Creating Password Protected Folders in ARTstor

Step 1 *Creating the Folder*

- ➢ **LOGIN** to your Artstor account

- ➢ Click **SHARE** on the toolbar

  - ✓ Click **CREATE FOLDER**
    Assign a name to your folder using the following format as an example: FD107 Mammarella

  - ✓ Click **NEXT**

  - ✓ Click on the radio button: o **MAKE FOLDER PASSWORD PROTECTED**

  - ✓ Type in a **PASSWORD** of your choice ; then **CONFIRM PASSWORD**

  - ✓ Click **NEXT**

  - ✓ **CHOOSE PERMISSION LEVEL** you want the students to have

    - o Only me…(if you do not want the students to add or delete items to this folder highlight this radio button)
    - o Selected user(s) with password…(if you would like to allow editing you may select this radio button)

  - ✓ Click **NEXT**

  - ✓ Choose **YES** or **NO** to enable students work folders

  - ✓ Click **NEXT**

  - ✓ Click **FINISHED**

Step 2 *Adding Images to the Password Protected Folder*

- ➢ Once the **FOLDER** is created, go to the **IMAGE GROUP** you would like to place in the folder

- ✓ Click **ORGANIZE** on the toolbar

- ✓ **OPEN IMAGE GROUP (**If you have not created an image group at this point, you may search the ARTstor database and add images into the folder that way as well)

- ✓ **HIGHTLIGHT** the images (one click) that you would like to be put into the password protected folder (multiple images may be highlighted)

- ✓ **RIGHT CLICK** on one of the highlighted images

- ✓ Click on **SAVE SELECTED IMAGES TO**…, **NEW IMAGE GROUP**

- ✓ **HIGHTLIGHT** the password protected **FOLDER** that you have created and **NAME** the **IMAGE GROUP**

  - ▪ i.e, FD107 Methods & Material

- ✓ Click **SAVE**

- ✓ The image group in this folder is now accessible with password only

Step 3 *To Access the Images* Anybody you give the password to may now access the file by doing the following:

- ➢ **LOGIN** to your Artstor account (students create and log in to their own account)

- ➢ Click **FIND** on the toolbar

  - ✓ Click **UNLOCK PASSWORD PROTECTED FOLDER**

  - ✓ Type **FIRST & LAST NAME**

  - ✓ Enter **PASSWORD**

  - ✓ Click **SUBMIT**

  - ✓ Artstor will confirm that the user does have access if the password is correct

➢ Click **ORGANIZE** on the toolbar

    ✓ Click **OPEN IMAGE GROUP**

    ✓ Click on **FOLDER** ; then click on subsequent **IMAGE GROUP**

Step 4 *Assessment* (Through managing the folder you may check to see who has actually done the assignment)

➢ **LOGIN** to your Artstor account

➢ Click **SHARE** on the toolbar

    ✓ Click **MANAGE FOLDERS**

    ✓ Click **MY STUDENTS** tab