SharePoint Online 'Examining' Sites Managing Folders in a SPO Site

Contents

SharePoint Online (SPO) 'Examining' Sites
Managing Folders in a SPO Site

This quick reference guide includes sections from the 'SPO Examining Sites Administrator Guide' and outlines how to manage folders within a SharePoint Online site.

This quick reference guide covers the following help topics:

- How do I create folders within examining sites?
- How do I rename a folder?
- How do I copy (duplicate) one or more folders?
- How do I move (relocate) one or more folders?
- How do I delete one or more folders?

For details about managing folder permissions, see the 'Managing User Access to Folders' quick reference guide or the full 'SPO Examining Sites Administrator Guide'.

For an overview of what SPO examining sites are and what they include see the 'SPO Examining Sites - Getting Started Guide' or the full 'SPO Examining Sites Administrator Guide'.

If you prefer to see all guidance in one document, see the '**SPO Examining Sites Administrator Guide**' which contains full details of how to set-up, manage and maintain all of the aspects of your SPO examining site(s).

Getting Support

If you need advice and support in relation to SPO 'examining' sites during MT21 then please contact the e-Assessments project team on: e-assessmentproject@it.ox.ac.uk.

The project team will be providing 'early life support' during MT21 after which ongoing support arrangements will be confirmed and communicated.

SPO Examining Sites – Managing Folders

Introduction to Managing Folders in SharePoint Online Sites

It is straightforward to **create**, **rename**, and **delete** folders within any section of an examining site and to apply specific permissions to those folders where appropriate.

You are free to add folders in whatever structure is appropriate for your department within an examining site.

It is also possible to **copy** and **move** folders where required – this is a helpful way of relocating or duplicating folders (and any documents within them) without having to manually create new folders and re-upload documents:

- **MOVING** folders **relocates** the folders (and the content within them) to another location so that they are no longer in their original location
    - This feature may be useful to move mark sheets, for example, from the Markers Workspace to an Exam Board Workspace once marking has been completed

- **COPYING** folders **duplicates** them so that the original folders stay in the original location and a copy of the folders (and the content within them) is created in another location within the same or another site
    - This feature may be useful to replicate the folder structure you require within the exam board sections of a site, for example

NOTE: if you move or copy folders that have unique (restricted) permissions, or that individuals have been given direct access to, you should double check whether the unique permissions and individuals who have been given direct access have been retained once the folder has been copied or moved.

For more information about managing folder permissions see the 'Managing User Access to Folders' quick reference guide or the full 'SPO Examining Sites Administrator Guide'.

Who can 'Manage' Folders in a SharePoint Examining Site?

As an administrator with 'Full Control' you are able to manage (i.e. create, rename, delete and copy/move) folders throughout the site. You can also **share** folders.

Users are not able to 'manage' folders in sections or folders they only have 'Read' access to.

Users with 'Contribute' access to a section or folder within any SharePoint site can create, rename, delete, move and copy folders and documents within the sections and folders they have 'Contribute' access to. However, users with 'Contribute' access **cannot share** folders with anyone else.

The same details and rules outlined above apply to **documents/files** within SharePoint sites also.

**How do I CREATE folders within examining sites?**

You are free to add folders in whatever structure is appropriate for your department within an examining site.

For example, it is assumed that within an 'exam board' section of an examining site that you may want folders including the following (along with any others that are required):
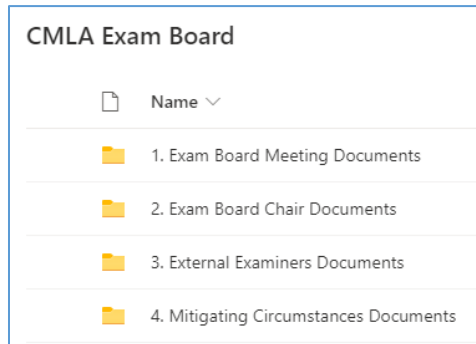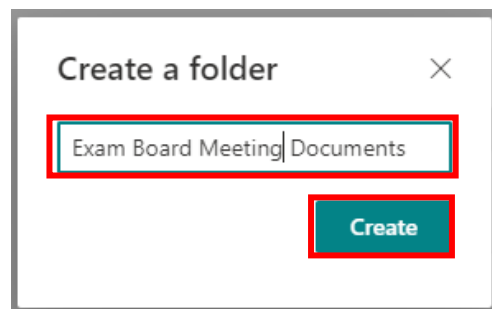

To create a folder within any section or existing folder within an examining site:

1. Navigate to the section or existing folder within which you want to create a folder

2. Click on the 'New' button in the top left hand side of the view and select 'Folder'
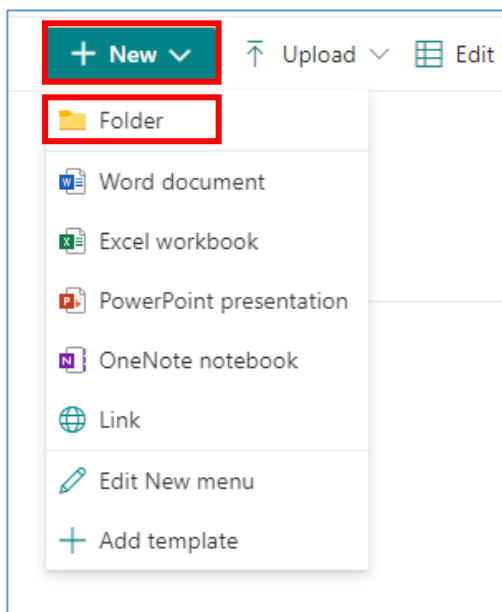
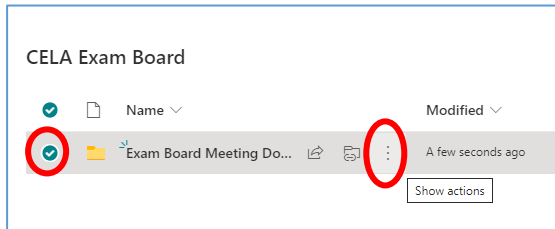3. Enter a folder name in 'Create a folder' window and click 'Create'

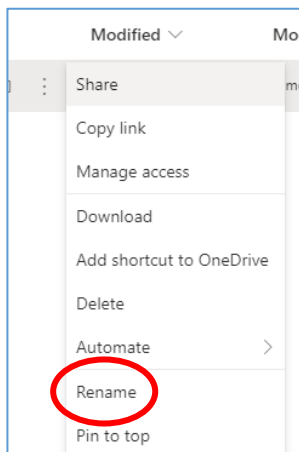The folder will be visible in the view in which you've created it
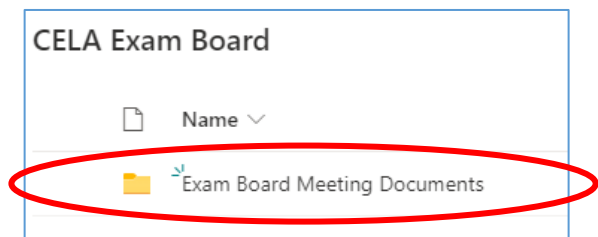
How do I RENAME a folder?
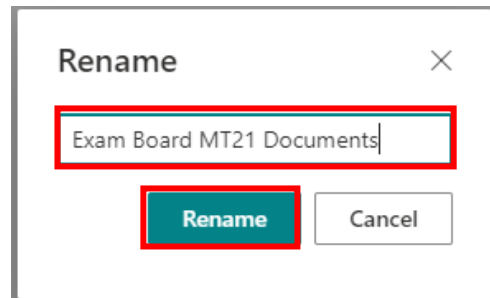
To rename a folder:

1. Select the folder you want to rename by ticking the tick box on the left hand side of the folder

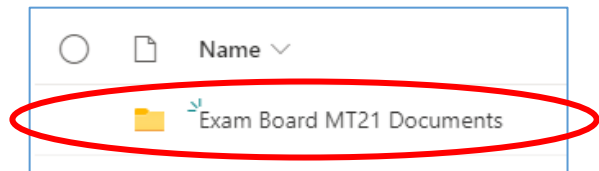2. Then click on the three-dot 'Show actions' menu for the folder

3. Select 'Rename' from the list of actions displayed

4. Rename the folder in the 'Rename' window and click 'Rename'

5. The folder name will now have been updated with the revised name

**How do I COPY (duplicate) one or more folders?**

Within SharePoint Online it is possible to copy (duplicate) one or more folders (and the documents within them) to another location either within the same site or to another site if appropriate.

Copying folders **duplicates** them so that the original folders stay in the original location and a copy of the folders is created in another location within the same or another site. Note that when you copy folders the **documents within them are copied also**.

This feature may be used to replicate the folder structure within the exam board sections of a site, for example.

To copy (duplicate) one or more folders (and any content within them):

1. Select the folder(s) that you want to copy by ticking the tick box on the left hand side of the folder(s) you wish to copy (see screenshot below)

2. Click on 'Copy to' option above the folders in the page of the site you are in
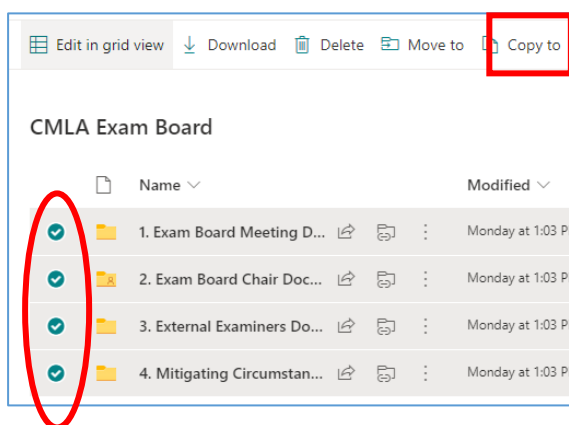

A list of sites will be provided in the 'Places' window that opens on the right hand side of the screen – with the site you are in at the top of the 'Nexus 365' list:
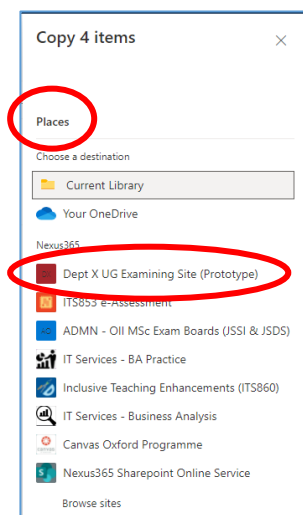

3. Navigate to the place where you want to copy the folders to – either another area within the site the folders are already in or another site altogether

If the site you want to copy the folders to is not in the list click on 'Browse sites' at the bottom of the window and select the relevant site from the list that's displayed

4. Once you have selected the location where you want to copy the folders to, click 'Copy here'
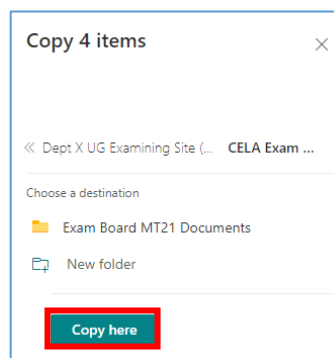
5. The folders and the documents within them will be copied to the selected location and a message will be displayed in the location from which the folders are being copied once that has been completed
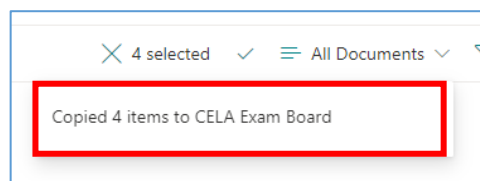
*To move one or more **documents** within a folder (instead of a folder) repeat the same steps but select the documents you wish to move in step 1 above.*

How do I MOVE (relocate) one or more folders?

Within SharePoint Online it is possible to move one or more folders to another location within the same examining site or another SharePoint site if appropriate.

Moving folders **relocates** the folders to another location so that they are no longer in their original location. If you want to create a duplicate copy of the folders (and documents within them) and leave the original folders in the original location – see 'How do I COPY one or more folders'.

To move (relocate) one or more folders (and any content within them):

1. Select the folder(s) that you want to move by ticking the tick box on the left hand side of the folder(s) you wish to move (see screenshot below)

2. Click on 'Move to' option above the folders in the page of the site you are in
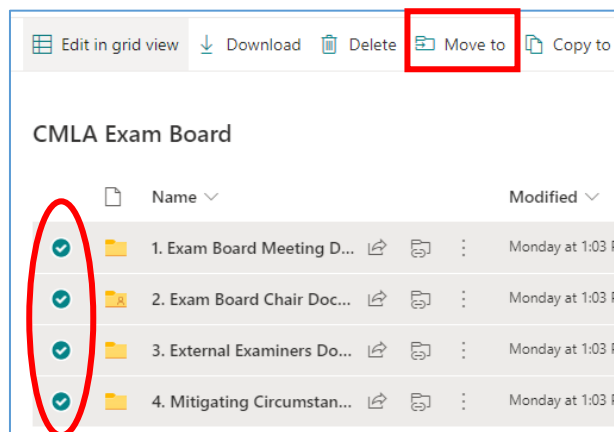
NOTE: if you move or copy folders that have unique (restricted) permissions, or that individuals have been given direct access to, double check whether the unique permissions and individuals who have been given direct access have been retained once the folder has been copied or moved.
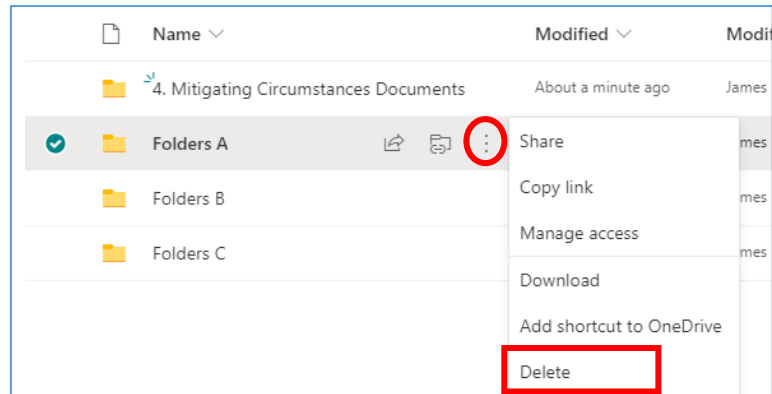
For more information about managing folder permissions see the 'Managing User Access to Folders' quick reference guide or the full 'SPO Examining Sites Administrator Guide'.

How do I DELETE one or more folders?

To delete a folder:

1. Navigate to the folder you want to delete

2. Then click on the three-dot '**Show actions**' menu for the folder and select the '**Delete**' option

To delete multiple folders at once:

1. Select the folders that you want to delete by ticking the tick box on the left hand side of the folders

2. Click on the '**Delete**' option above the folders
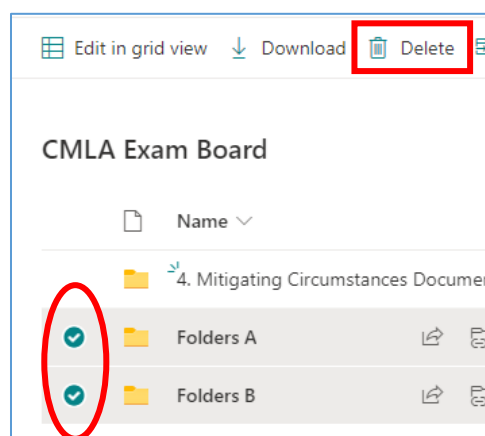
Deleting & Restoring Items and Using the Recycle Bin

Within a SPO site it is possible to delete:
- Sections of a site including all of their contents
- Folders including all of their contents
- Individual files and documents

The Recycle Bin

Please note the following details regarding items in SPO sites that are deleted:

- Items that are deleted are sent to the recycle bin
- Items are retained for 93 days from the time they are deleted and can be restored in that time
- Any SPO user can delete items that they have deleted that are in the recycle bin
- Items deleted from the recycle bin are sent to the 'Second-stage recycle bin' (which is accessible to department administrators)
- If something is deleted from the recycle bin it will be in the second-stage recycle bin for the remainder of the 93 days (from the point of its original deletion) and it can be restored by department administrators in that time
- After 93 days deleted items can no longer be restored by any Oxford users but they can be restored by Microsoft Support if requested within 14 days (contact Oxford's SPO support team if that is required)
- If items, such as folders, that are deleted have unique permissions (e.g. they have been restricted to specific users) the unique permissions are restored when the folders are restored (but you should check this once the item has been restored)
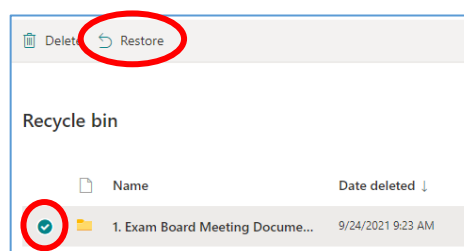
How do I restore a deleted item?

To restore a deleted item:

1. Navigate to the Recycle bin (see the link at the bottom of the LH site menu)
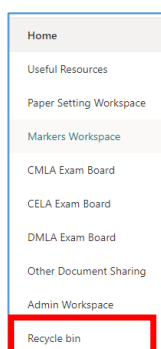
2. Select the item to restore and click 'Restore'

Note that if items, such as folders, that are deleted have unique permissions (e.g. they have been restricted to specific users) the unique permissions are restored when the folders are restored (but you should check this once the item has been restored).