

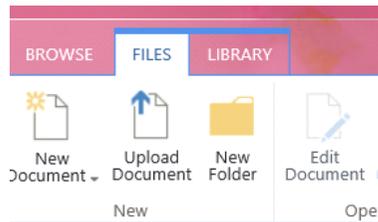
Managing Files on SharePoint

As users of SharePoint it is essential to be aware of the files you have out there on your SharePoint page and to keep it organized so that students (and you!) can find and use needed materials easily and efficiently. Read on to learn how to create folders to organize your files and how to move them around easily.

Creating Folders

If you don't have them already, folders are your first step to organizing and managing your files on SharePoint. To create folders...

1. Go to your SharePoint page.
2. Decide where you would like to place your folder on your SharePoint page - the Documents or Shared Documents library.
3. Click the word "Documents" or "Shared Documents" from the left menu to get to that library.
4. When you get on the page for that library, click "Files" from the top menu and the folder creation is in there.



5. Click "New Folder", name it, and save.

Create a new folder ×

Name *

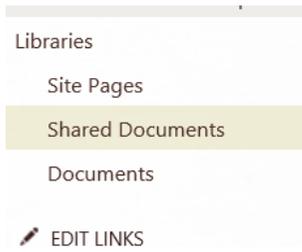
Save

Cancel

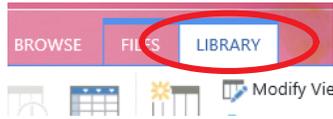
Dragging and Dropping through File Management

Did you know that you can add documents by just dragging and dropping them into SharePoint via your File Manager? This is also how you will move files on SharePoint into the folders you just created.

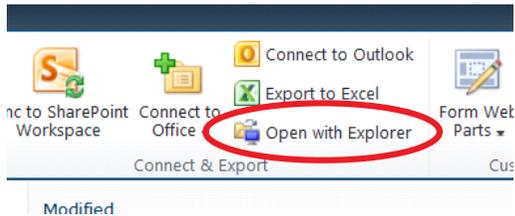
1. Go to your SharePoint page.
2. Click into the "Documents" or "Shared Documents" library from the left menu.



3. Click "Library" from the Library Tools menu at the top.

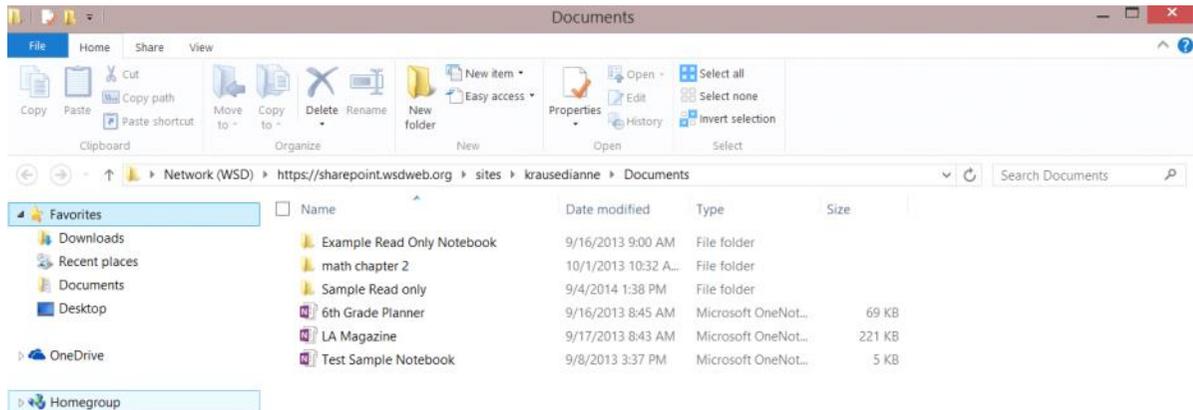


4. Click "Open with Explorer".



★ **NOTE:** If "Open with Explorer" is greyed out, it is most likely because you are not using Internet Explorer. You MUST use IE with SharePoint!

5. Now, your Windows File Manager will open and you can drag and drop files into that folder to automatically be put up on SharePoint or drag and drop files between folders. How cool is that?!



★ **NOTE:** Read-only and collaborative OneNote notebooks appear as file folders in the file manager (see "Example Read Only Notebook" above). You must move the entire folder to move the notebook but it is NOT advisable to move active notebooks this way.

★ You should not move or delete any active/current Read-only or Collaborative Notebooks as this will cause red Xs to appear on the students' notebooks. If you do want to move them, then everyone (teacher and students) must close the notebook from OneNote and then go back to SharePoint to get it again as it has been moved.