

## Adding a folder in Edline

1. Select the class in the **My Classes** section of your Edline Home Page.
2. In the **Contents** section of your class page, click the **Edit** button.
3. At the top of the new page there is a drop down menu under the words "Select Type to Add" Select **Folder**. Then click the **Add** button, the **Create Folder** window will open.
4. Type a name for the folder in the **Folder Name** field. Add a **Folder Description** (This description is displayed when the mouse is placed over the item.)
5. Click the **Save & Return** button.

## Moving a document, folder, or group in Edline

**NOTE:** You cannot have more than one document with the same name at any one time. If you name all of your weekly reports with the same title you will need to rename the report before moving it. For example you could add a date at the end of the report name.

1. Navigate to the document(s), folder(s) or group(s) that you would like to move then click the **Edit** button.
2. Once you are on the appropriate list page for the item you wish to move, place a **check in the box** located to the left of the 'Edit' button of the **document(s), folder(s), or group(s)**.
3. With the box checked, click the **Move To** button located in the **Manage Selected Items** section at the bottom page. After you click the button, you will be sent to a page that displays the **Current Location** of your document(s), folder(s), or group(s), along with a **Tree View** that will allow you to choose the new location of the folder, group, or class where you wish to move the selected item.
4. **Select the folder, group, or class location** where you want to move the item.  
Click on the **plus (+) sign** to expand the 'tree view' to show all of your available folders, groups, and classes. The 'tree view' will allow you to view all locations available to you, so that you can select the proper move location.
5. Once you have located the correct folder, group, or class in the tree view, **left click on the name** (until it is highlighted), and then click the button that **reads "Move Selected Item(s)"**.
6. The item should now be located in the new folder, group, or class that you selected from the tree view.

**NOTE:** If the item you want to move has been multi-posted to different locations (i.e. all of your classes at once) and you wish to move all copies of the item, leave the box checked that reads "Move documents in all locations they are displayed". This will move all copies of the items to the same location within all of your classes.

If you do not want to move all copies of the document, folder, or group that you have multi-posted, and you only want to move the single copy that you have selected, uncheck the box that reads "Move documents in all locations they are displayed".