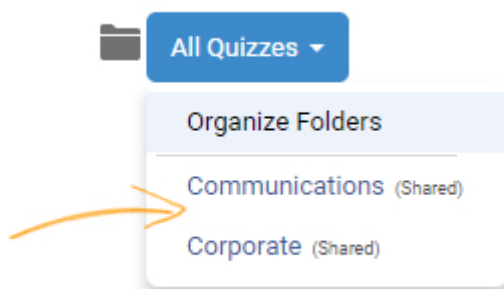


How to Enable Folder Sharing Between Instructors

Multiple instructors can collaborate over the same quizzes by sharing the folders. A folder which is shared between instructors allows them to access all quizzes in the folder based on the permissions(view, edit). Instructors can then edit the content of the shared quiz, add or remove questions, manage quiz settings and view reports.

When your instructors log in, they would be able to access shared folders in their folder options. Here is how it will appear:



You can share folders between instructors by:

- [Creating a folder](#)
- [Adding quizzes to a folder](#)
- [Adding instructors](#)
- [Sharing a quiz folder](#)

Create a folder

Step 1: On your ProProfs Quiz Maker dashboard, go to **More >> Folders >> Organize Folders**.



Quizzes Users Classroom More

Title

Untitled Quiz

Lead Generation Skills Assessment

Brand Management Skills Assessment

Instructors

Folders

Organize Folders

1,23456789

1,234

1,234

1,234

Recent Activity

Step 2: Click **+Add Folder** to create a folder and enter the folder name in the text box.



Help

Quizzes Users Instructors

+ Add Folder

Cancel

Folder Name

Created

Instructors

Quizzes

No matching records found

Add quizzes to a folder


Step 1: Add quizzes to the folder.



Organize Folders

Quizzes Users Instructors

Folder Name Created

Communications 

View Add A Quiz Invite Delete Oct 5

Step 2: Select the quizzes from the list to add to your folder.

Quizzes Users Instructors

Communications

<input type="checkbox"/> Quiz Name	Created	Folder
<input type="checkbox"/> Corporate Finance	Jul 24, 2018	-----
<input type="checkbox"/> Corporate Management	Mar 27, 2018	-----
<input type="checkbox"/> General Awareness	Aug 24, 2018	-----
<input type="checkbox"/> Market Research Quiz	Aug 21, 2018	-----
<input type="checkbox"/> Math Quiz	Jul 23, 2018	-----
<input checked="" type="checkbox"/> Radio communications	Sep 14, 2018	-----
<input checked="" type="checkbox"/> True or False Quiz	Oct 3, 2018	-----

You can now invite instructors to folders. Learn [how to add instructors](#).






Sharing a quiz folder

Step 1: Navigate to the "Organize Folder" page from your dashboard.

Step 2: To share a folder, click "Invite" under the desired folder.

Organize Folders

☑ Quizzes 👤 Users 🗨️ Instructors

Folder Name	Created
Communications 	Oct 5
 View  Add A Quiz  Invite  Delete	

Step 3(i): Select all the instructors you wish to share the folder with.

ii) Choose the appropriate role(view, edit) for each instructor under "permissions."

iii) Click "Assign" to share the folder. Once instructors are invited, you will receive a confirmation message.

iv) Click "Back" to go back to the 'Organize Folder' page.






Organize Folders > Invite

☑ Quizzes 👤 Users 🗨️ Instructors

📁 Communications
(Invite people to folder)



When you invite Instructors to folder, multiple Instructors can view quizzes stored in this folder and collaborate on content or view results.

	Sharing with	Permissions
<input checked="" type="checkbox"/> EmmiDarrow emmi@gmail.com	 EmmiDarrow emmi@gmail.com	 View ▼
<input type="checkbox"/> ClintBradly Cbradly@gmail.com	 RavenDixon raven@gmail.com	 Edit ▼
<input checked="" type="checkbox"/> RavenDixon raven@gmail.com		 View
<input type="checkbox"/> Wifred wilfred@thisnext.com		
<input type="checkbox"/> Nelsonjames nelson.j@thisnext.com		
<input type="checkbox"/> Benjaminee Benjaminee@thisnext.com		

[← Back](#)

An instructor can now edit/add quizzes to the shared folder as per roles and privileges assigned by the admin:

- If you choose 'view', the instructor will only be able to view the quiz.
- But, if you choose 'edit', the instructor will be able to delete/edit their own created quiz

To remove an instructor, simply click on the cross appearing against the instructor in the 'sharing with' column.

Note: After removing an instructor from a shared folder, their quiz will no longer reflect in the 'shared folder' but remain in the 'all quizzes' list.

Related Articles:

[How to Archive Quizzes](#)

[How Do I Send A Quiz?](#)

[How to Customize and Brand a Quiz Certificate](#)