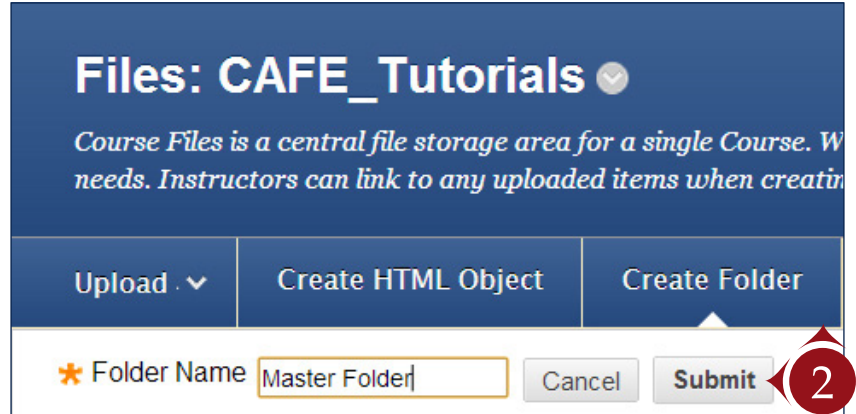
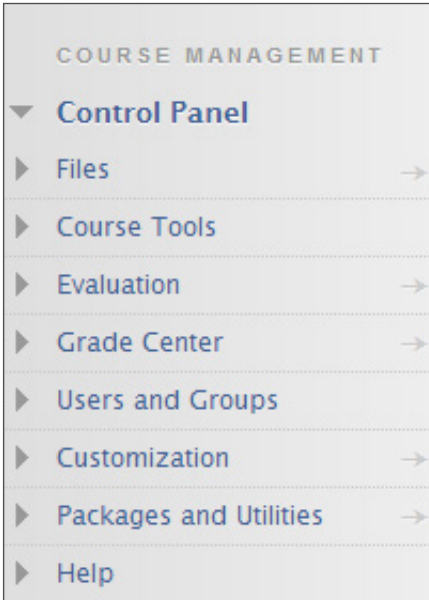
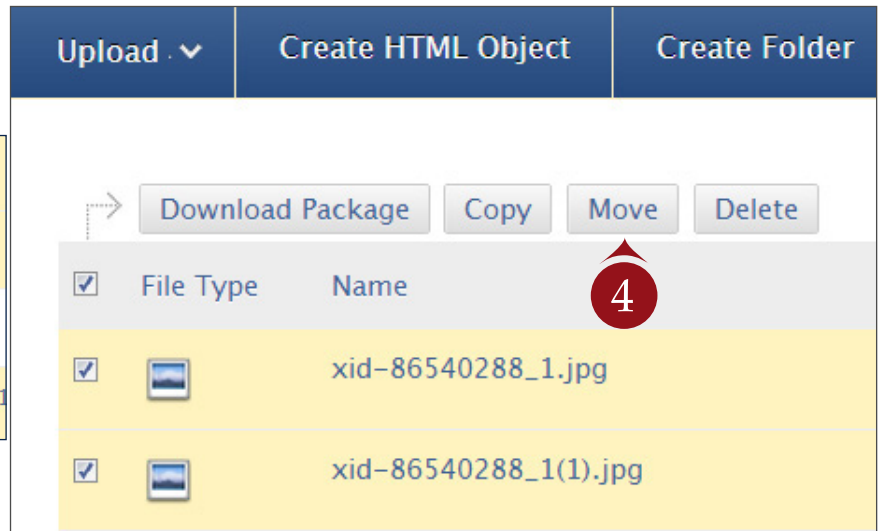
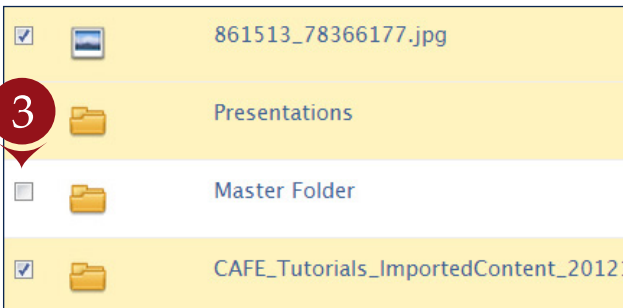


Setting Permissions for All Course Files

1. Navigate to the Control Panel. Click the horizontal arrow to the right of Files.
2. Click on Create Folder and, when prompted, name the folder Master Folder. Click Submit.

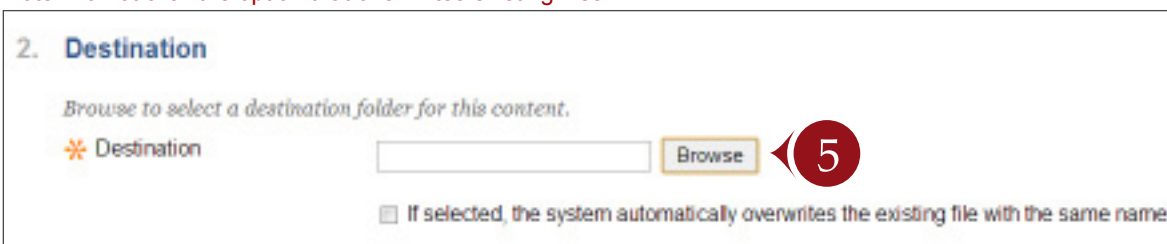


3. Check the boxes of all items except Master Folder.



4. Click Move.
5. Click Browse and a new window will open.

Note: Do not click the option that overwrites existing files.

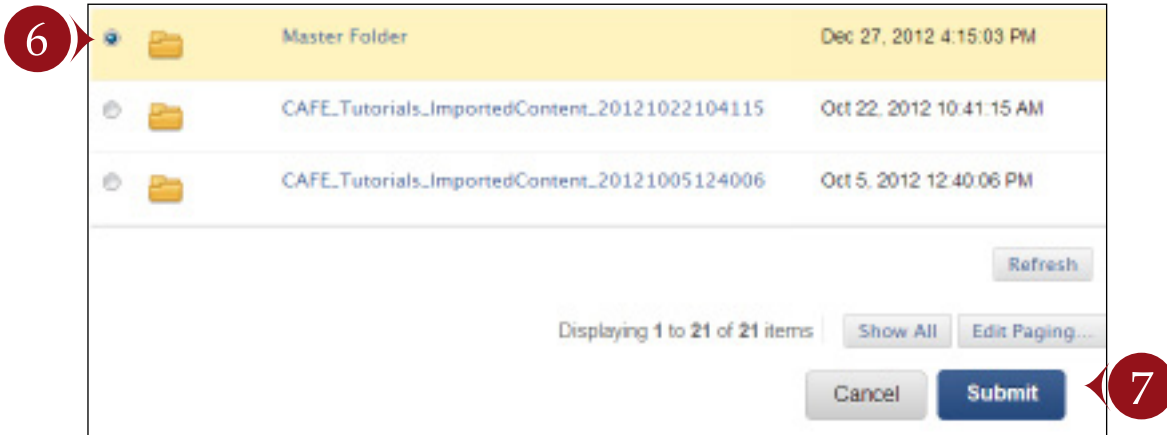


6. Select Master Folder and click Submit.

Note: The new window will disappear after you click Submit.

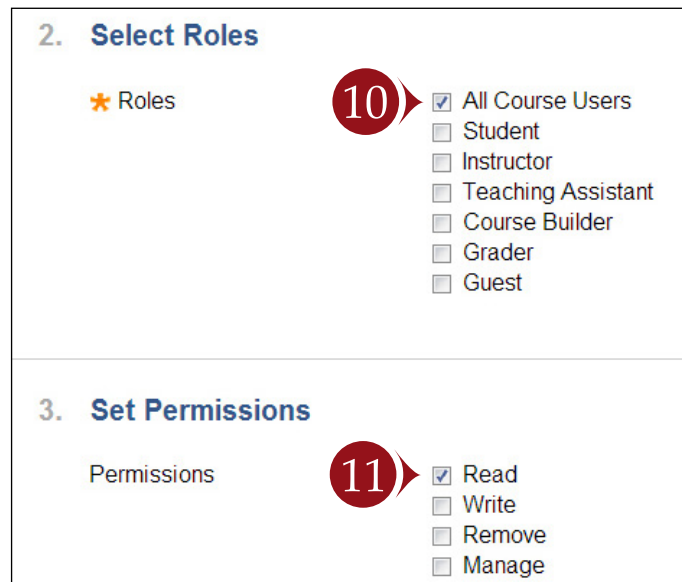
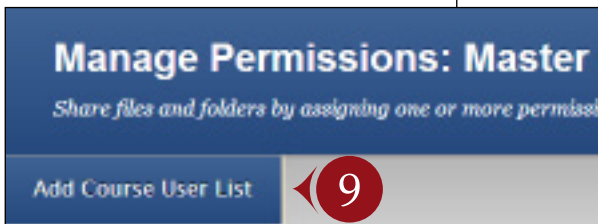
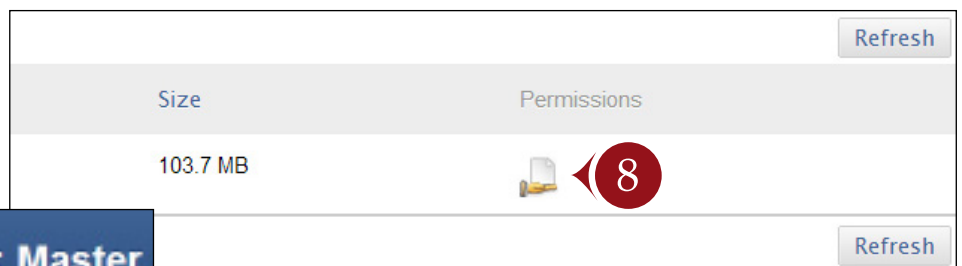
7. After the window disappears, click Submit again at the bottom of the page.

Note: Your Files page should now only reflect a "Master Folder."



8. Click on the Permissions icon.

9. Click on Add Course User List.



10. Check the option All Course Users.

11. Check the option Read. Click Submit.

Note: Do not click the "Overwrite" option.