

## Shared Folders

A useful tool for displaying, interacting and sharing documents is the shared folder widget.

This widget does not store documents itself, but instead points to a folder in FrogDrive.

I cannot create a folder via the widget, so I first I need to set up a folder in FrogDrive, which I can access from the Quick Launch menu.

I find it's best to create the folder, not in My Documents, but in School Documents. This keeps everything organised to a folder structure, which makes finding resources later much easier. This may seem confusing, but if you use the shared folder widget, nobody will notice.

I can only control sharing on one folder, not any subfolders. This means that if I want a set of resources for teachers in my department, but I want to share some resources with students, I'll need to create two department folders.

In my example, I already have some folders set up, called Student Resources and Teacher resources. I'm going to share the student resources with students and staff profiles, by:

- Single clicking to highlight the folder
- Clicking on the Action Cog
- Choosing Share
- In the pop-up, I can now type in individuals or groups or profiles. In this case, I'm going to add students and staff, so I'll type 'student'
- Frog then searches for any groups, users or profiles called student. I'm going to click on profile: student
- Now, just like site sharing, I can set the access. I only want students to be able to view the contents of the folders, not add or alter, so I'll leave it as view only
- I'll repeat the process to add teachers by typing 'staff', but this time, I'll give the staff profile edit and manage rights

It's worth noting, any folders or files inside a shared folder inherit the permissions of that folder and cannot be changed, unless you move them out of that shared folder.

Once the sharing is sorted, I can add the widget to a site.

- In the editing panel, I then click the Choose a Folder button.
- FrogDrive opens and I navigate to my shared folder, single-click to select it and then click the Use button.

As you can see in the other options, I can:

- change the title of the widget
- Set the default view to be a list – which is useful when you have long filenames. It's worth mentioning that Users can switch between icon and list view, but this option sets how the files display on loading.
- Allow Open in FrogDrive turns on the ability to open the shared folder outside the site.