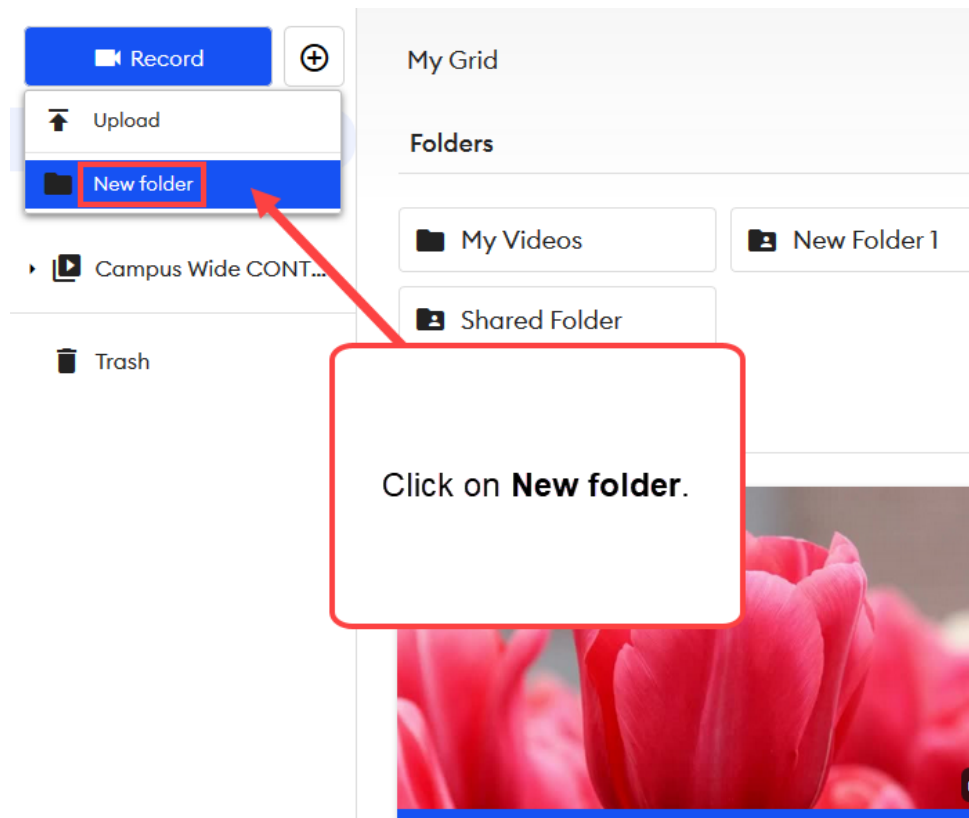
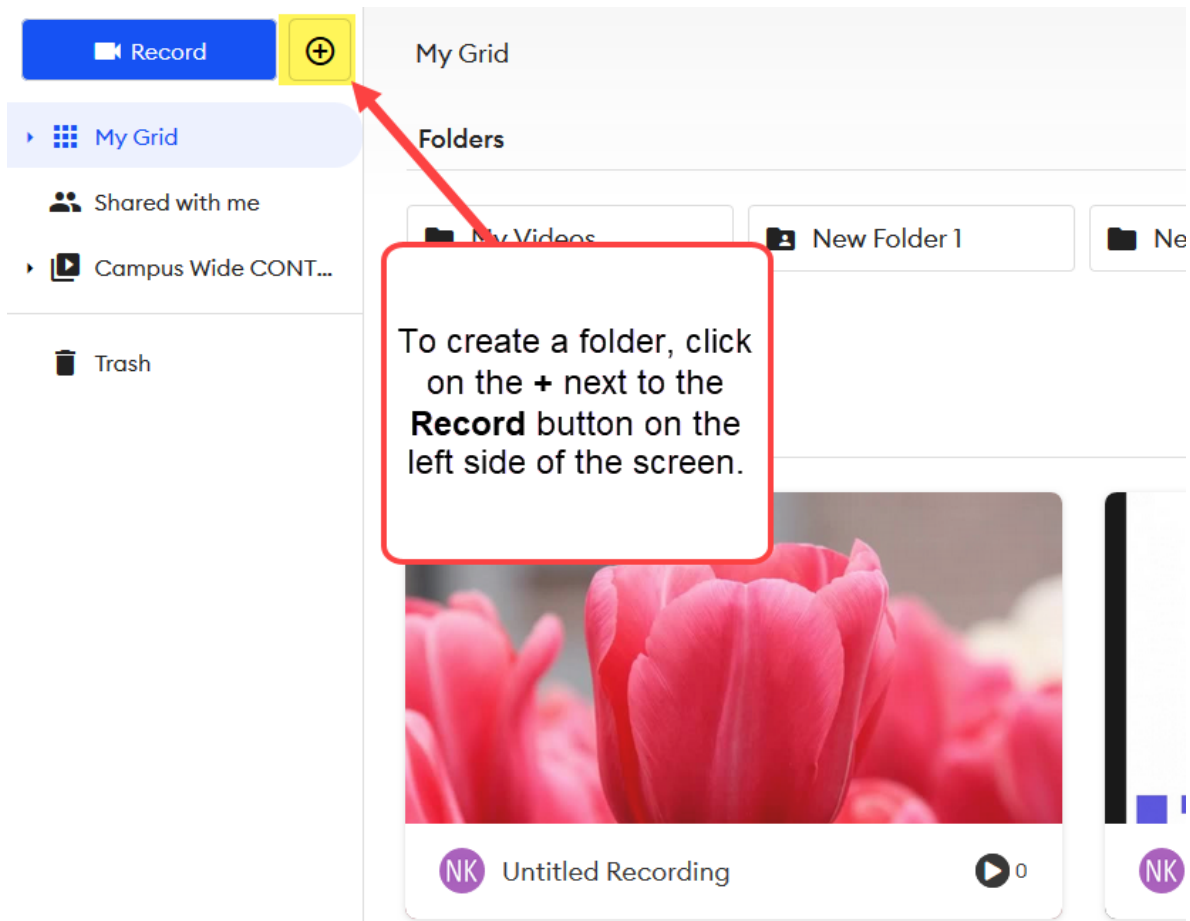


How to Create Folders in VidGrid




Type the folder's name into the text box.

If you want your folder and the videos inside of it to be available to everybody using the LCU enterprise login, click on **Add to Campus Wide CONTENT**.

Then, click on **Add Folder**.

Add New Folder

Folder name...

 Add to Campus Wide CONTENT

Add Folder

Record

My Grid

Shared with me

Campus Wide CONTENT...

Trash

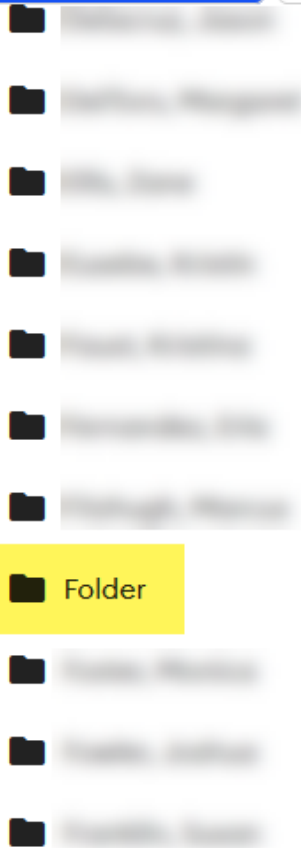
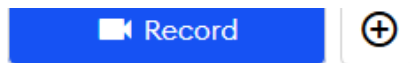
My Grid

Folders

My Videos

New Folder 1

If you choose to check **Add to Campus Wide CONTENT**, your folder will appear under **Campus Wide CONTENT**. Click on this to open list of all campus wide folders.

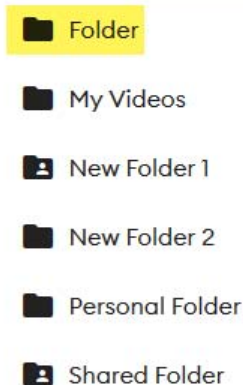
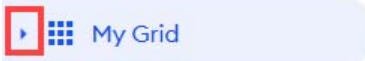


Campus Wide CONTENT

Folders

The list of folders in **Campus Wide CONTENT** can be viewed in descending, alphabetical order by clicking on the arrow to the left of **Campus Wide CONTENT**.

The folders stored here are also sorted in alphabetical order above the uncategorized videos in **Campus Wide CONTENT**. Scroll down until you find your folder to access it.



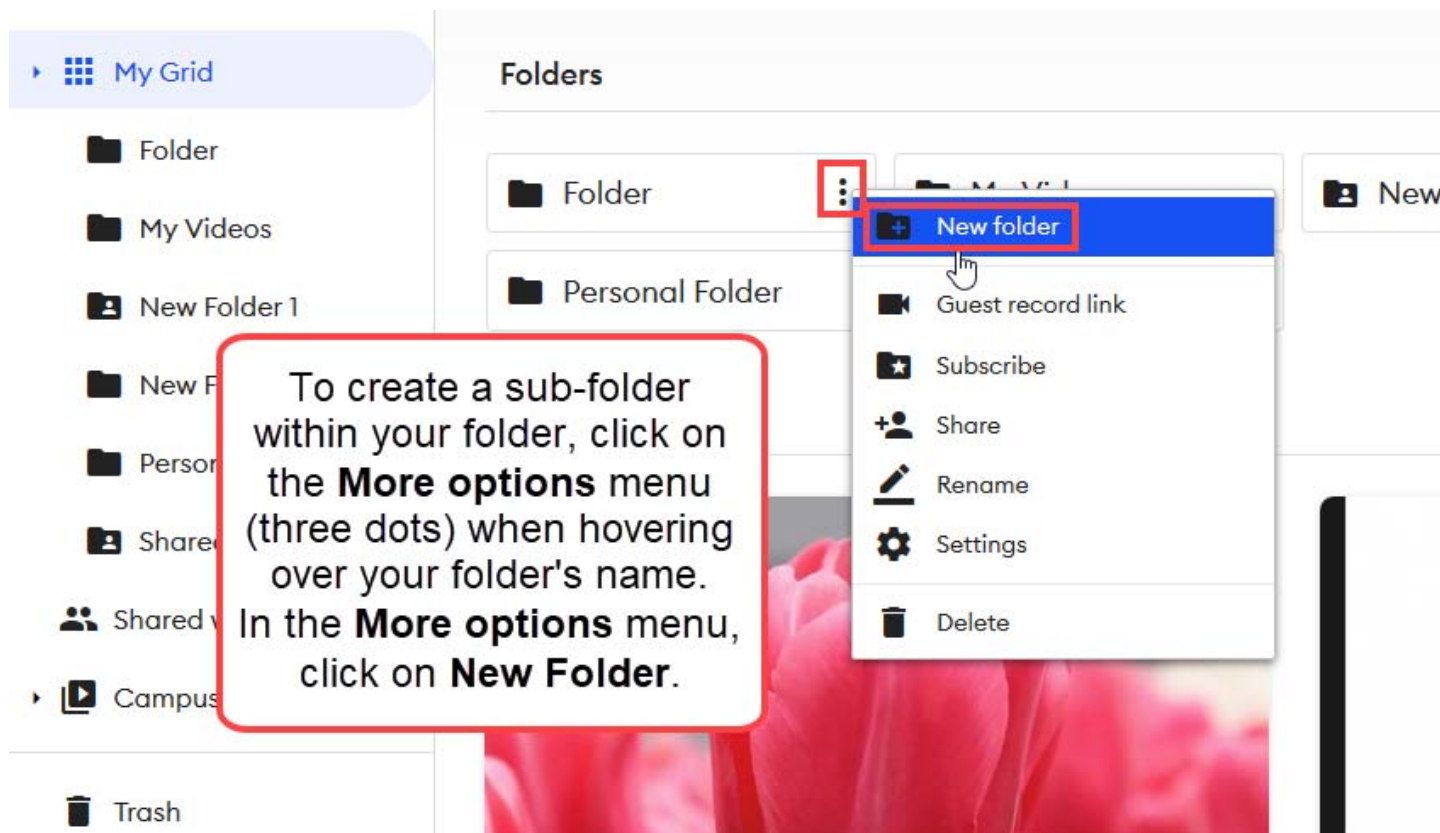
My Grid

Folders



Videos

If you choose not to check **Add to Campus Wide CONTENT**, your folder will appear both under the drop down list (accessed by clicking on the arrow next to **My Grid**), and at the top of your grid.



My Grid

Folders

Folder

Personal Folder

New Folder 1

New F

Person

Share

Shared v

Campus

Trash

New

New folder

Guest record link

Subscribe

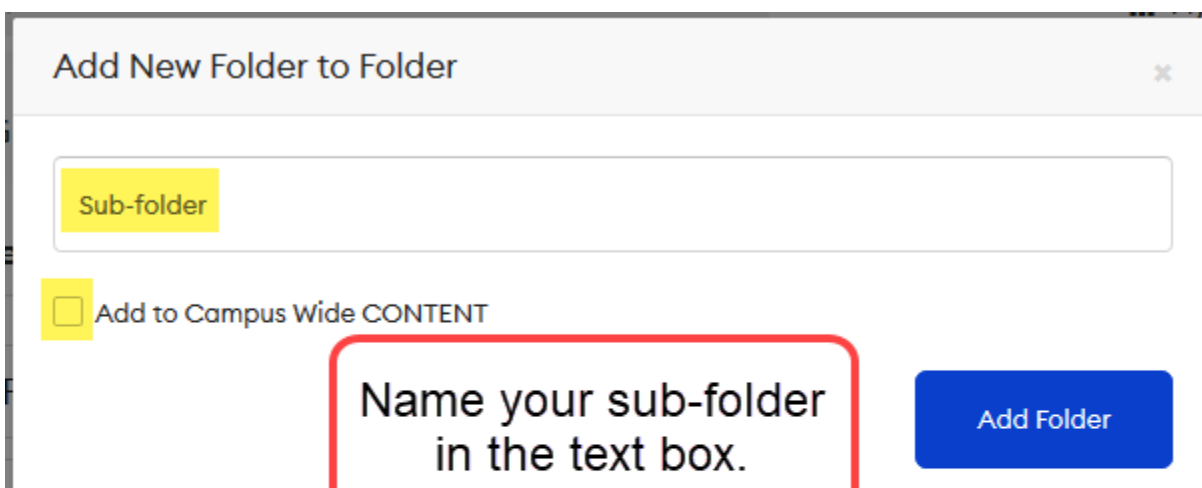
Share

Rename

Settings

Delete

To create a sub-folder within your folder, click on the **More options** menu (three dots) when hovering over your folder's name. In the **More options** menu, click on **New Folder**.



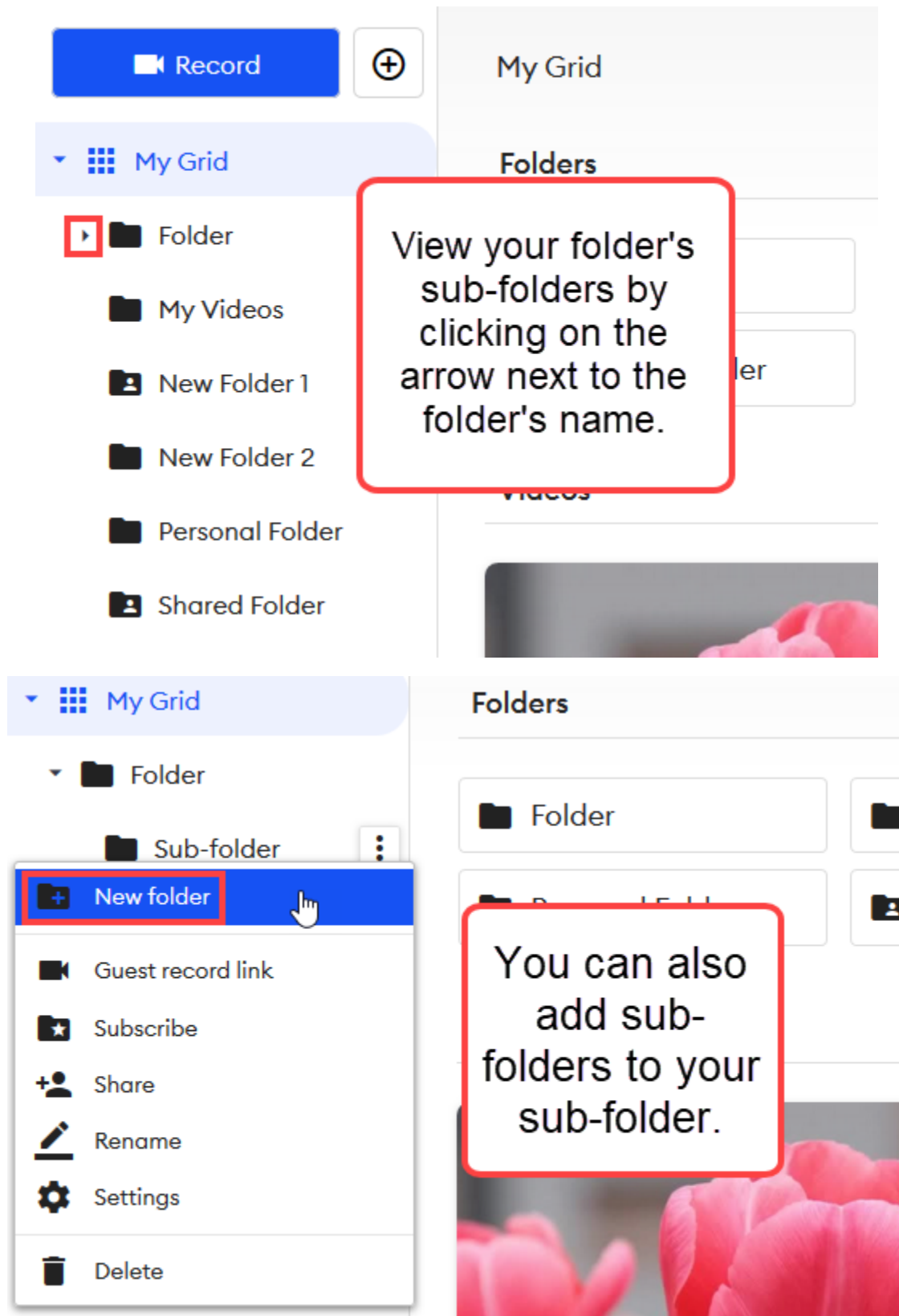
Add New Folder to Folder

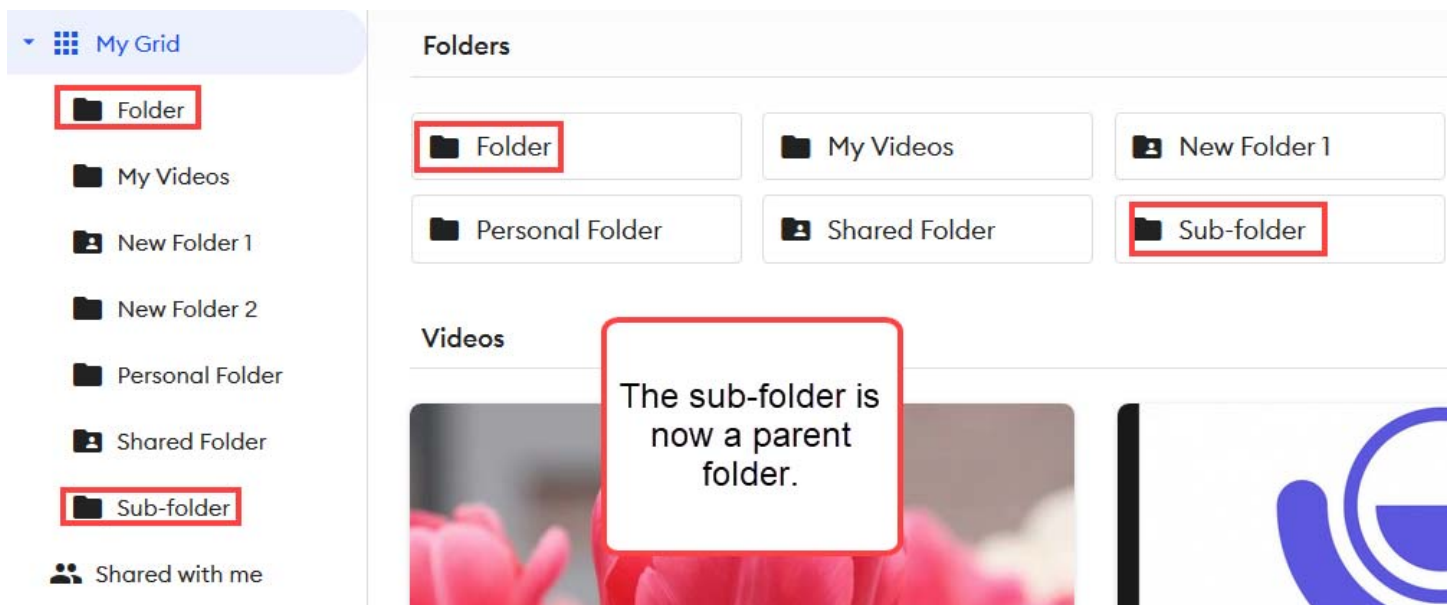
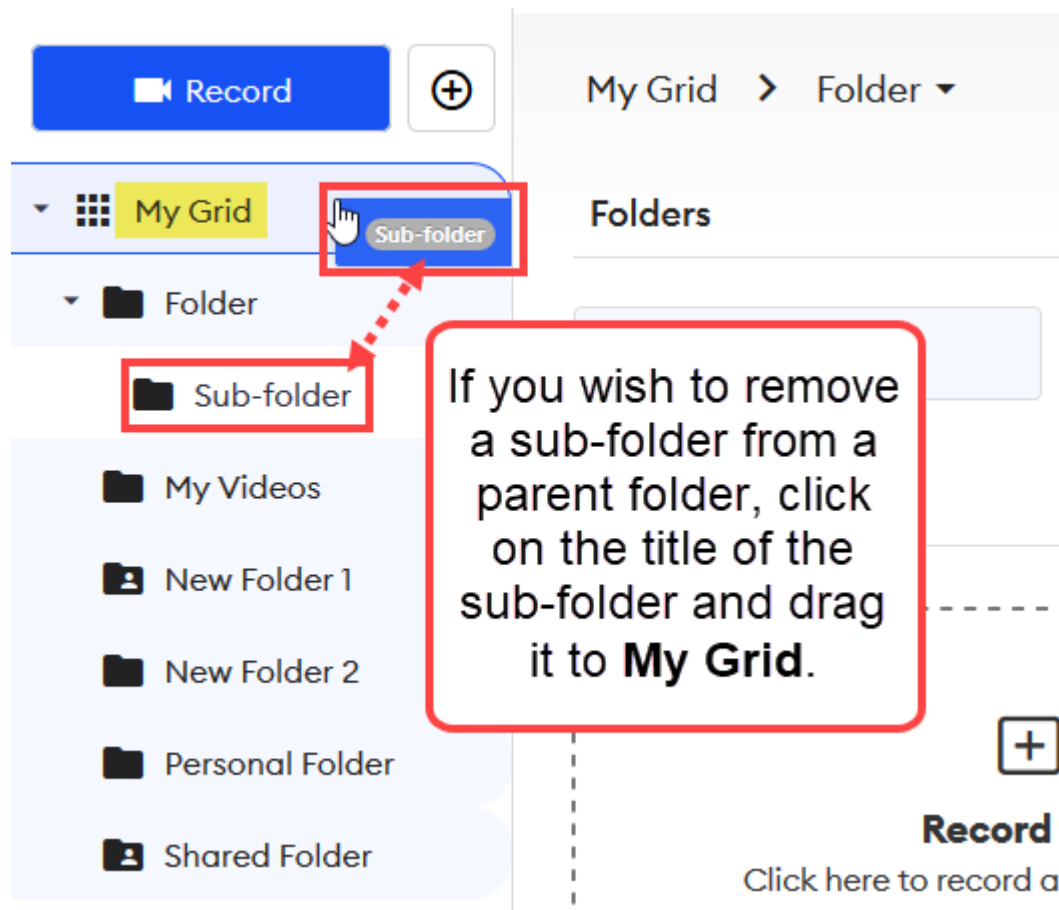
Sub-folder

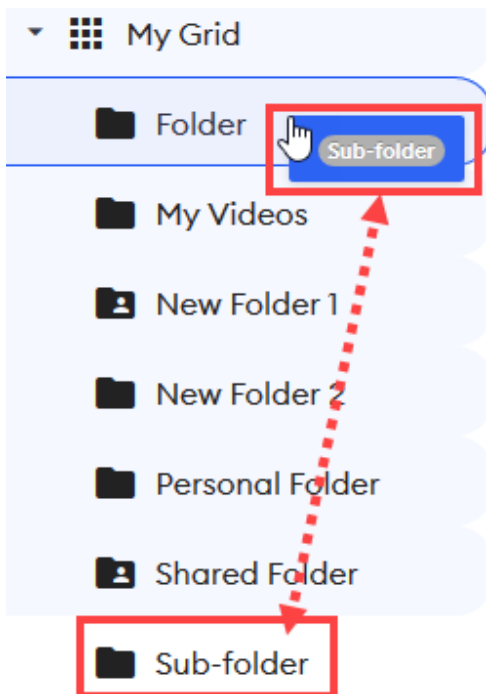
☐ Add to Campus Wide CONTENT

Add Folder

Name your sub-folder in the text box. You can add your sub-folder to **Campus Wide CONTENT**. When you are done, click on **Add Folder**.





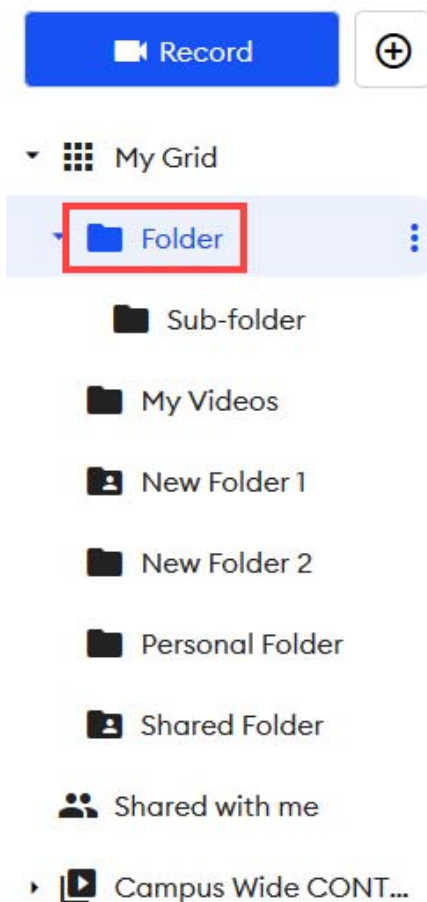


Folders

To make the folder a sub-folder again, click on the title and drag it to the folder that you wish to put it under.

My Videos

Shared Folder



My Grid > Folder

Folders

Sub-folder

Videos

Clicking on your folder will bring you to a screen similar to this.

Your sub-folder(s) will be listed above any videos (or the option to record a new video) in your folder.

Click here to record

Record

My Grid > Folder

Folders

Sub-folder

Videos

Record video

to record a video to this folder

You can go deeper in your sub-folders by double clicking on the name of the sub-folder that you want to access.

The folder listed at the top of the page (above **Folders**) tells you which folder you are in. The folder that you are in will also be highlighted on the left side of the page if you have clicked on the arrow next to **My Grid**.

My Grid

Folder

Sub-folder

My Videos

New Folder 1

New Folder 2

Personal Folder

Shared Folder

Shared with me

Campus Wide CO

Trash

Record

Sub-folder 2

Sub-folder

Folder

My Grid

Record video

to record a video to this folder

If you are multiple sub-folders in, you can click on the small folder icon at the top of the page. This will show your breadcrumbs, and you can select the folder that you would like to be in from the drop down list of folders and sub-folders.

Sub-folder 2

My Videos

New Folder 1

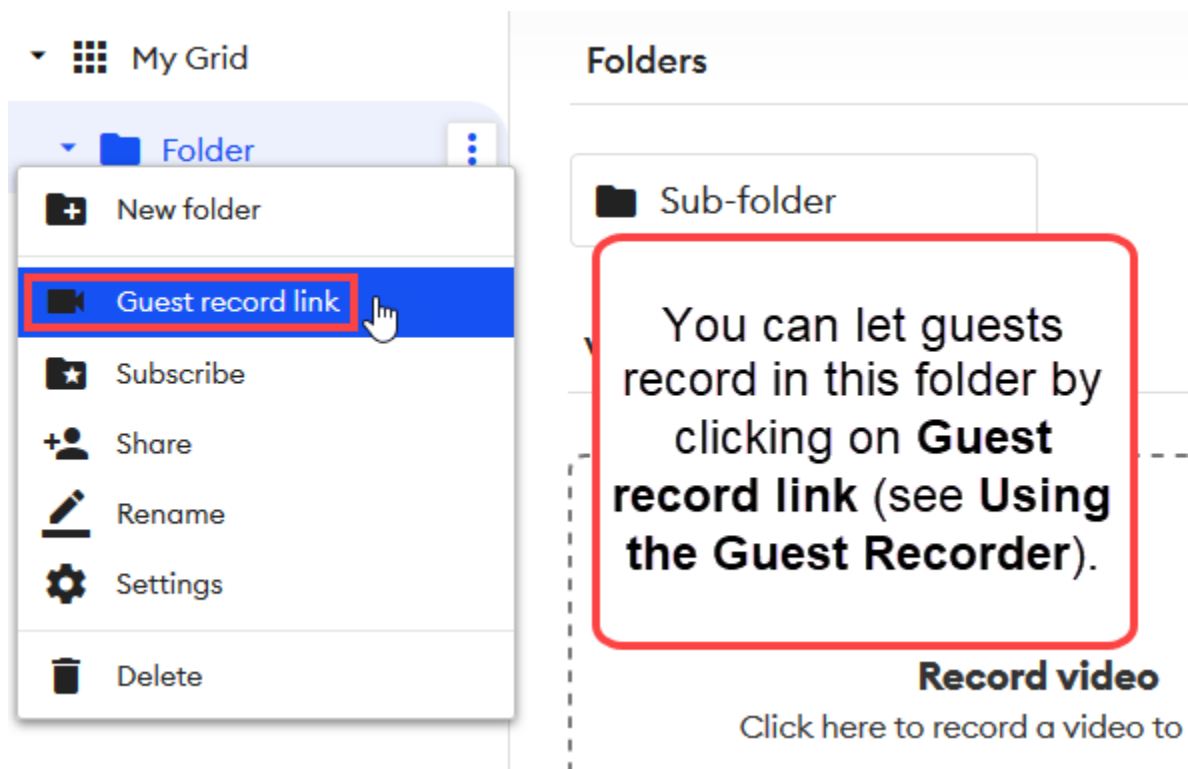
New Folder 2

Personal Folder

Shared Folder

Shared with me

Guest Recorder

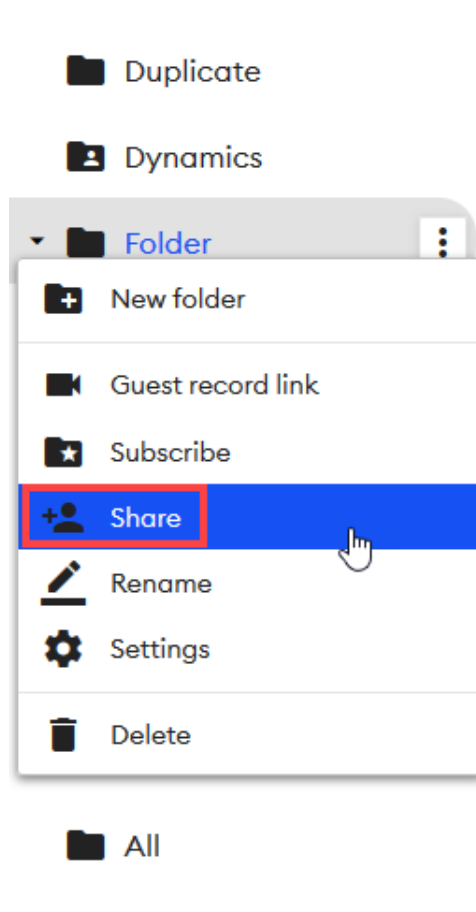


Subscribing to a Folder

The image shows the VidGrid interface. On the left, a 'My Grid' sidebar contains a 'Folder' dropdown. A context menu is open for the 'Folder', with the 'Subscribe' option highlighted by a red box and a hand cursor. The 'Folders' panel on the right shows a 'Sub-folder' with a red box around it containing the text: 'To receive email notifications about this folder, click on **Subscribe**.' Below this, there is a 'Record video' button with a camera icon and the text 'Click here to record a video'.

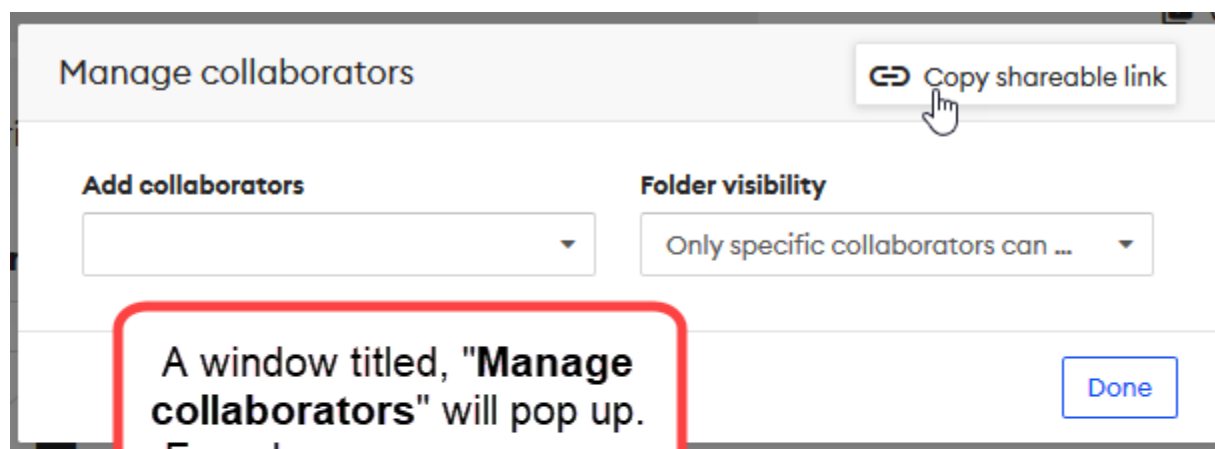
The 'Subscribe to folder Folder' dialog box is shown below. It contains the text: 'You will get a notification each time a video is added.' Under 'Email preferences:', there are three radio button options: 'I would like to disable email notifications.', 'Send me an email every time a user adds a video to this folder.' (which is selected), and 'Send me a daily email with a summary of all the videos added to this folder.' At the bottom right, there are 'Cancel' and 'Subscribe' buttons. A red box around the 'Subscribe' button contains the text: 'Select your email preference when this window pops up, then click **Subscribe**.'

Managing Collaborators



Videos

If you want to add collaborators to your folder, click on the **More options** menu, and click **Share**.



A window titled, "**Manage collaborators**" will pop up. From here, you can copy the link to the folder by clicking on **Copy shareable link**. You can then paste the link into an email, a Moodle course, an assignment, etc.

The screenshot shows a sidebar with a folder hierarchy. The 'Folder' item is highlighted with a grey background and a person icon. Below it, 'Sub-folder' and 'Sub-folder 2' also have person icons. The main area is titled 'Videos' and shows a 'Record video' button with a plus icon and a camera icon.

Videos

Record video

The person icon on the folder indicates that the folder has been shared. Notice that both the parent folder and the sub-folders have been shared.

The screenshot shows a sidebar with a folder hierarchy. The 'Folder' item is highlighted with a grey background and a person icon. Below it, 'Sub-folder' and 'Sub-folder 2' have person icons, but 'Sub-folder 3' has a folder icon without a person. The main area is titled 'Videos' and shows a 'Record video' button with a plus icon and a camera icon.


Videos


Record video

If you add a sub-folder **after** sharing the parent folder, the new sub-folder will not be shared.

Manage collaborators [Copy shareable link](#)

Add collaborators **Folder visibility**






[Done](#)


You can add collaborators by selecting users from a drop down menu, or typing their name or email into the **Add collaborators** search box.


Manage collaborators [Copy shareable link](#)

Add collaborators **Folder visibility**



[Eve Ann | ejellical1234@lcu.edu](#)






[Done](#)

Search your desired collaborators by typing their name or email into the search box.

Manage collaborators [Copy shareable link](#)

Add collaborators

Shared with: [Eve Ann](#)



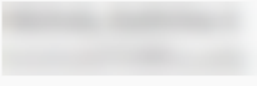
[Done](#)

You can manage the folder's collaborators by clicking near "Shared with [user name]."

Manage collaborators [Copy shareable link](#)

Add collaborators

Shared with



Eve Ann
ejellica1234@lcu.edu

Is owner

X

Done

The owner of the folder will be listed, as well as collaborators that have been added. You can click on the **X** to remove a collaborator.

Manage collaborators [Copy shareable link](#)

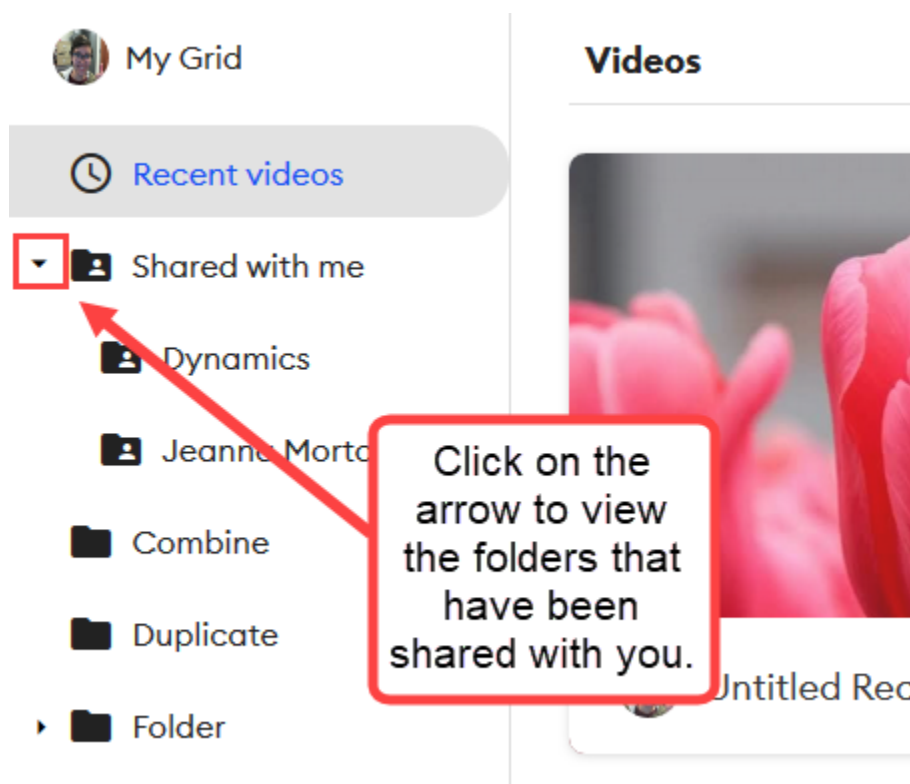
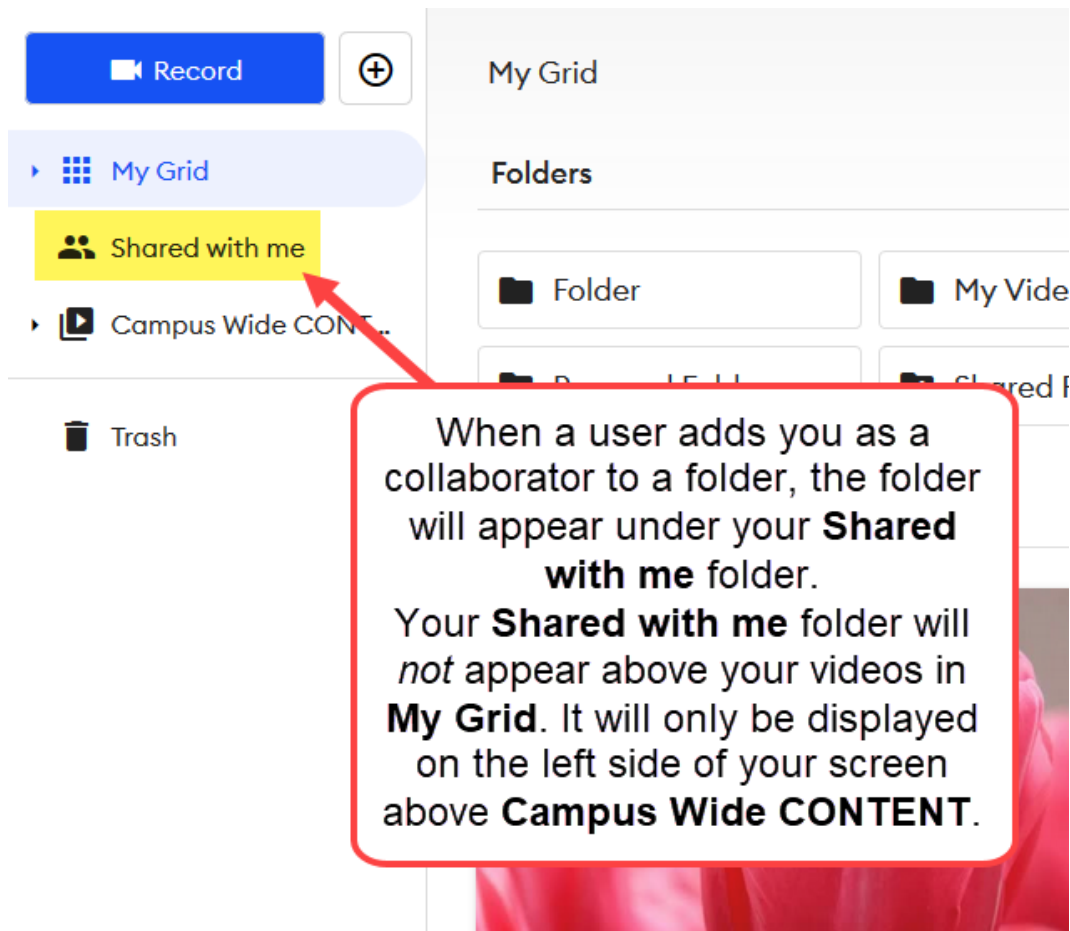
Folder visibility

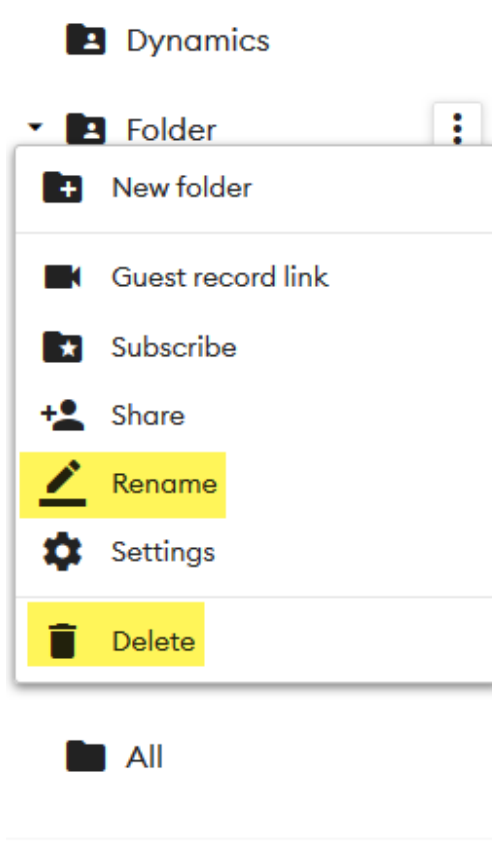
Only specific collaborators can ...

Only specific collaborators can access

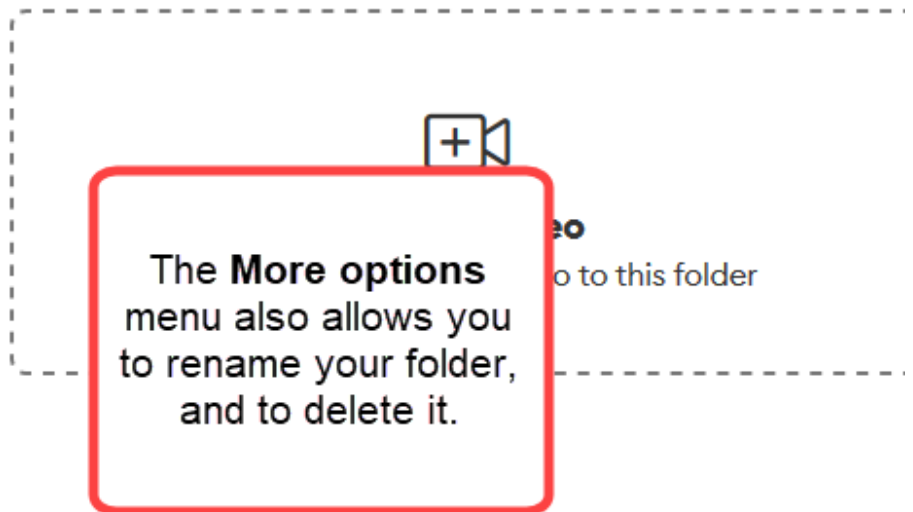
Anyone can access

You can manage your folder visibility by clicking the down arrow under **Folder visibility**.





Videos



Instructional Design

Questions?? Contact:

Bill Kopf LCU

Wk: (806) 720-7355

Wk Cell: (806) 470-8115

bill.kopf@lcu.edu

Jeanna Morton

Wk: (806) 720-7356

jeanna.morton@lcu.edu