

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.

The image displays two screenshots of the VidGrid interface, illustrating how to create and manage shared folders.

Top Screenshot:

- Left Sidebar:** Contains a 'Record' button, a 'My Grid' dropdown menu, and a list of folders: 'My Videos', 'New Folder 1', 'New Folder 2', 'Shared with me', 'Campus Wide CONT...', and 'Trash'.
- Main Content Area:**
 - My Grid:** A red box highlights the 'Folders' tab. A callout box states: "Click on the arrow next to **My Grid** to view all of your folders, or view your folders at the top of your grid."
 - Folders:** A red box highlights the folder list: 'My Videos' (solid), 'New Folder 1' (yellow, with a person icon), and 'New Folder 2' (purple, with a person icon).
 - Videos:** A red box highlights a video thumbnail. A callout box states: "Folders with a person icon are **shared folders**. Solid folders are **not shared**."

Bottom Screenshot:

- Left Sidebar:** Similar to the top screenshot, but with 'My Videos' selected in the dropdown menu.
- Main Content Area:**
 - Folders:** A red box highlights the 'My Videos' folder. A callout box states: "To create or change shared functions, hover on right side of folder to view vertical ellipses (3 dots). Click on this." An arrow points to the three dots on the right side of the 'My Videos' folder.
 - Videos:** Shows two video thumbnails: 'Untitled Recording' and 'lifesize'.

Record

My Grid

Folders

- My Videos
- New Folder 1
- New Folder 2

Videos

- Untitled Recording
- lifesize

Solid: Not shared

Clicking on dots opens this drop down menu.
To share folder, click on **Share**.

Manage collaborators

Copy shareable link

Add collaborators

Folder visibility

Only specific collaborators can ...

Shared with

Is owner

×

Done

Click Add collaborators

Enter email address

Collaborators with access to folder will be listed

Record (+)

My Grid

Shared with me

Campus Wide CONT...

Trash

My Grid

Folders

My Videos New Folder 1 New Folder 2

Videos

Person icon: shared folder

Untitled Recording 0

lifesize



Questions?? Contact:

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