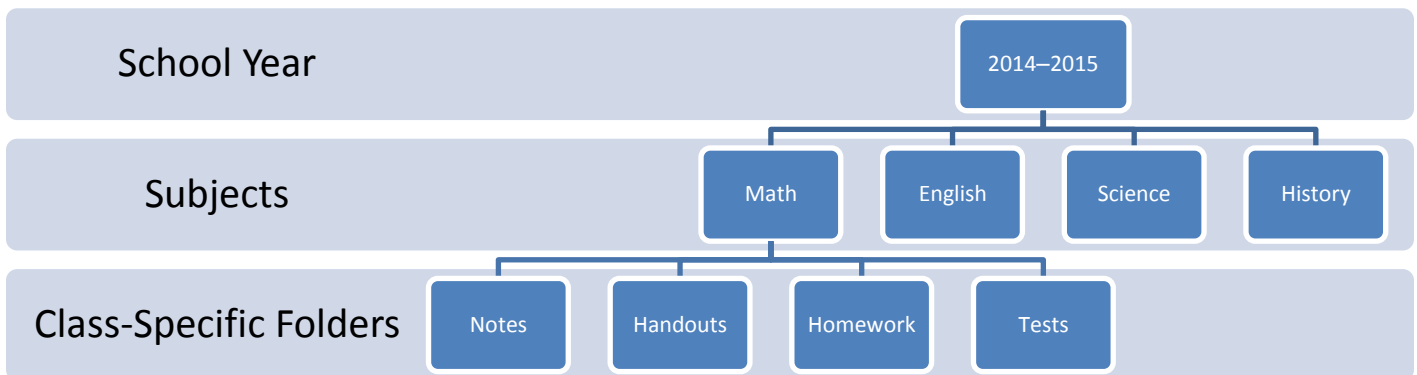


eBinder Sample Folder Structures

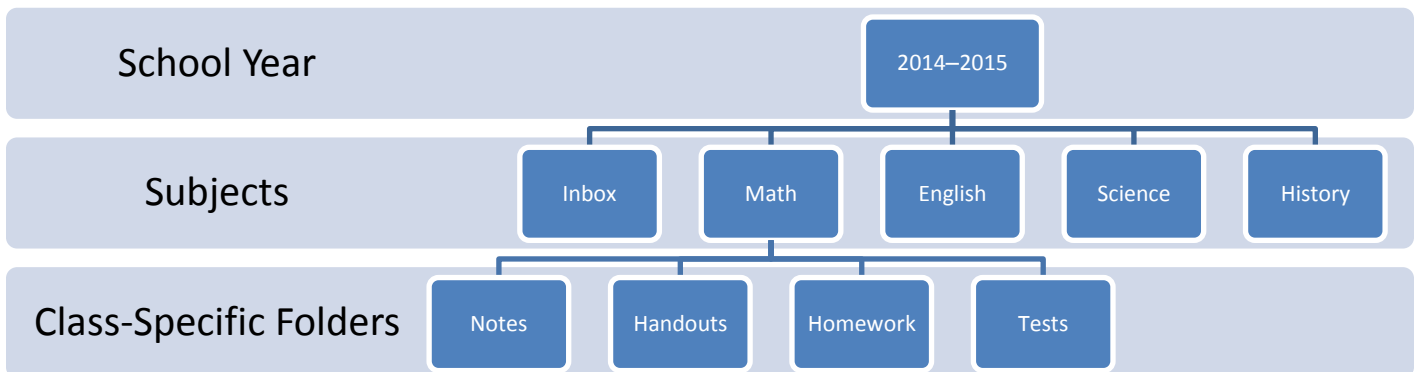
1. Traditional:

Create one folder for the school year. Within that folder, make additional folders for each subject. Within each subject folder, make folders for important items, like notes, class handouts, assessments, etc. The example below only shows the class-specific folders for Math. In reality, each subject folder would contain class-specific folders.



2. The Inbox:

This folder structure has the same organization as the Traditional model, except an Inbox folder is included at the subject level. Students would use this folder to quickly save files, and then go back later and move them into the appropriate folder.



3. Shared:

This folder structure is all about making file sharing easy for teachers. Each subject folder contains a shared folder that is created by the teacher, who then shares it with every student in a class period. Students typically don't have permission to add or remove files from this folder. Instead, students copy files from the shared folder into their own eBinder. For this method to work, teachers and students need to be using a common cloud storage service that supports sharing folders between multiple users.

