Creating a folder for files in Wiggio

How do I create a folder to organize shared files?

These instructions assume you are in Wiggio.

Steps

1. In the left-hand, Groups column locate the group where you wish to create a folder.
2. Click the name of the group.
3. Click the Folder tab.
4. (optional) If you wish to create a new folder inside an existing folder, click on that existing folder.
5. Click the "Create" button.
6. In the menu that opens, click "Folder".
7. In the "Create a Folder" window that opens:
   a. In the Name box, type a name for the folder.
   b. Click the "Create" button.

Video

https://www.youtube.com/watch?v=MAfNCFzQS9g

End-of-Life Warning

The D2L company will shut Wiggio down permanently before the end of February 2020.

If you have used Wiggio, please immediately:

- Export from Wiggio any materials you wish to keep.
- Adopt replacement tools: Zoom, Microsoft Teams, etc.