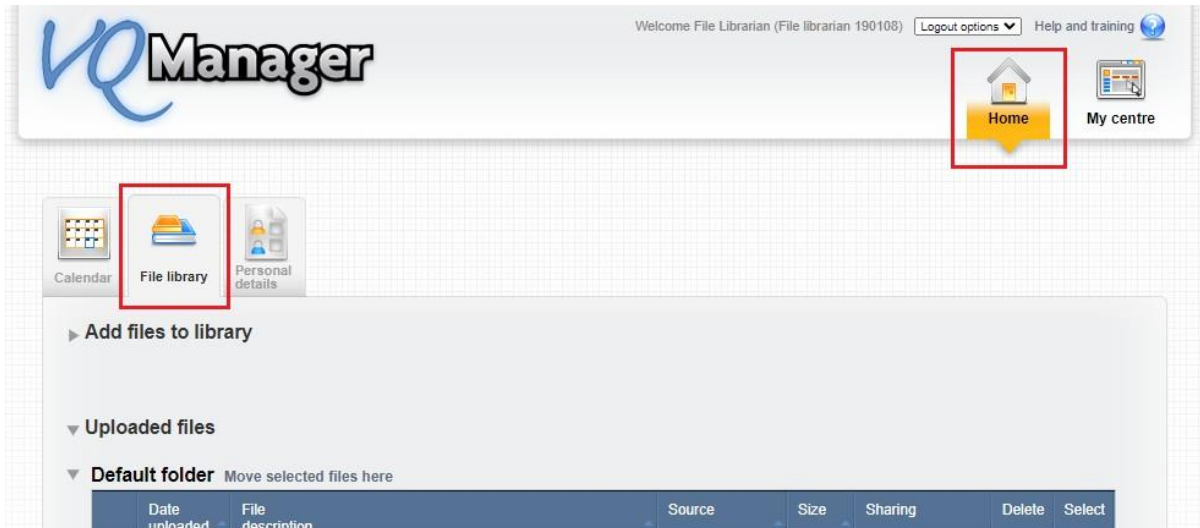# Uploading and sharing files

Upload your files

Log in as File Librarian, and click on the File Library tab.

If you are not sure of your File Librarian log in, please contact SkillWise.

Click on 'Add files to library' to open the section. Click on 'Choose file' and select your files. You can choose up to 8 files at a time to upload.

Click on 'Upload files'. Uploading large files may take a moment.
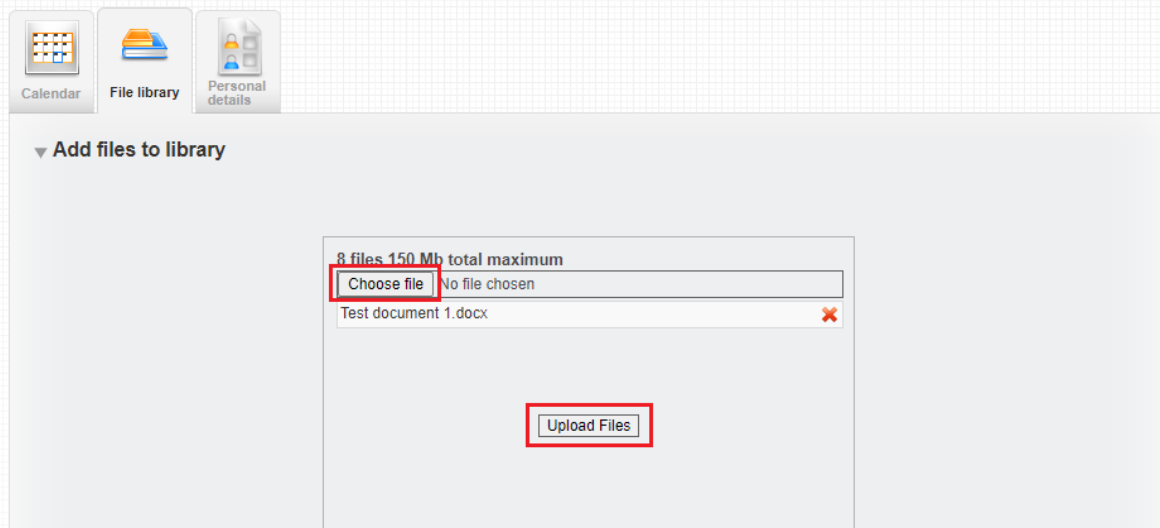
Uploaded files will appear in the Default folder.

After upload, you can edit the File description to suit your needs.

Sorting files into folders

If you wish, you can sort files into folders for ease of reference.

Important – if you want your users to see the files in the folder you've created, you need to sort the files into the folder **first**, and share them afterwards.
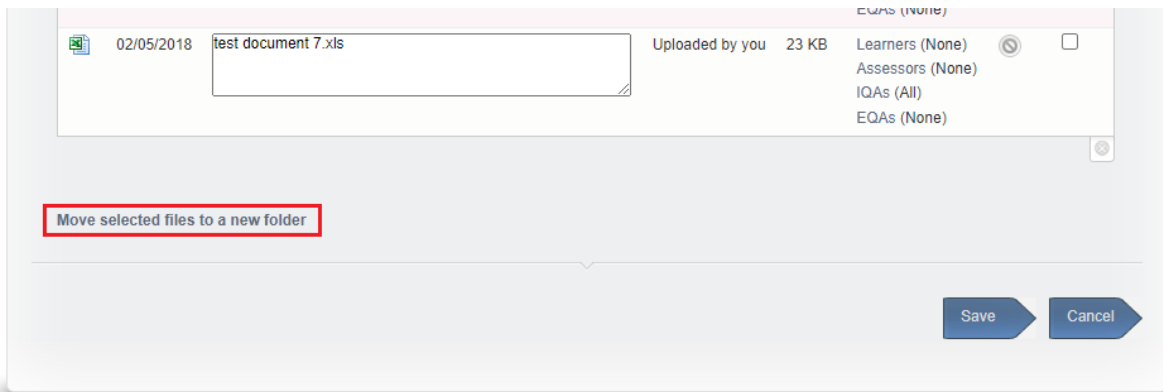
If you share a file, and then move it to another folder, this move will **not** show for your existing users.

Select the file(s) you want to move out of the default folder by ticking the box on the right of the file record.
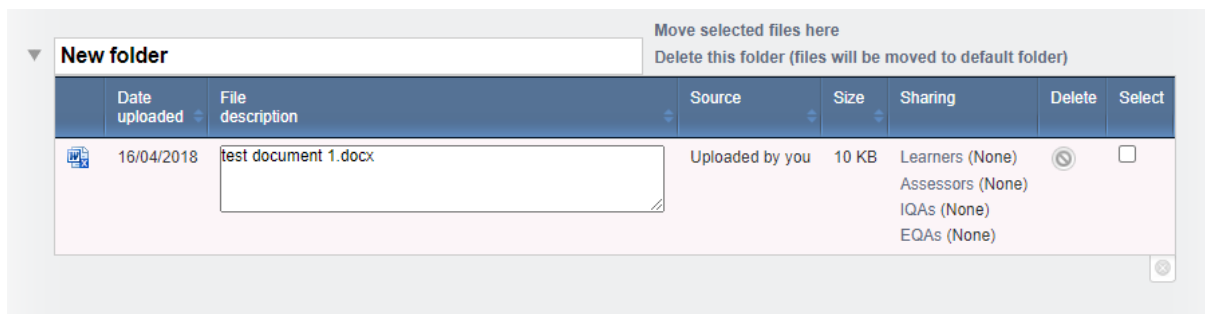

Placing files in a new folder

To move uploaded files to a new folder, click on 'Move selected files to a new folder' at the bottom of the page.
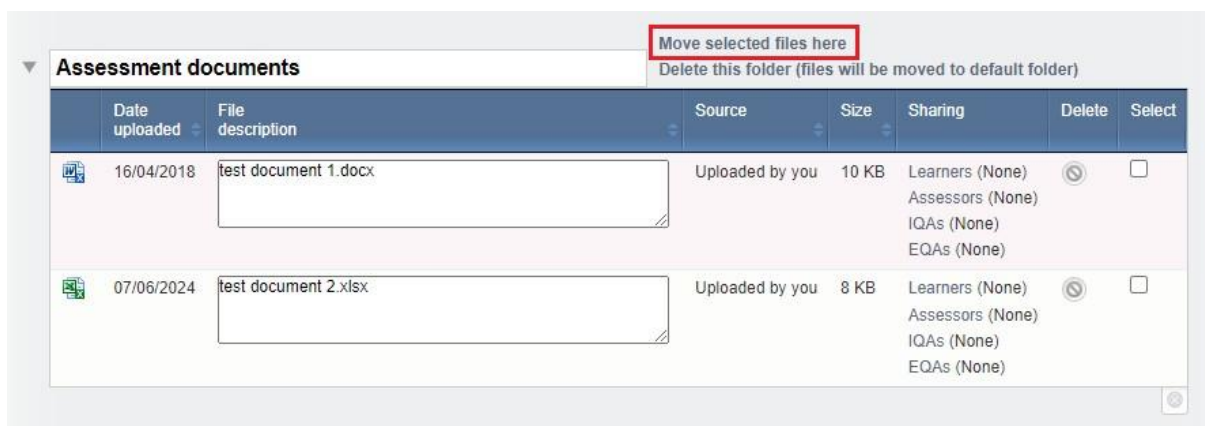
The page will re-load, and show your selected file(s) in a folder called 'New folder'.

Click on the folder name to change it to whatever you'd like.

Placing files in an existing folder

To move a file into an already existing folder, select it using the tick box as above. Scroll down to your chosen folder, and click 'Move selected files here'.


The page will re-load, and show your selected file(s) in the folder you chose.

You can move files in and out of, and between, any folders you have created, and in and out of the default folder.

Sharing files with other users

To share a file with other users, click on the user type to the right of the file record. You can share a file with multiple user types, but need to repeat the process for each role.
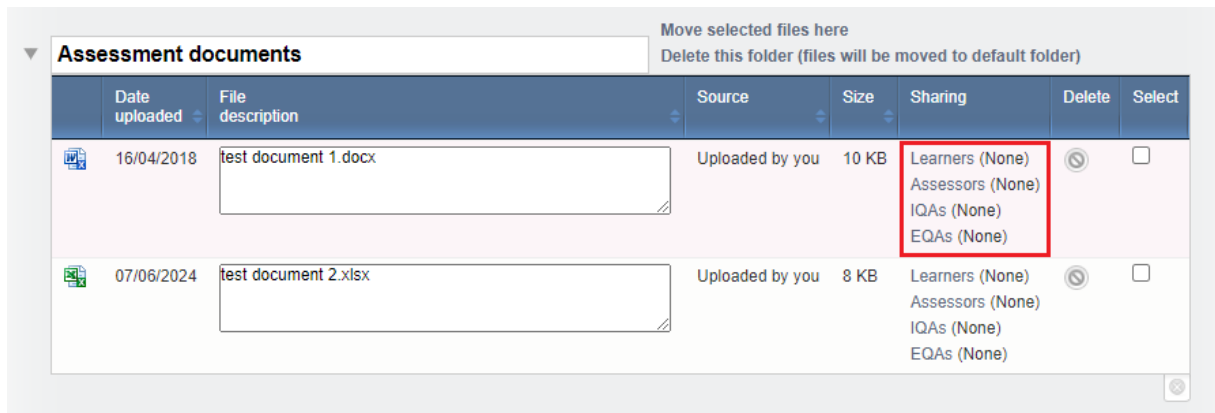
A new window will open.

'Share in folder' is automatically selected. You can un-tick this if you prefer, and the file will show for your users in the Default folder.

You can tick the box at the top to share the file with all users of the selected type, e.g. assessors. If you choose this option, the file will automatically be shared with any new users in that role that you set up in the future.
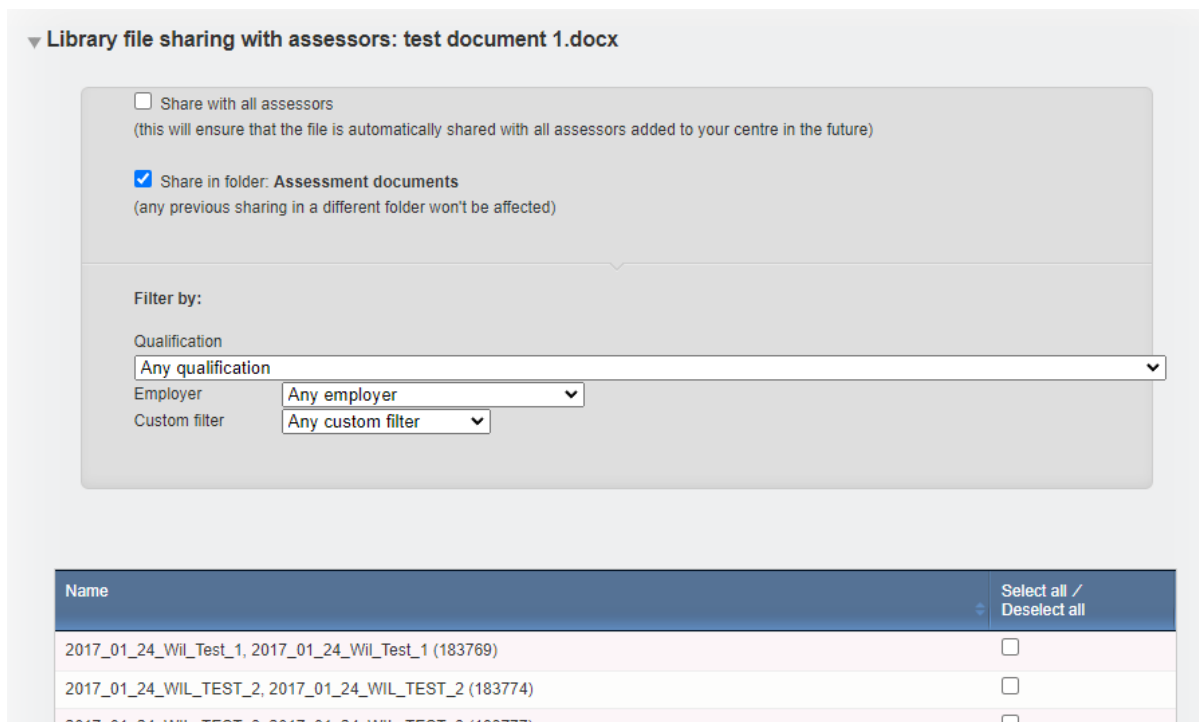
Alternatively, you can select specific users to share the file with. You can use the dropdowns to filter the user list, to help you find the relevant users to share the file with.

Select the options you want, and click 'Save' at the bottom of the page.

Deleting files

You can delete files you are finished with. If that file is shared with other users, it will be removed from their view as well.

Alternatively, you can un-share the file, and move it to an archive folder, if you don't want to delete it altogether.