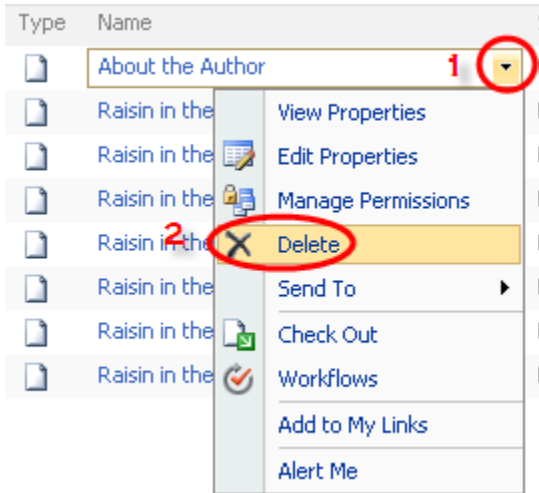


Frequently Asked Questions about the UDL Share Space

How do I delete something I uploaded to the UDL Share Space?



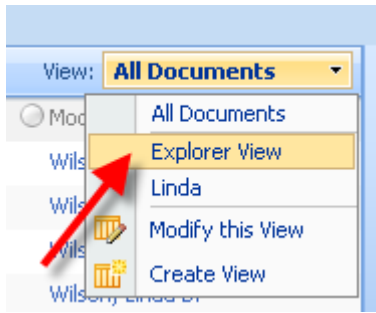
How do I upload more than one file at a time?

1. Go to the folder where you want to upload several files
2. Click the arrow next to the Upload command, then choose Upload Multiple Documents from the drop down menu



How do I move things from one folder to another?

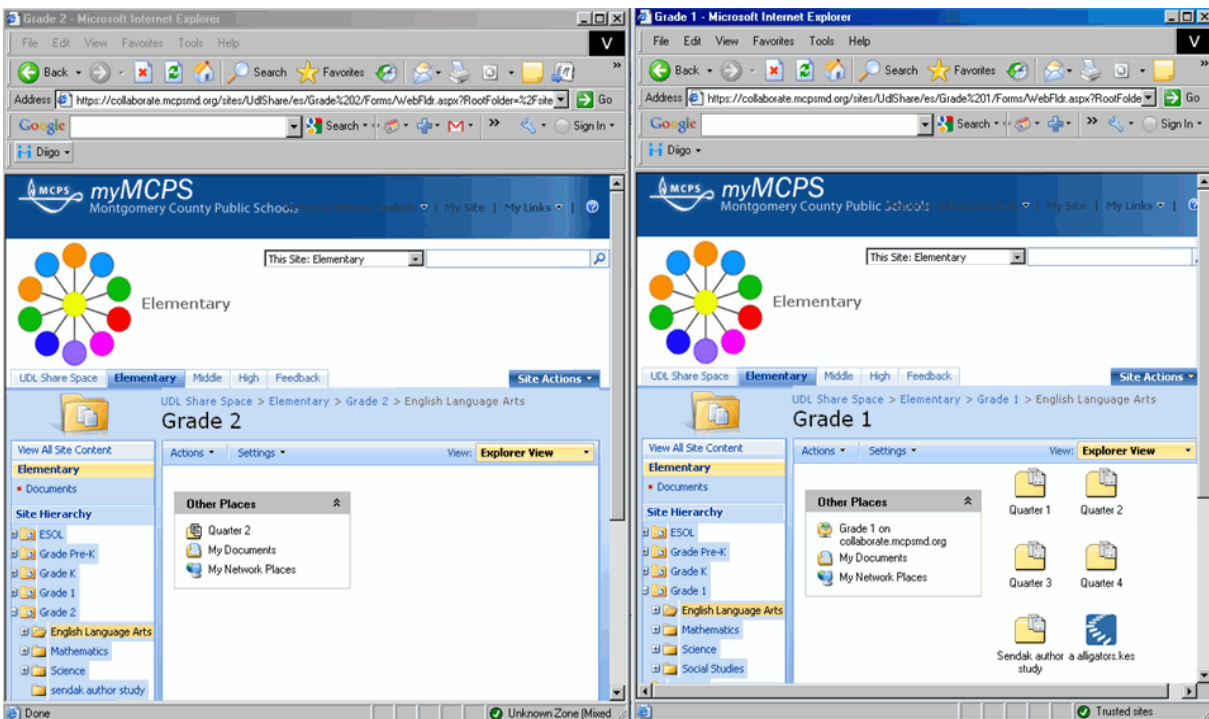
1. Start at a grade level or subject level folder.
2. Switch to **Explorer View**



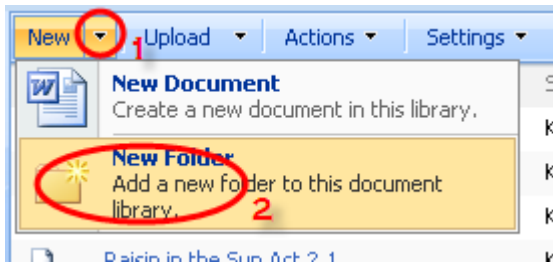
3. Navigate to the sub folder you need
4. You can now drag and drop

If the folder you need to drop into is not visible, then

1. Open another instance of Internet Explorer and go to the UDL Share Space and again.
2. Go to **Explorer View** as you did above.
3. Navigate to the folder you need to drop into.
4. Drag and drop between windows.



How do I create a new folder?



How do I know when something has been added to a folder I am interested in?

Go to the folder you want to monitor and choose "Alert Me" from the Actions menu.

