

## File Sharing

Students can exchange files between group members if the instructor has granted access to this tool.

1. Find your group name under **My Groups**.
2. Click your **group name** for more options. Click **File Exchange**.
3. Click **Add File** on the action bar.
4. Under **Name**, enter the name of the file that you wish to exchange. Click **Browse My Computer** to find the file.
5. Click **Submit**.