

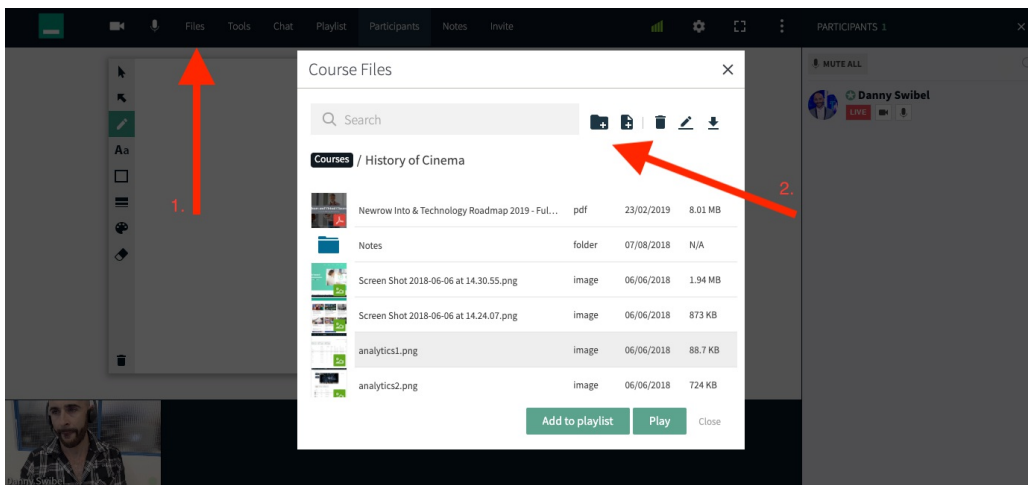
Organize & Find Your Files

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Create folders to keep your uploaded files or content organized. Then simply do a search to access those various files.

Create Folders

1. Go to **Files**
2. Click the *Add Folder* button.
3. Enter in a folder name.
4. Click **Save** to create the folder.
5. Upload files to the folder by clicking the *Add Files* button.



Local Search

Search for files in the current folder.

1. Go to **Files**
2. Click the *Search Field*.
3. Enter in the name of the file or folder you are looking for.
4. Select the result.

Global Search

Search for files throughout your entire Virtual Classroom.

1. Go to **Files**
2. Click the *Search Field*.
3. Select the checkbox corresponding to **Global Search**.
4. Enter in the name of the file or folder.
5. Select the result.

