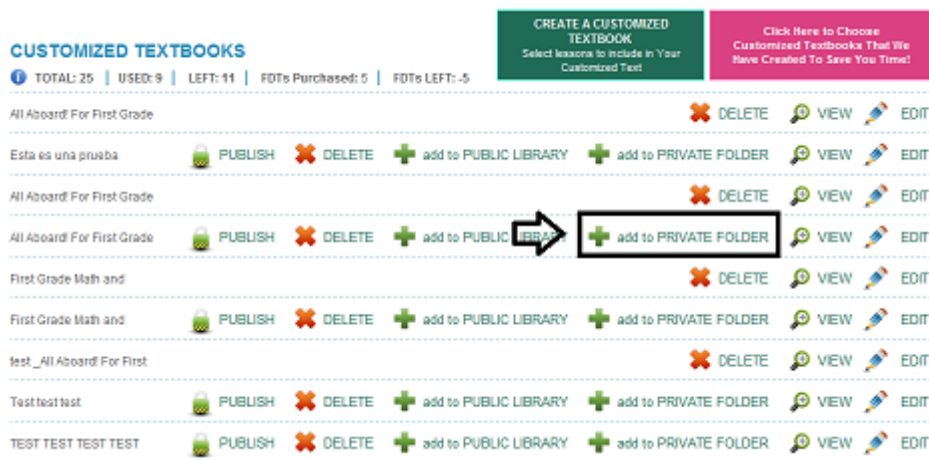


To Create and share private folders so you and other teachers may collaborate on creating customized textbooks:

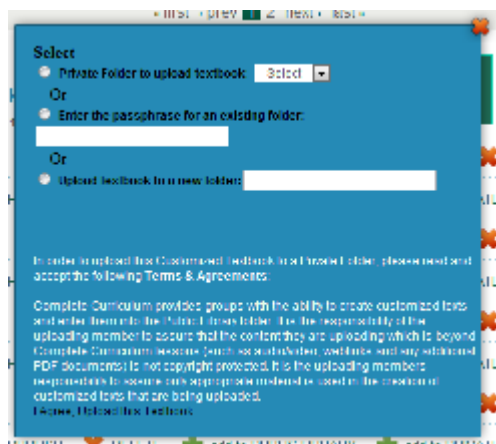
1. Logged in as a member, go to the Customized Textbooks section of the My E-Shelf and click the "Add to PRIVATE FOLDER" option for the textbook that you want to upload.



2. A popup will show up where you will be able to:

- Upload the text to an existing private folder
- Upload the text to an existing private folder using a password
- Upload the text to a new private folder

Using option c, you will create a new folder and the auto-generated password for that folder will be sent via email to you.



You can distribute the password that you have received amongst the people that you want to give access to your private folder.

3. To access the private folder, go to the public library, and on the Private Folder section enter the password:



4. Once you enter the password, the page will reload. Scrolling down to the Private Folder textbooks section, you will be all the textbooks in that private folder. You will be able to add the textbook to your e-shelf using the "Add to my bookshelf" option. If you own the private folder, you will be able to remove the textbook using the "Remove from private folder" option.

