

Group File Exchange

Students are encouraged to communicate with fellow classmates and instructors from the Communications Area, located in the course site. Instructors can create Groups in a course to enable Students to collaborate with each other. (Students are unable to create their own course groups.) The Group File Exchange function allows users within a Group to easily exchange files with their fellow Group members. The Group File Exchange page displays the current files available for use by the Group members and the option to add files.

Users can easily upload portions of Group assignments for review and editing by other Group members. All users in the Group may remove files from the File Exchange.

How do I exchange a file with another group member?

Follow the steps below to open the Group File Exchange page.

1. Open a course site.
2. Click **Communication** on the course menu.
3. Click **Groups** from the Communication. Select a Group.
4. Click **File Exchange**.



5. Click **Add File** to begin adding your file.

Page Details:

Title: Enter the title for the file.

File: Click **Browse** to locate a file or enter the exact path of the file.



The screenshot shows the 'ADD FILE' form. It has a breadcrumb trail: COURSES > INTRODUCTION TO AMERICAN HISTORY > COMMUNICATIONS > GROUP PAGES > STUDY TEAM#1 > FILE EXCHANGE > ADD FILE. The form is divided into two sections: '1 File Information' and '2 Submit'. In the 'File Information' section, there is a 'Title:' label followed by a text input field, and a 'File:' label followed by a text input field and a 'Browse...' button. In the '2 Submit' section, there is a message: 'Click "Submit" to finish. Click "Cancel" to abort this process.' and two buttons: 'Cancel' and 'Submit'.

6. Click **Submit** to add your file to the File Exchange area.