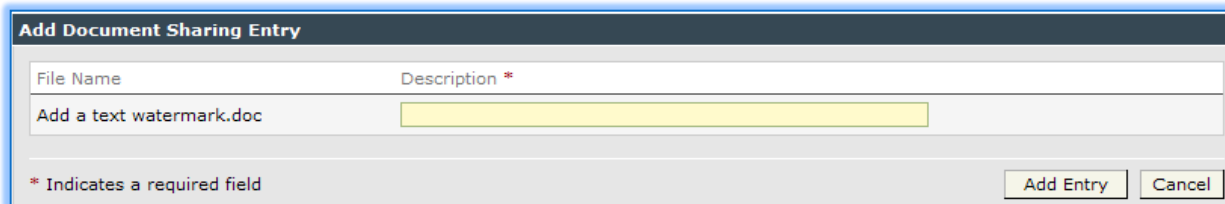
- ❖ Click **Doc Sharing** on the **Tools Menu**.
- ❖ The **Document Sharing Categories** window will display (see illustration below).



- ❖ Click the **Upload Document** link.
 - When a **Category** has been added, each of the items will be listed under **Categories**.
 - To upload the file to a specific category:
 - Click the **Category Name**.
 - Click **Upload Document**.
 - The **Category** name will appear in the dark area just above **Upload Document**.
- ❖ The **Add Document Sharing Entry** window will display (see illustration on next page).
- ❖ Under **Share file with**, select one of the following options.
 - **Instructor Only** – When this option is selected, the document will not be shared with students. Only the instructor will be able to view the document.
 - **Entire Class** – This option will allow the students in the course to view the file.
- ❖ Click the **Browse** button next to **Find new File** to locate the file that is to be uploaded.
 - The **Choose file** window will display.
 - Click the file name and then click **Open**.



- ❖ If a .zip file is being uploaded, click this check box if the system is to unzip the file upon upload.
- ❖ Verify that the document owner is correct.
- ❖ If the owner is not correct, then input a new name.
- ❖ Click **Upload Document**.
- ❖ The **Add Document Sharing Entry** window will display (see illustration below).



- ❖ Input a description for the document that will tell the students what to expect when the document is opened.
- ❖ Click **Add Entry**.
- ❖ The entry should display in the main **Doc Sharing** page.

Delete Shared Files

- ❖ Click **Doc Sharing** on the **Tools Menu**.
- ❖ Do one of the following:
 - Locate the document that is to be deleted in the Document list.
 - or
 - Under **Document Sharing Categories**, click the **Category** where the document is located.
 - Locate the document that is to be deleted in the Document list.
- ❖ Click the **Delete** button in the **Delete** column (see illustration at right).
- ❖ The **Delete Entry** confirmation window will display.
- ❖ Click the **Delete** button to permanently delete the document.



Download Shared Files

Files can be downloaded and saved to a storage area for future use. When more than one file is downloaded, a zip file is created. After the file has been downloaded, the file will have to be unzipped before the documents can be viewed. For information on unzipping files, click the appropriate document on the eCollege page in the [Siena Training Web Site](#).

- ❖ Click **Doc Sharing** on the **Tools Menu**.
- ❖ Do one of the following:
 - In the **File Name/Description** column, select the check box beside the documents that are to be downloaded.

- To download all documents, select the check box beside the **File Name/Description** link.
- or
- Click the **Category** where the documents were uploaded.
- In the **File Name/Description** column, click the check box beside the documents that are to be downloaded.
- ❖ Click **Download Documents**.
- ❖ The **File Download** dialog box will display.
- ❖ Click the **Save** button.
- ❖ The **Save As** dialog box will display.
- ❖ Input a name for the file or accept the default name.
- ❖ Click the **Save** button.

Edit Shared Files

- ❖ Click **Doc Sharing** on the **Tools Menu**.
- ❖ Do one of the following:
 - Locate the file listed on the page.
 - Click the **Category** where the file was uploaded and locate the document.
- ❖ Click the **Edit** button in the **Edit** column.
- ❖ Make the necessary changes in the **Edit Document Sharing Category** window.
- ❖ When all the changes have been made, click the **Save Changes** button.

Mark Files as Shared or Private

- ❖ Click **Doc Sharing** on the **Tools Menu**.
- ❖ Locate the file that is to be shared or not shared.
- ❖ In the **Share** column, click to toggle the share setting between **Entire Class** or **Instructor only**.
 - **Entire Class** - The files are viewable by all the students in the course.
 - **Instructor Only** - The files can only be viewed by the instructor. If a file that a student has uploaded is marked as private, the student will still be able to see the file since he/she is the owner.

View Download History

- ❖ Click **Doc Sharing** on the **Tools Menu**.
- ❖ Locate the document for which the download history is to be viewed.
- ❖ The **Downloads** column shows how many times the file has been downloaded.
- ❖ Click the number to open the **Download History** window.
- ❖ The **Download History** will display for the selected file.
- ❖ Close the window to return to the main Doc Sharing page.