

## Viewing and Changing Permissions on ella Files

Every folder or file in an ella site has permissions set by default to allow that object to be seen only by members of that site. If you want to share a file with another site or with an external audience, you have to change permissions on the file. To change viewing permissions, you must first find the file/folder you want to change in the Resources area in your ella site then click on **“Edit Details”** which is located under **Actions** to the right of the file/folder name.

Title	Access	Created By	Modified
<input type="checkbox"/> 09.18 RIS Summer 09 Resources Add ▾ Upload Files Create Folders Add Web Links (URLs) Add Citation List Create HTML Page Create Text Document Actions ▾ Edit Details Reorder			
<input type="checkbox"/> Audacity Add ▾ Upload Files Create Folders Add Web Links (URLs) Add Citation List Create HTML Page Create Text Document Actions ▾ Copy Edit Details Reorder Move Remove Edit Folder Permissions	Entire site	Mary Stettner	Jun 3, 2009 9:24 am
<input type="checkbox"/> Ella Video Snap shots Add ▾ Upload Files Create Folders Add Web Links (URLs) Add Citation List Create HTML Page Create Text Document Actions ▾ Copy Edit Details Reorder Move Remove Edit Folder Permissions	Entire site	Felicia Cordeiro	Jun 12, 2009 10:27 am
<input type="checkbox"/> iMovie 9 Add ▾ Upload Files Create Folders Add Web Links (URLs) Add Citation List Create HTML Page Create Text Document Actions ▾ Copy Edit Details Move Remove Edit Folder Permissions	Entire site	Felicia Cordeiro	Jun 9, 2009 3:18 pm

Once you click on **“Edit Details”** the window will open to a screen where you can edit the details of the file/folder selected. To change the permissions, look under the section titled **“Availability and Access”** and click the radio button next to the choice **“this folder and its contents are publically viewable”**. Scroll to the bottom of the page and click **“Update”**, located in the bottom left corner, and your file will be useable in other sites and sharable to others by giving them the URL listed on this Details page.

MHC MOUNT HOLYOKE COLLEGE

ella electronic learning arena

Logout

MY WORKSPACE CDMSC 101 01 SP09 MATH 211 02 SP09 MATH 202 01 SP09 09.18 RIS SUMMER 09

more sites -

Home  
Schedule  
Resources  
Drop Box  
Wiki  
Site Info  
Help

users present:  
Felicia Cordeiro

RESOURCES

### Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with \*

\* Name

Description

#### Availability and Access

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

Folders and their contents can be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder

From

Date:    Time:

Until

Date:    Time:

Hide this folder and its contents

#### Folder Details

Created by Mary Stettner

Created Jun 3, 2009 9:24 am

Last changed by Mary Stettner

Last changed Jun 3, 2009 9:24 am

Web address (URL) <https://ella.mtholyoke.edu/access/content/group/ab69aa44-4139-4f71-b19f-a5d2360dff8/Audacity/>

Optional properties

Email Notification

If you change the permissions of a folder, it also changes the permissions of everything that is in that folder or added to the folder.