

Using Folders and Groups Worksheet

The purpose of Folders and Groups is twofold: saving and sharing.

Saving: As you visit VITAL, you can save the resources you like to the folders you create. You can return to these folders any time to access the resources.

Sharing: You can create groups of colleagues and/or students who are also on VITAL. You can then share resources with these groups by granting them access to selected folders.

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Creating a Folder

The first step to saving a resource is to create a folder for it. To begin, create a sample folder.

1. Click on “My Folders” -> “Create a New Folder.”
2. Give your folder a title (e.g., “My Favorites”) and, if you want, add a description.
Folder title: _____.
3. Click on “Create New Folder.”
4. Your new folder will now show up at the end of the list in “My Folders” -> “Personal Folders.”

Saving a Resource

Next, try saving a resource to your folder.

1. Search for “What Is a Planet?”
2. Click on the title “What Is a Planet?” to go to the resource page.
3. Click on “Save to a Folder” below the image.
4. Select “My Favorites” from the dropdown menu and click “Save.”
5. This resource will now appear in your “My Favorites” folder, which you should open from My Folders.
6. Click “Add note,” enter some text about how this video might be useful to you or your students, and then click “Save changes.”

On the folder page, you can delete this resource or copy it to a different folder at any time. As you add additional resources to the folder, you can also change their order in the folder by using the number button below the image, and then clicking “Sort list.”

Note that on the folder page, you can edit the title and description as well as the display option at any time.

Creating a Group

A group lets you give others access to your folders. First you create a group, and then you decide which folders the group can access.

First, here are the steps for creating a group:

1. Click on “My Groups” -> “Create a New Group.”
2. Give your group a title (e.g., “Earth Science”) and, if you want, add a description, which will be visible to everyone in the group. Group name: _____
3. Check/uncheck “Allow all access requests” box.
 - If you uncheck it, you can control which VITAL members can join. (You’ll need to approve their requests to join: Check their names and click “Add members” under “Users requesting access.”)
 - If you check it, anyone who knows about the group can access the group.
4. Click “Create a new group.” Your new group will appear on the My Groups list under “Groups I’ve Created.”
5. Click on the title to open this group and click on “Add/remove folders” (e.g., “My Favorites”) to choose folders for this group.
6. Make note of the Group ID#; you will need to provide this to anyone you want to give access to this group. Group ID#: _____

You can adjust these settings at any time by going to the group page. Click on “My Groups” -> *Name of group* (under “Groups I’ve Created”).

Joining a Group

Here are the instructions for joining a group. For this, you will need a Group ID# from one of your colleagues or the facilitator.

Group ID#: _____

1. Click on “My Groups”
2. Click on “Join a Group.”
3. Enter the Group ID# and click “Join Group.”
4. The name of the group you joined is added to the bottom of “Groups I’ve Joined” on My Groups. Click the name of the group to go to the group page.
5. On the group page, you can see who’s in this group and the folders available to the

group. You can also choose to remove yourself from the group.

Once you've joined a group, folders available to the group will show up under "Group Folders" in "My Folders." (You can use folder controls to determine whether to display these in your Folders menu.)

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