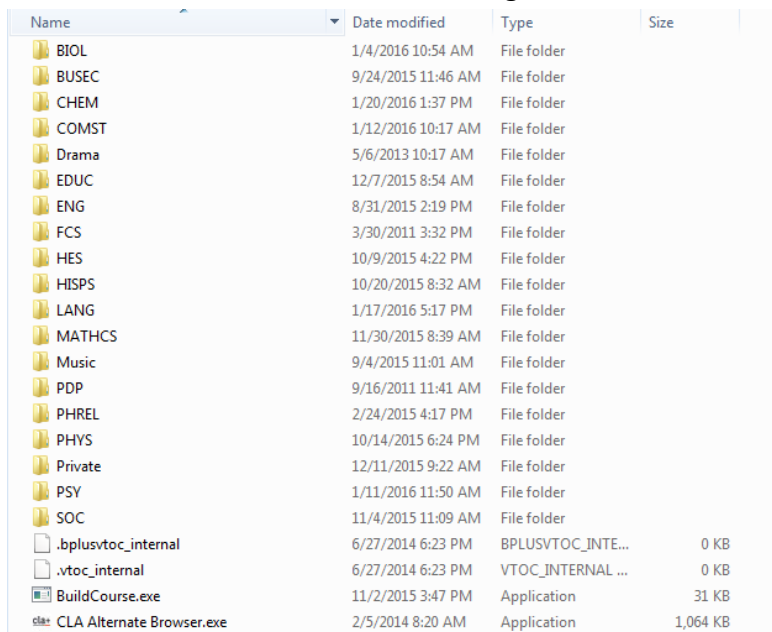# Creating and Editing S:\Academic Drive Folders using BuildCourse

This document explains how to create a folder in the S:\Academic Folder and how to use BuildCourse to assign subfolders to students.
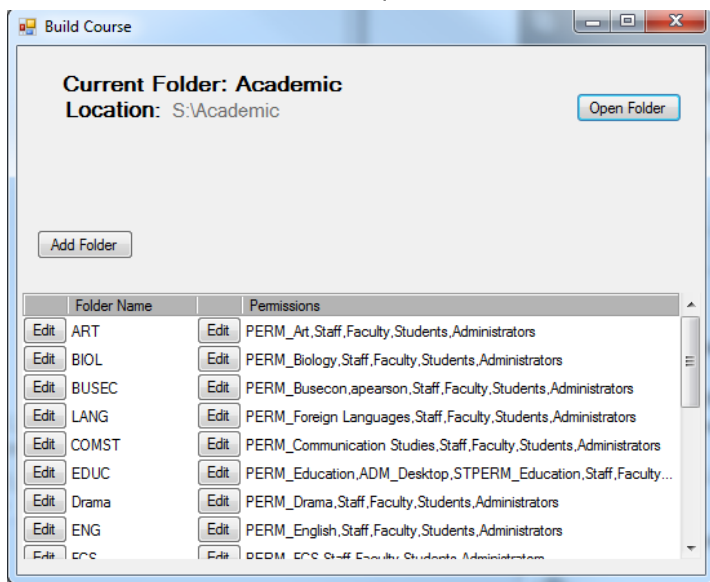
Creating a Folder on S:\Academic

1. Click on the folder icon in the tool bar on the bottom of your desktop screen and go to S:\Academic. You should see a list of folders similar to the image below.


2. Click on BuildCourse.exe and BuildCourse will appear. Please note, you will see a list of the folders on the S drive. These are the folders in S:\Academic.


3. Click on "Open Folder" in the upper right corner.
4. Navigate to where you would like your folder to appear to under S:\Academic. (Such as in your folder in your department's folder on the S drive.)
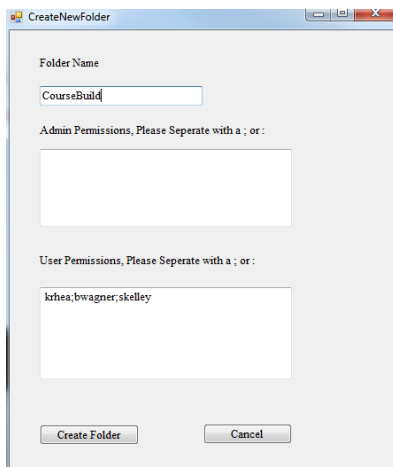5. Click "Make New Folder" in the lower left corner.

6. Name your folder according to the class you are teaching. Make sure there isn't already a folder with that name already created. Naming conventions may vary but as a general rule of thumb it should have the name of the class and session. This will be the name of the folder for the course.
7. You will now see the window where you are able to add folders with permissions.
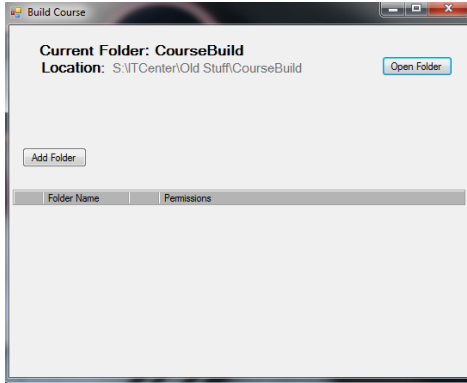

8. Click on "Add Folder."
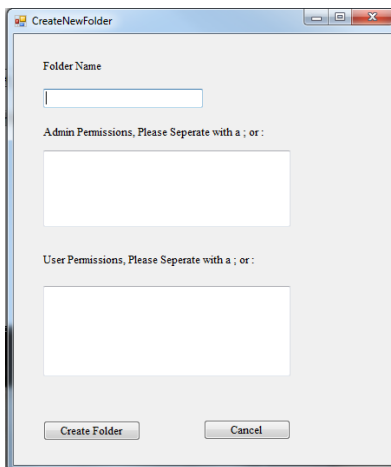
9. Enter the folder name in the first box.
10. In the box under "Admin Permissions, Please Separate with ; or : " add anyone that you would like to have admin permissions for this folder, such as another professor or staff member. (You do not need to add yourself to this box.) **Admin Permissions will give the user the ability to add/delete users and add/delete folders using BuildCourse.**
11. In the box under "User Permissions, Please Separate with ; or : " list the users you would like to have access to this folder. **User Permissions will give the users the ability to add documents to the folders, delete documents from the folder, and modify documents in the folder.**

12. Click "Create Folder" in the lower left corner. You will see the folder name and the users that have permissions to the folder. You will be creating folders for each of the users you have listed in the box under "User Permissions."
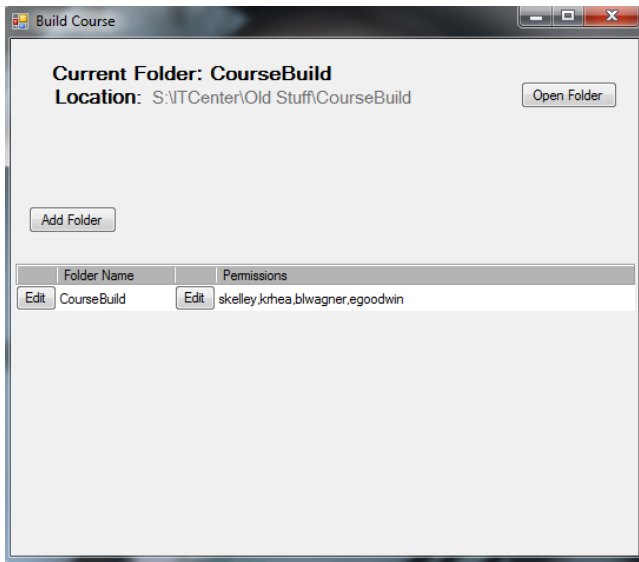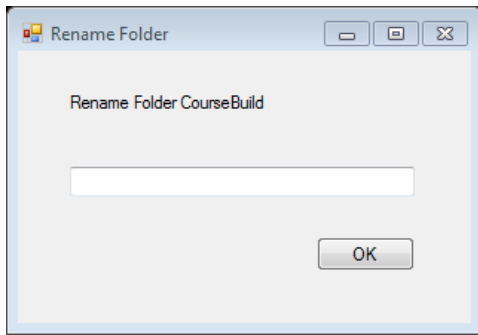

To edit a folder's name or users, click on CourseBuild.exe under S:\Academic, just like you would if you were using CourseBuild to create folders.
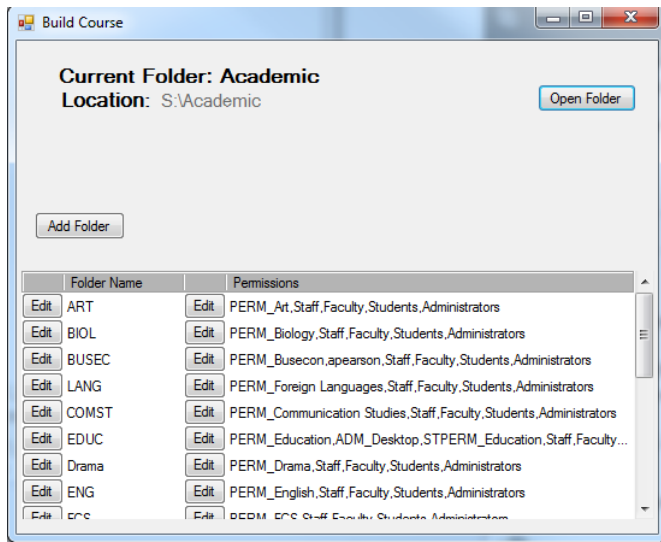
Next, click on "Open Folder" in the upper right corner and navigate to the folder you would like to edit.
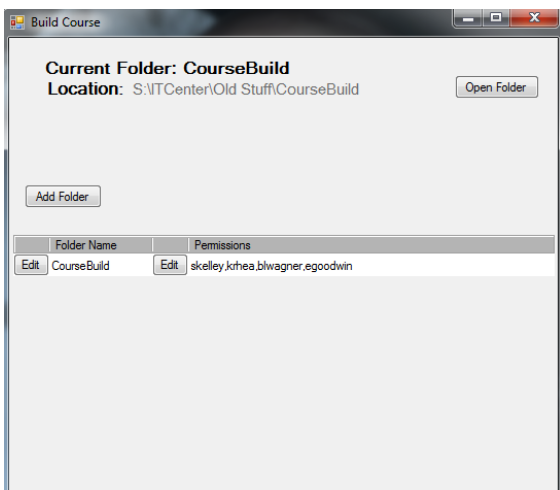
Click on "Edit" in front of the folder's name to make changes to the folder name and click "OK".


To edit a folder's users and change permissions, click on "Edit" in front of the list of users.

To add any additional admin users (such as another professor or staff member), type the user name in the box under "Admin Permissions, Please Separate with ; or : ". (You do not need to add yourself to this box.)
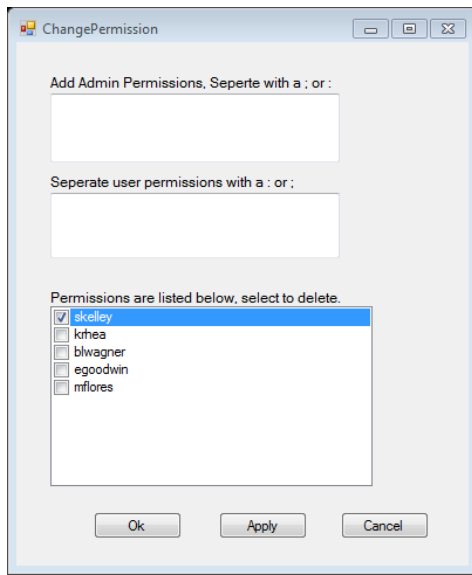
To add any additional users, type the user name in the box "User Permissions, Please Separate with ; or : ".
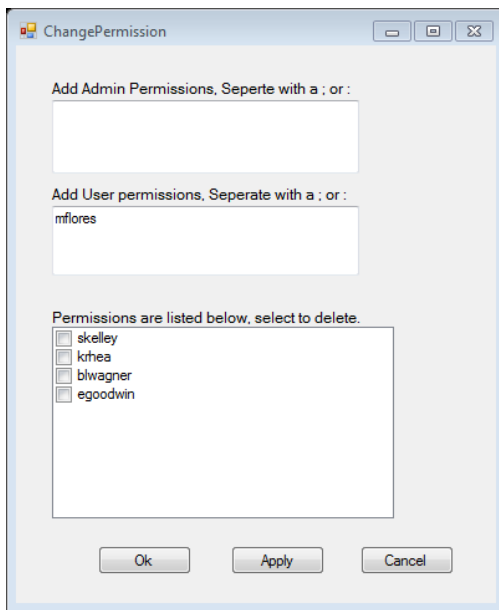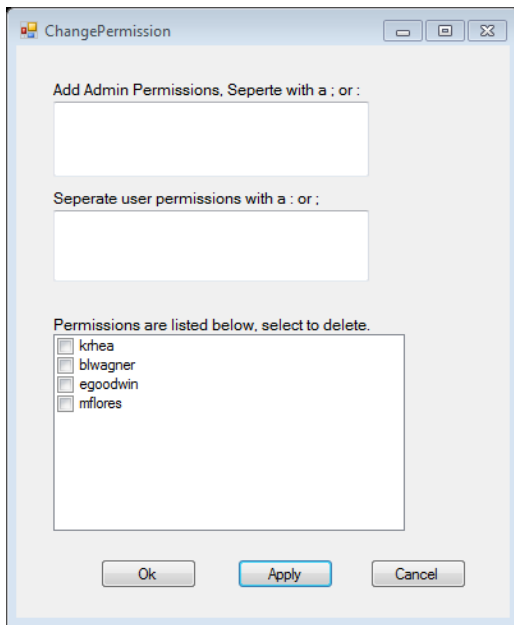

Click "Apply" to see the changes.
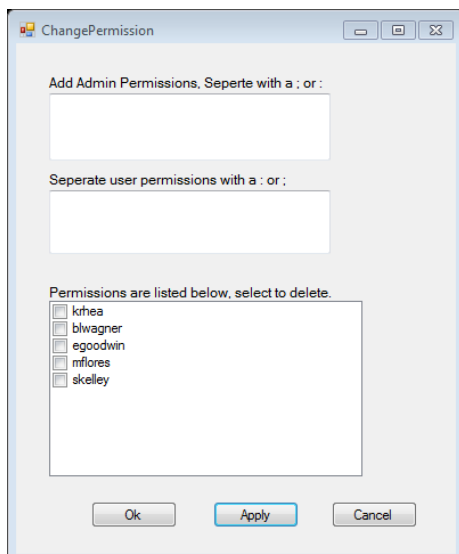
To delete a user, select the box in front of the user's name.

Click "Apply" to see the changes.

Once you have made all of the changes and clicked on "Apply," click on "Ok."