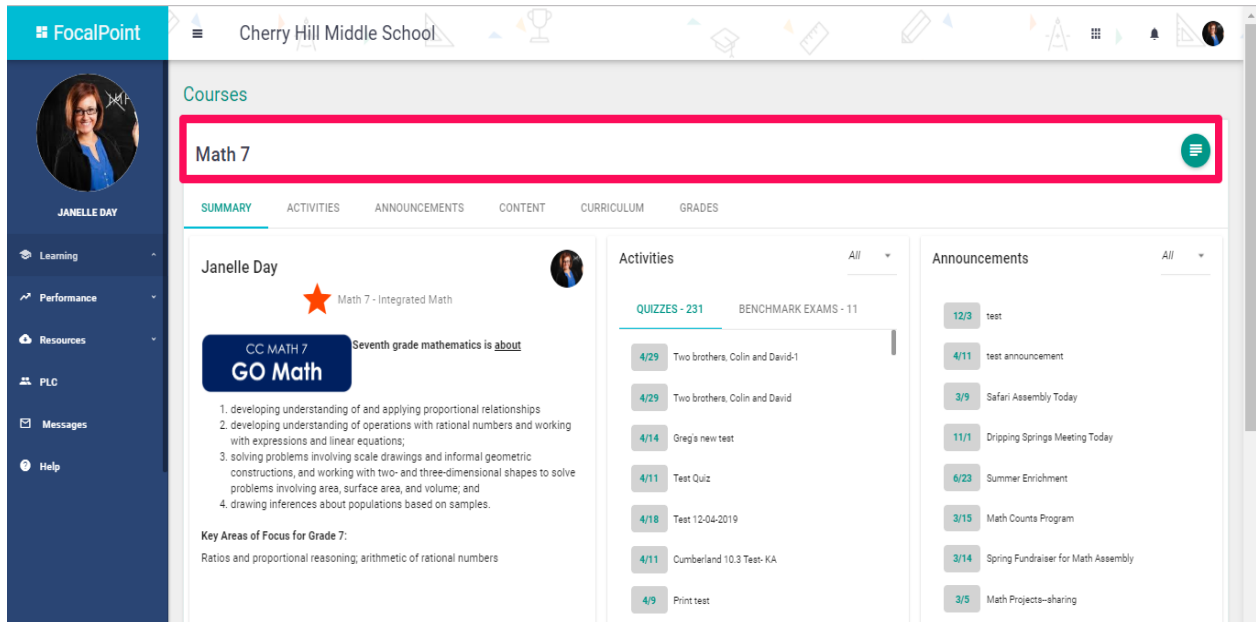
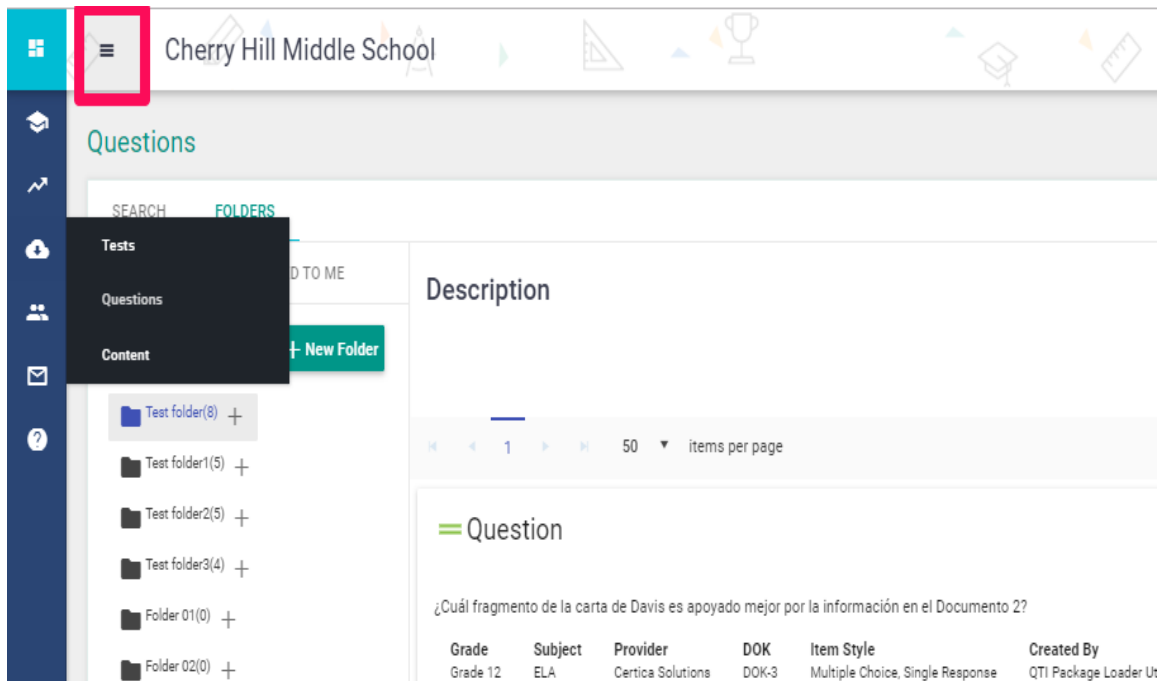


Essential Question: How do I create and manage folders?

- ❑ First, select the Course, for which you wish to create folders, from your drop-down in the green bar at the top of your screen.



- ❑ Select the 'Menu' icon to expand/collapse various tools/tabs within the ContentCloud™. You can hide these tools when working in FocalPointK12 at any time by clicking the icon again.



- ❑ Folders can be created to serve a variety of purposes for teachers and students. To create a folder, select the 'Folders' tab on the left side of the page.

FocalPoint Cherry Hill Middle Sc

JANELLE DAY

- Learning
- Performance
- Resources**
- Tests
- Questions**
- Content
- PLC
- Messages
- Help

Questions

SEARCH FOLDERS

SUBJECT

Starts With (case sensitive)...

- ELA - (132875)
- Mathematics - (157330)
- Science - (52365)
- Social Studies - (27314)

GRADE

STANDARD

ITEMSTYLE

DOK

PASSAGE

PROVIDER

PURI ISHR

Questions

SEARCH **FOLDERS**

SUBJECT

Starts With (case sensitive)...

ELA - (132875)

Mathematics - (157330)

Science - (52365)

Social Studies - (27314)

GRADE

STANDARD

ITEMSTYLE

DOK

District Questions My Questions My Shared Questions

Enter text to search

Newest First

1 2 3 4 5 6 7 8 9 10 ... 10 items per page 1 - 10 of 433315 items

Question

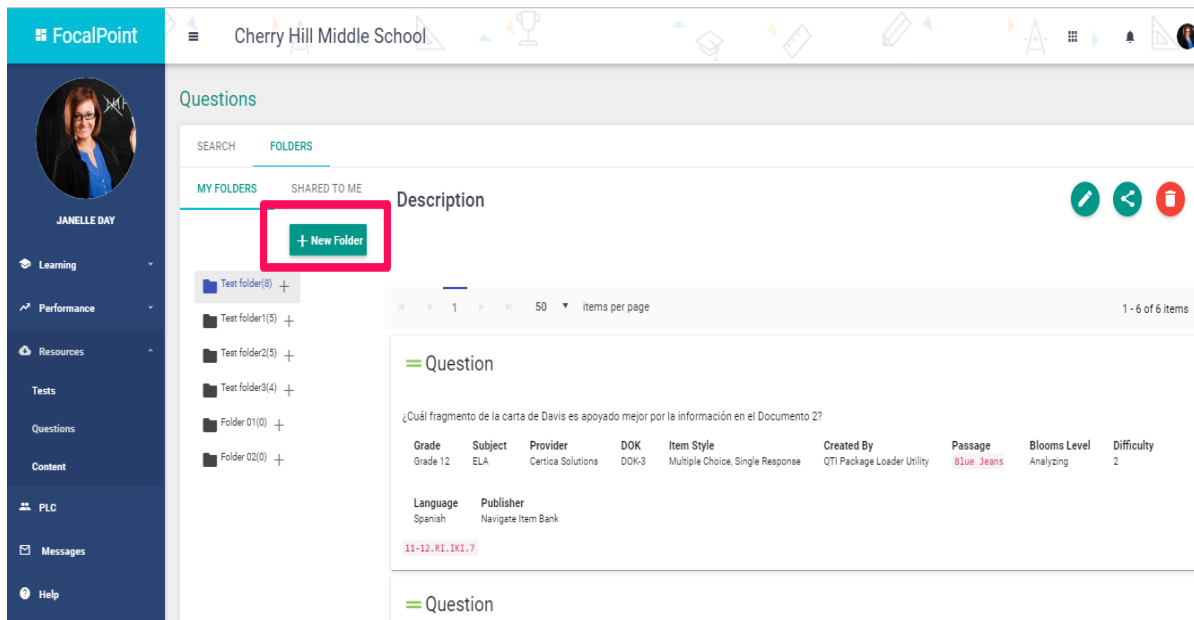
Test question id

Provider
Oak Grove School District

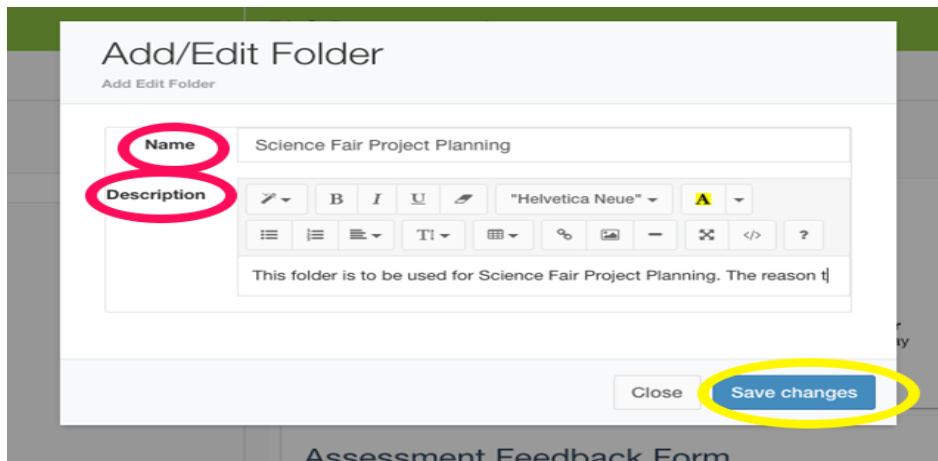
Created By
aramisetty

1.FL.PA.2

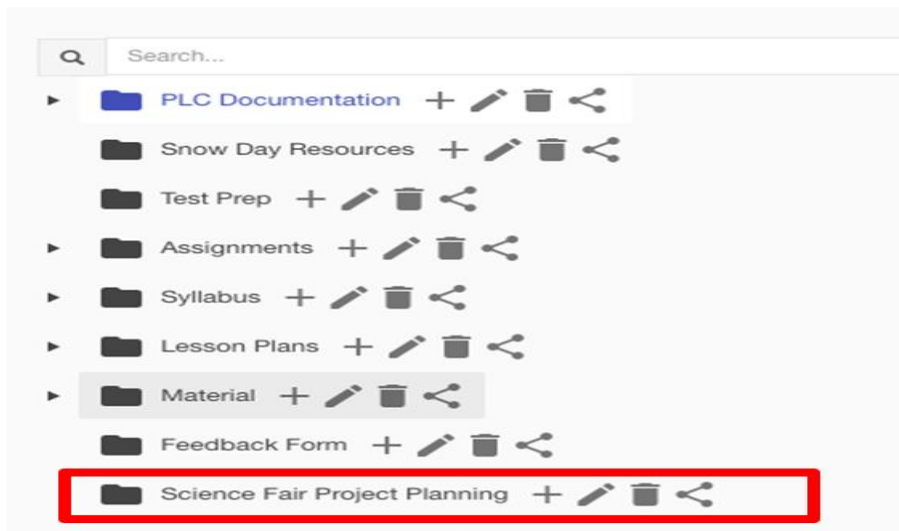
- ❑ Select the + tab to 'Add Folder.'



- ❑ Name the folder, provide a description, & select 'Save Changes' once complete.

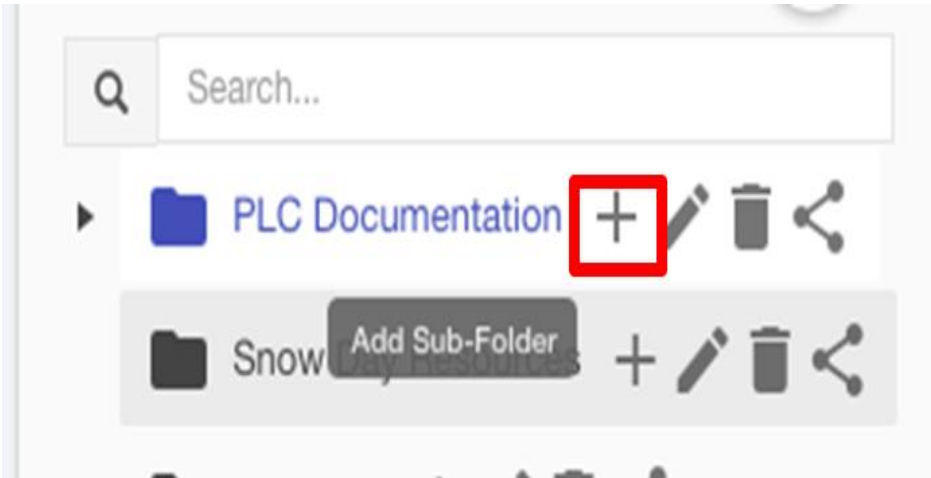


- ❑ The folder is now available for resources to be added. See page 11 to learn how to search and add resources to your new folder.



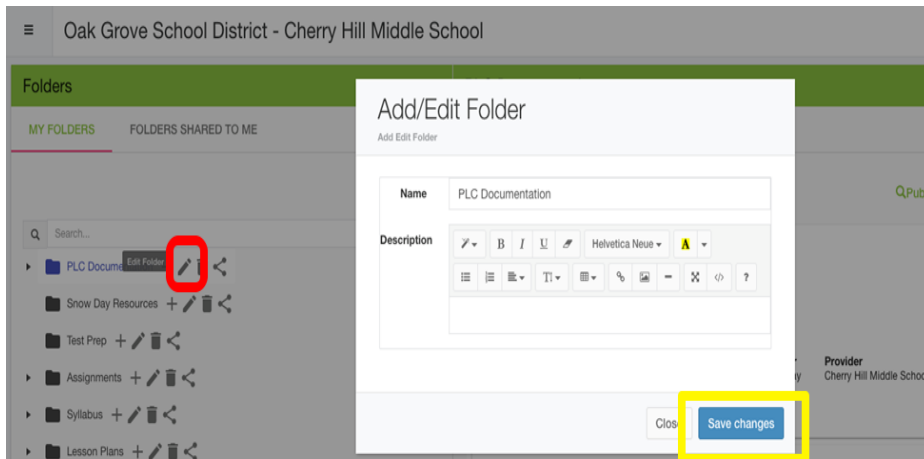
Creating Sub Folders

- Sub folders can be added and placed inside of root folders. To add sub folders, select the + symbol located beside the Root folder, provide the sub folder with a name and a description, and click Save Changes.



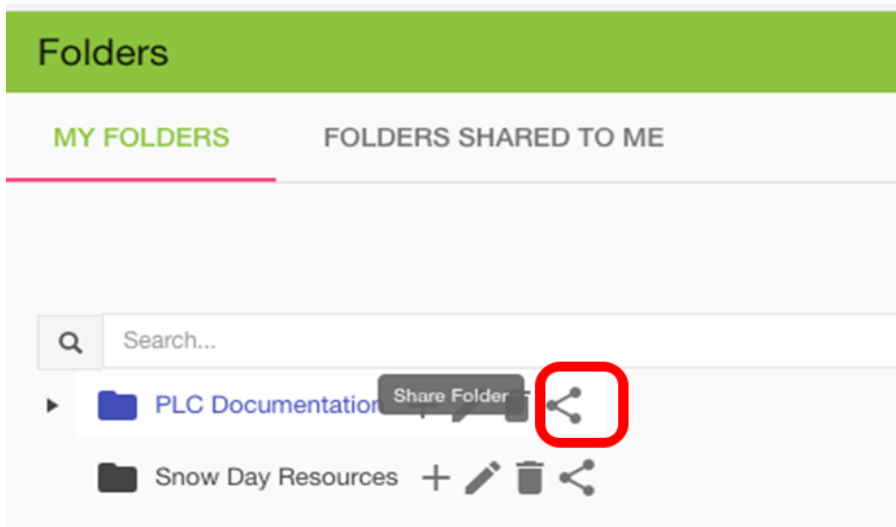
Editing Folders

- Select the pencil icon. Edit the information & click the blue 'Save Changes' Tab.

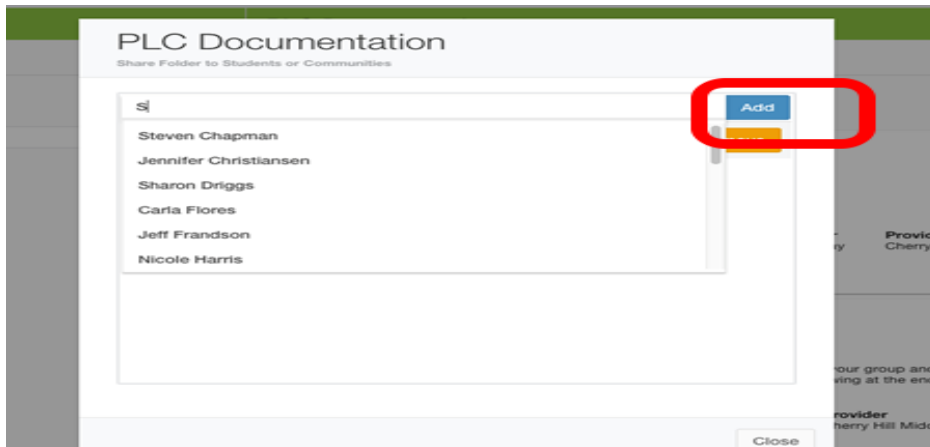


Sharing Folders

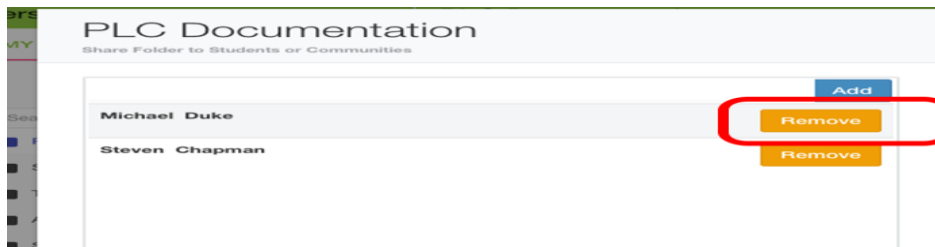
- Select the 'Share' icon.



- Add members to the folder using the search bar. Locate the name of the member you wish to have share the folder, then select the blue 'Add' tab.

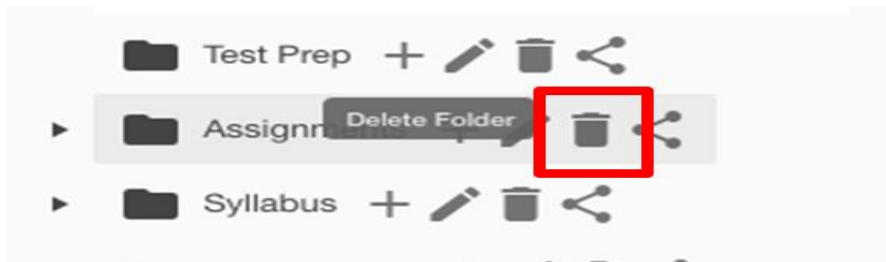


- ❑ Members can be removed from folders at any time by selecting the 'remove' tab in orange.



Delete Folders

- ❑ To delete a folder, select the 'trash can' icon.



- ❑ Click on the Menu button that appears to the right of the FocalPointK12 logo above your name/picture.
- ❑ Select the Assessment Tab on the left side of the page. Select 'Tests'.