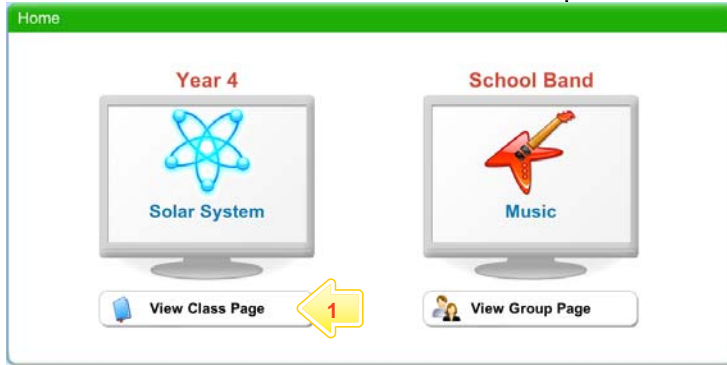


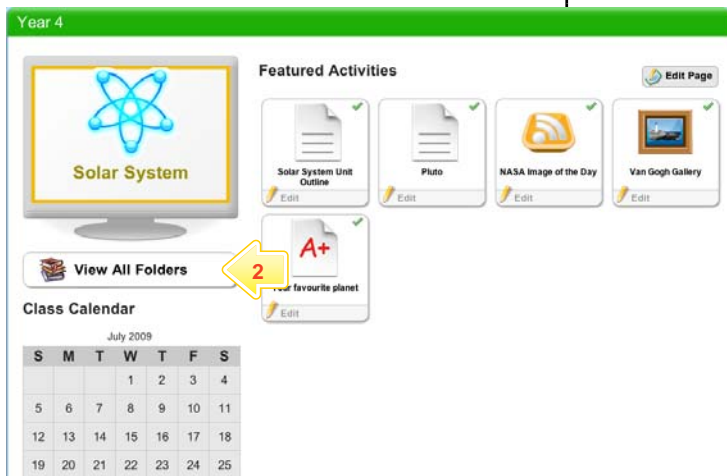
Copy and Share Folders

Copy a Folder to your eLocker

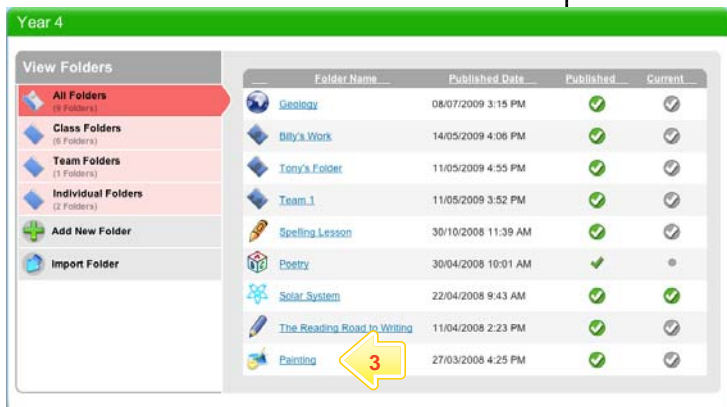
Studywiz allows you to copy Folders into your eLocker and then copy them to new locations. This can be useful if you change classes and want to take a whole set of Folders with you, or if you want to copy a Sub Folder into another Folder.



- 1 Below the Class or Group that contains the Folder you want to copy, click the **View Class Page** button.

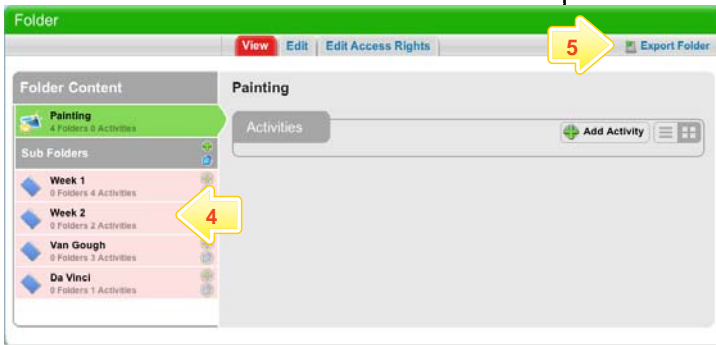


- 2 Click the **View All Folders** button.



- 3 Click the Folder you want to copy.

Copy and Share Folders



4 If you want to copy a sub folder, click the Sub Folder.

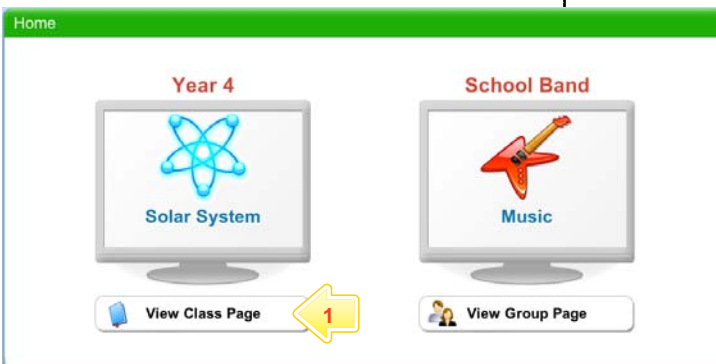
5 Click **Export Folder**.



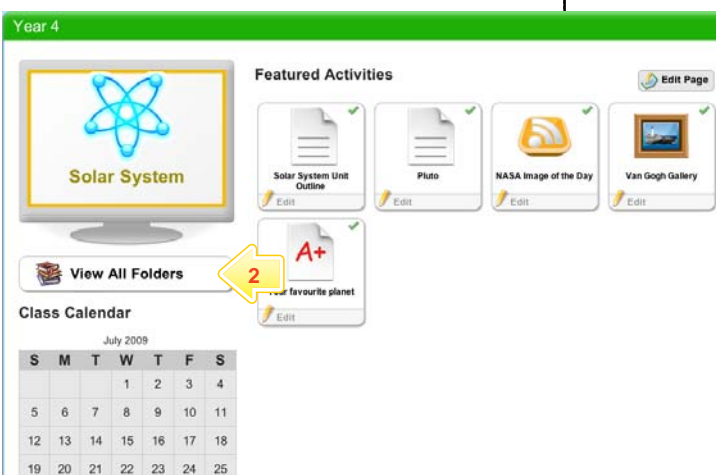
6 Click the **Add To eLocker** button. The Folder is added to your eLocker.

Note You also have the option to download a copy of the Folder onto your Desktop. Click the **Download** button and the Folder will download as an IMS package.

Import a Folder from your eLocker

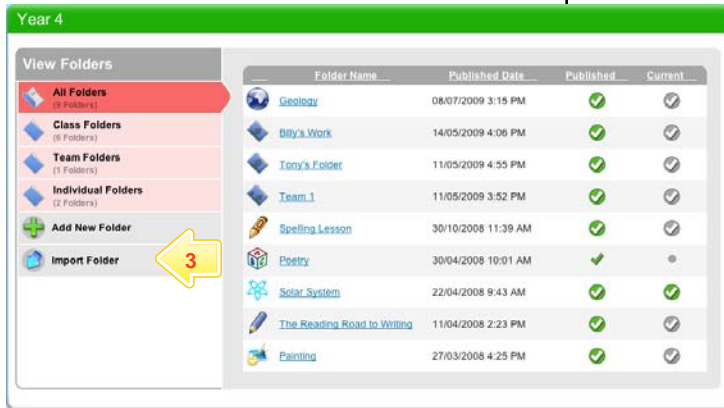


1 Below the Class or Group to which you want to copy the Folder, click the **View Class Page** button.

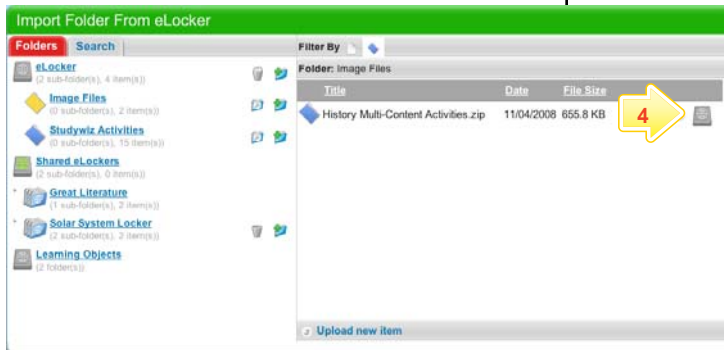


2 Click the **View All Folders** button.

Copy and Share Folders



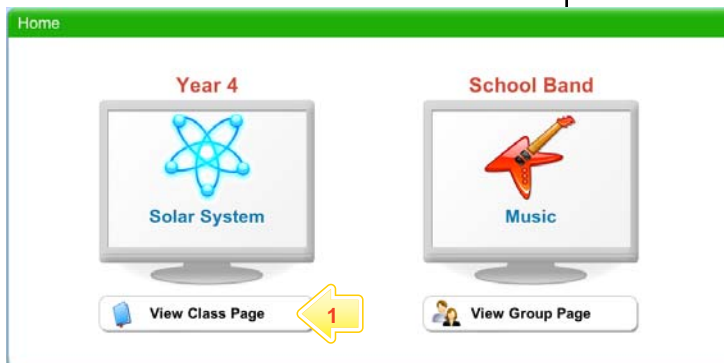
3 Click **Import Folder**. Your eLocker appears.



4 Adjacent to the folder that you want to import, click the **Import File From eLocker** button.

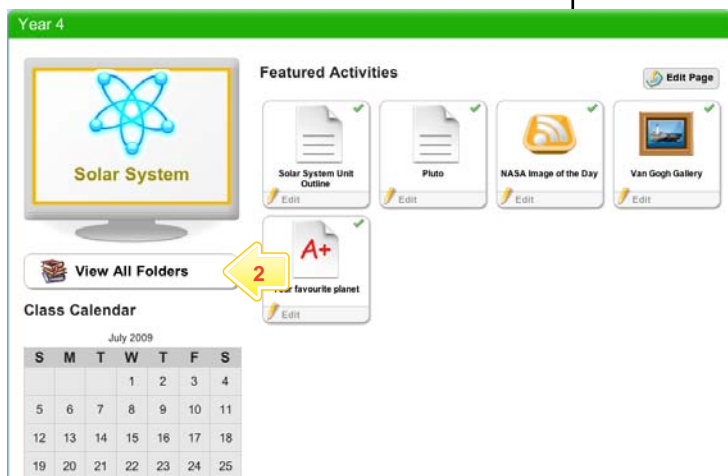
The imported Folder is added to the list of folders in the Class or Group.

Import a Sub Folder from your eLocker

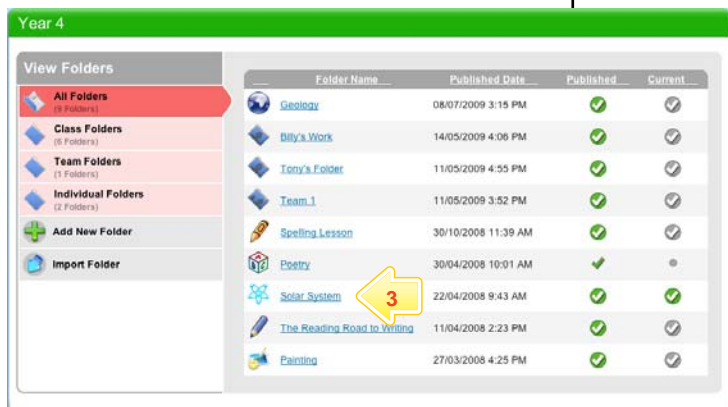


1 Below the Class or Group to which you want to copy the Sub Folder, click the **View Class Page** button.

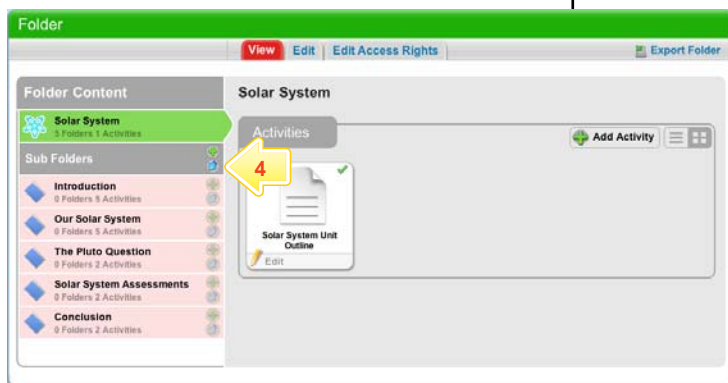
Copy and Share Folders



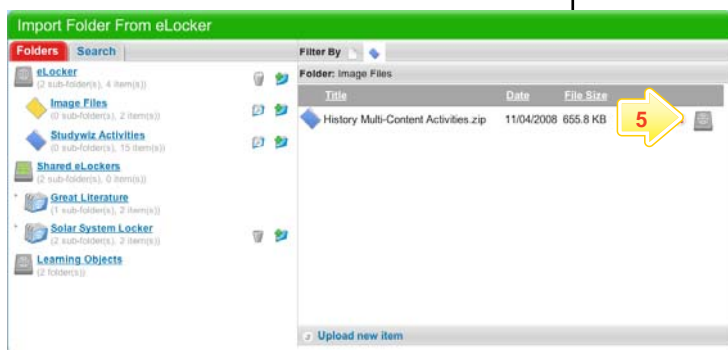
2 Click the **View All Folders** button.



3 Click the Folder to which you want to add the Sub Folder.



4 Click **Import Folder**. Your eLocker opens.



5 Adjacent to the Sub Folder that you want to import, click the **Import Folder From eLocker** button.

The imported Sub Folder is added to the top of the list of Sub Folder within the Folder.