

Quick List: Creating Shared Folders: VidGrid

- *Shared folders may be used for multiple collaborators to view or combine video projects.*
 - *Shared folders may also be shared with instructors as a method of review and submission.*
 - *Log in to VidGrid > My Grid*
 - *Folders with a person icon are Shared Folders*
 - *Solid Folders are not shared*
1. To create Shared folder or change function, hover on right side of folder to view vertical ellipses.
 2. Click vertical ellipses (share option opens) > Click Share > Click Add Collaborators {enter email address; collaborators with access to folder will be listed here} > Click Done
- *Folder will now be displayed with a person icon to indicate Shared Folder*
 - *Recordings in Shared folders may be viewed, edited, and combined by listed collaborators*



Instructional Design

Questions?? Contact:

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