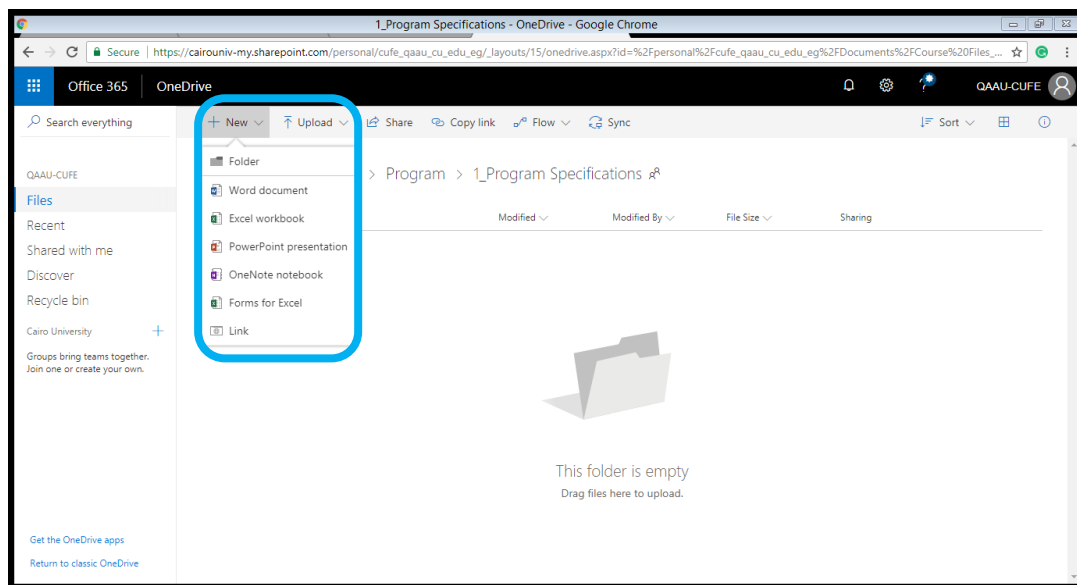


## CHAMPIONS GUIDE- COURSE FILES DIGITIZATION\_2017-18

### 1- NEW tab

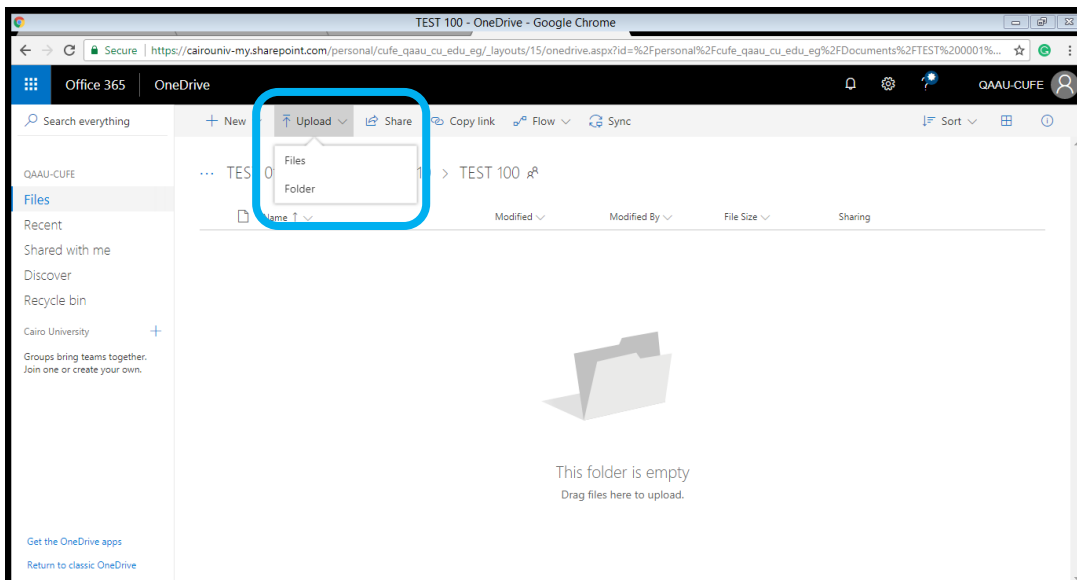
From NEW tab you can create new folder or document,.....



Note it is preferable to create the folder on the PC and upload it using the upload tab as in point 2

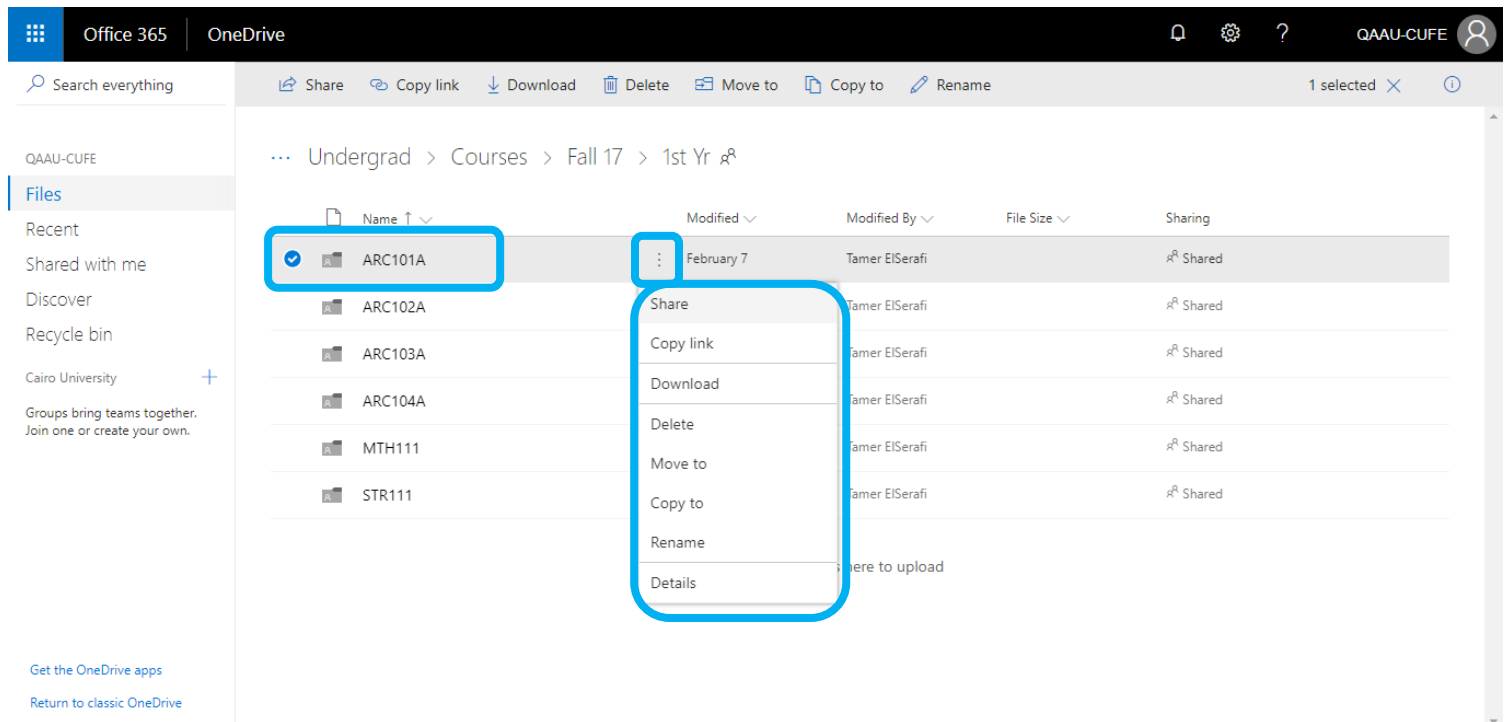
### 2- UPLOAD tab

From UPLOAD tab you can upload files of folders

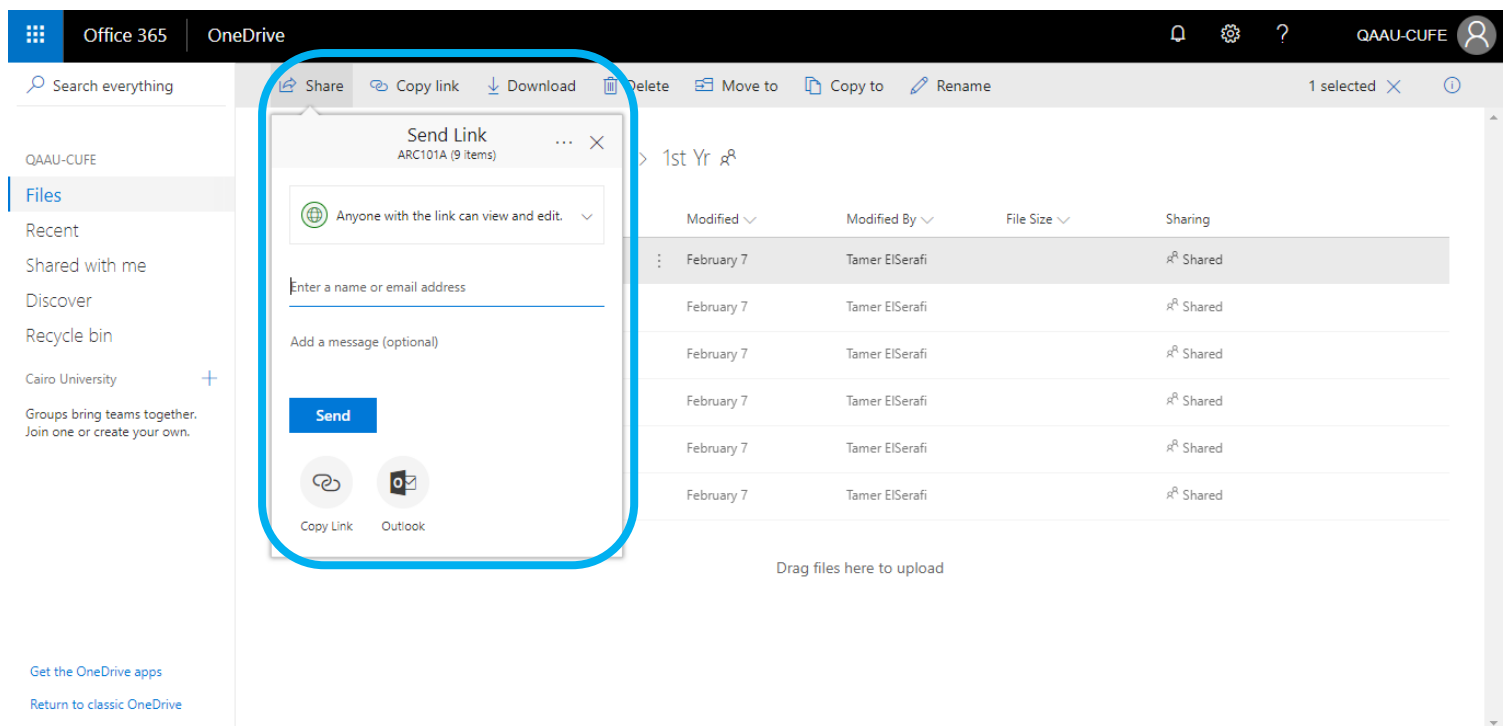


### 3- SHARE tab

After marking on the folder/file like in the following photo, you can use the three-dotted bottom to share, delete, move to, copy to, ....



The sharing window will be like the following one



Just, write the instructor/TA mail you would like to share the folder with, then press **Send**

### Important NOTE about "Ref. Template" folder

**This folder contains all the needed templates in the course files and program files. For Fall 2017, for your convenience, you can upload the files in any format that you have already used; but for Spring 2018, instructors are kindly requested to follow these templates.**