

These instructions can be used to create class folders in GAfE as a Turn-In option.

Before students arrive:

- Teacher creates a group in Contacts for each class
- Teacher creates a class folder “Grabill Media Period 1”

With students present and logged in to GAfE:

- Teacher shares that folder with the Group as *Can Edit*
- Have students create a folder within that class folder (Last Name, First Name)
- When all folders have been created, the teacher should change the permissions on the class folder to *Can View*
- Each student should change the permissions on his/her own folder so only the student and teacher *Can Edit* and all other students have been removed

If you will only be distributing, or handing out, files then you should just create the class folder and set permissions to *Can View*. Students would not need to create their own folders, but should *File > Make a Copy* of any document you share with them to create their own copy to edit/complete.