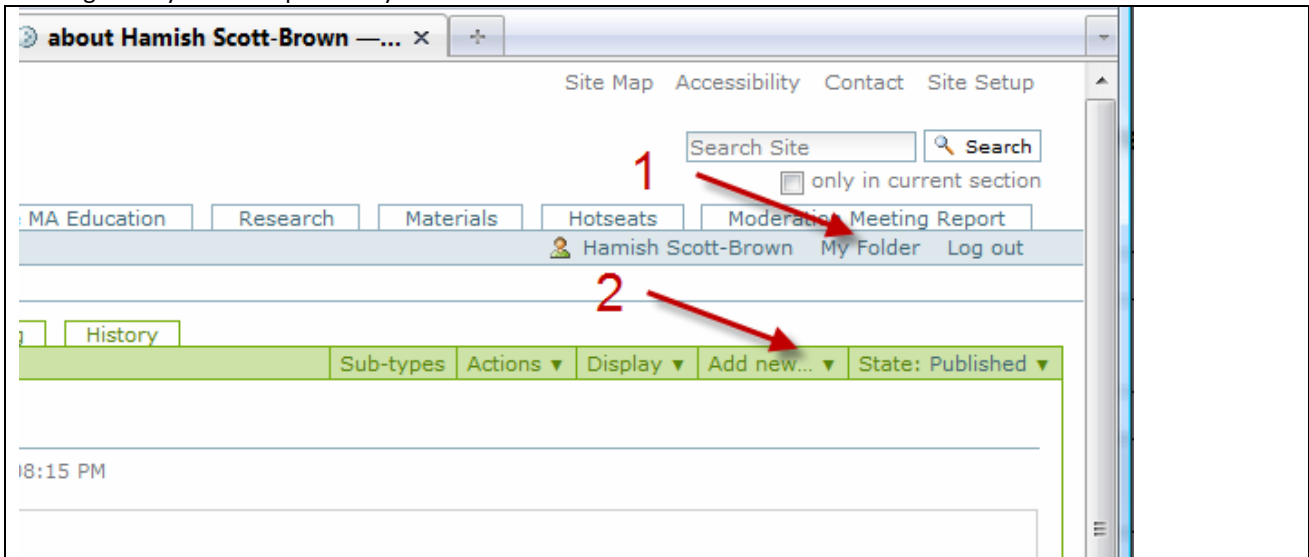


## Create an online space in 2 mins and make sure it's public and available to other Midweb users

1

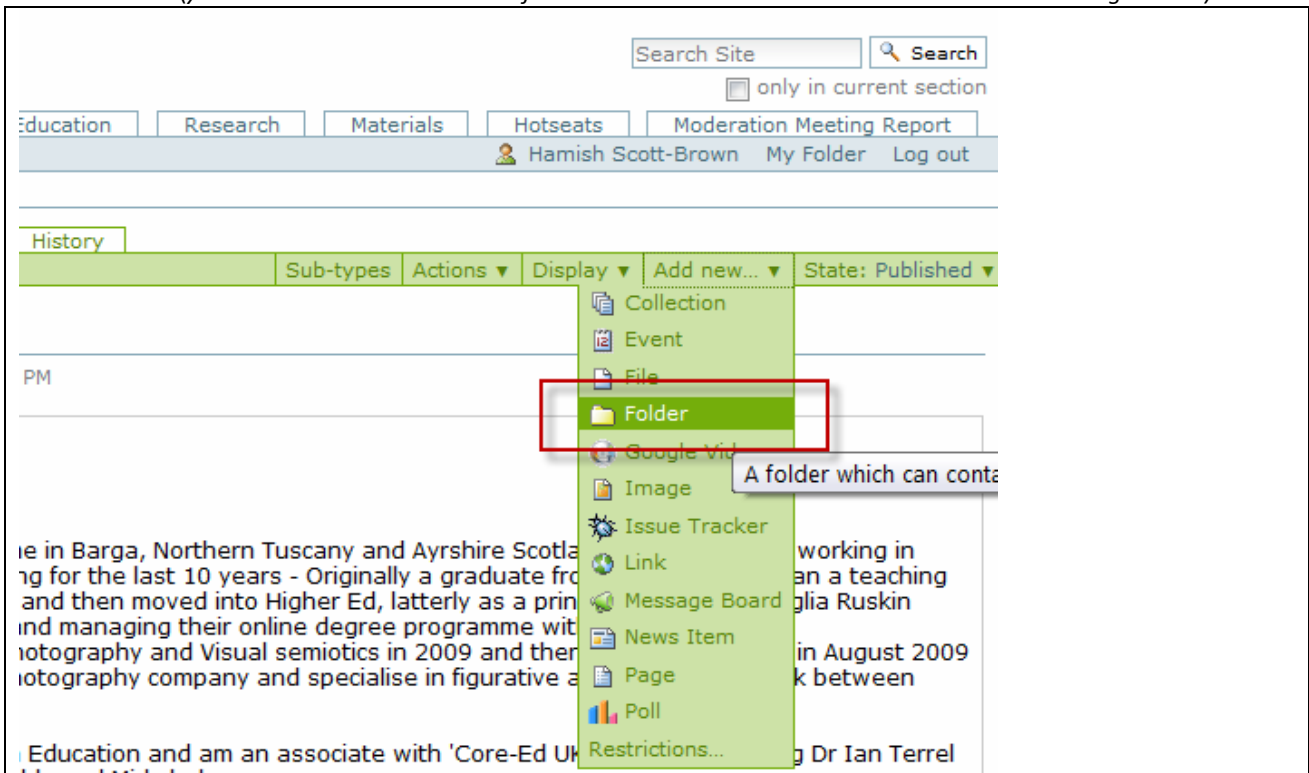
Create the folder

– navigate to your own space > my folder > add new



2

> select folder (you can see here that once the folder is created there is much more content that can go inside)



3. Name the folder a suitable name that will house your module / course material > click 'save'

only in current section

News Events MA Inclusive Education The MA Education Research Materials Hotse

Hamish Scott-Brown My Folder Log out

Users → Hamish Scott-Brown → [...]

### Add Folder

A folder which can contain other items.

Default Categorization Dates Ownership Settings

**Title**

test folder

**Description**

A short summary of the content.

#### 4 IMPORTANT !

Once the folder is created it is still private to all midweb users – you must remember to change the state to published before any other users can access or read it's contents

only in current section

The MA Education Research Materials Hotse

Hamish Scott-Brown My Folder Log out

ules Sharing

Sub-types Actions Display Add new... State: Private

Publish

Submit for publication

Advanced...

Publi

ed Dec 13, 2010 01:12 PM

5 Now you add upload and edit any new materials to this folder but remember again that each new item will still be private until you change it's state to published – this includes all new uploads into the folder

1

2

Sub-types Actions Display Add new... State:

Collection

Event

File

Folder

Google Video

Image

Issue Tracker

Link

Message Board

News Item

An external

Send this Print th