## How To: Collaborative Folders

To create a Collaborative Folder in polybox the lecturer needs to add an instance of the activity to the course. Upon creation, teachers choose an activity name (1) for the course. Furthermore, teachers decide whether they have access to the collaborative folder(s) (2); otherwise, they will be private for the students. This setting cannot be changed. Finally, teachers choose whether they want to activate groupmode, resulting in the creation of separate group folders in polybox (3). The settings can then be saved (4) and the next screen will appear:

<ul> <li>General</li> </ul>	rative folders to Topic 10.	Expand all
Collaborative folder name	Name of Collaborative Folder	
Description		
	Display description on course page 📀	/
	Please consider that teacher access and group-related settings cannot be changed after this activity is created.×	
Teacher access	□ Enable the teacher to have access to the folder:	
<ul> <li>Common module settings</li> </ul>		
Availability	Show on course page \$	
ID number	0	
Group mode	• No groups • 3	
Grouping	None	
	Add group/grouping access restriction	
<ul> <li>Restrict access</li> </ul>		
Competencies	Save and return to course Save and display. Cancel	

In the next step you will be asked to log into polybox.

Collaborative folder <sup>Overview</sup>			¢.
Teacher access	Teachers have access to all folders		
Mode	One folder for the entire course		
Connection to polybox			
◀ test1234	Jump to	¢	

You will then be redirected to the polybox login page where you have to authorize Moodle to gain access to your polybox account



After you do this you will see the following screen:

Successfully authorised to connect	to polybox.		×	
Collaborative folder	r			
Overview				
Teacher access		Teachers have access to all folders		
Mode		One folder for the entire course		
Connection to polybox				
Logout (walterm)				
Folder access				
Choose a name under which the share	ed folder will be stored in yo	ur polybox.		
Name	0	Name of Collaborative Folder (Testkurs MW)		
	(	Get access		
There are required fields in this form n	narked  .			

By clicking on get access the Collaborative Folder will be created. Students have to access the Folder once through Moodle to gain access, but will be able to go through polybox directly after that.