

How To: Collaborative Folders

To create a Collaborative Folder in polybox the lecturer needs to add an instance of the activity to the course. Upon creation, teachers choose an activity name (1) for the course. Furthermore, teachers decide whether they have access to the collaborative folder(s) (2); otherwise, they will be private for the students. This setting cannot be changed. Finally, teachers choose whether they want to activate groupmode, resulting in the creation of separate group folders in polybox (3). The settings can then be saved (4) and the next screen will appear:

■ Adding a new Collaborative folders to Topic 10 ⓘ

[Expand all](#)

▼ General

Collaborative folder name ⓘ **1**

Description

Display description on course page ⓘ

Please consider that teacher access and group-related settings cannot be changed after this activity is created. X

Teacher access Enable the teacher to have access to the folder. ⓘ **2**

▼ Common module settings

Availability ⓘ

ID number ⓘ

Group mode ⓘ **3**

Grouping ⓘ

► Restrict access

► Competencies

4

In the next step you will be asked to log into polybox.

Collaborative folder ⓘ

Overview

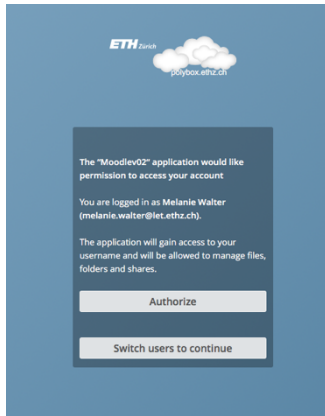
Teacher access Teachers have access to all folders

Mode One folder for the entire course

Connection to polybox

◀ test1234

You will then be redirected to the polybox login page where you have to authorize Moodle to gain access to your polybox account



After you do this you will see the following screen:

By clicking on get access the Collaborative Folder will be created. Students have to access the Folder once through Moodle to gain access, but will be able to go through polybox directly after that.