

# How to Use the File Cabinet

The Raz-Plus File Cabinet allows you to collect, organize, and save your favorite resources. Share folders with your colleagues on the same managed license to make collaboration a breeze.

To access the File Cabinet, log in to [www.raz-plus.com](http://www.raz-plus.com) with your Learning A-Z username and password and select *File Cabinet*.

## 1 My Files

The *My Files* section of the File Cabinet contains your saved resources. Only you have access and visibility to these files. You can organize them in folders and sub-folders to best suit your needs.

## 2 Shared Files

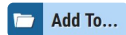

The *Shared Files* section of the File Cabinet contains the resources that your colleagues on the same managed license have shared. Files are organized first by school, then by teacher, and finally by resource folders. School folders only appear when at least one teacher at the school has shared a file cabinet folder. Teachers who have shared at least one file will appear under the school folder.

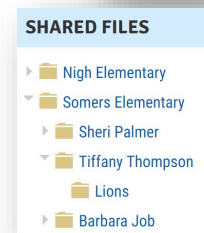
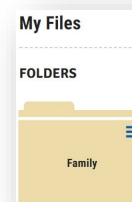
## 3 Create File Cabinet Folders

1. Select the *File Cabinet* tab
2. Click *My Files*
3. Choose *New Folder* from the top right, or select an existing folder and then choose *New Folder* to create a sub-folder
4. Label folders to create a system that will make it easy for you to find resources you love



**Quick Tip:** Organize your folders by standard, comprehension skill, content unit or reading group! It is a great way to keep your resources close at hand.

## 4 Organize Resources into Files

1. Navigate to resources from the *Resources* menu, *Standards and Correlations*, or use the *Search Resources* box
2. Save resources into the folders you created by selecting the Add To button 
3. Choose the appropriate folder from the drop-down menu or create a new folder
4. Navigate to additional resources and click Add  to include them in the same File Cabinet folder
5. Click *Save & Close* to save all the resources to the File Cabinet folder




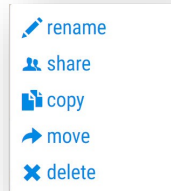
## 5 Assign File Cabinet Folders



1. Select *File Cabinet* at the top of the page
2. Select a folder to assign from the *My Files* section
3. Click *Assign Resources* 
4. Choose the Activities for the assignment. Leveled Books have Listen and Read options. Once you select at least one of the two options you can add an optional quiz.
5. Choose individual students, *All Students* or a group of students if you have created groups in your roster. To select multiple groups, first select one group then select the individual students from the other group(s). 
6. Click *Assign e-Resources*

Your students will see their assignment in the *My Assignment* area of the Reading planet.




## 6 Manage File Cabinet Folders

1. Select *File Cabinet* at the top of the page
2. Choose a folder to manage from the *My Files* section
3. Click the icon with horizontal lines 
4. Choose from one of the available options: rename, sharing/stop sharing, copy, move or delete
5. Complete the tasks as appropriate




**Quick Tip:**  indicates the folder has been shared.  indicates the resources have been assigned to students. All the resources within a folder must be unassigned before the folder can be deleted.

## 7 Share File Cabinet Folders

1. Select *File Cabinet* at the top of the page
2. Choose a folder to share from the *My Files* section
3. Click the icon with horizontal lines 
4. Select *share*  *share*
5. Once shared, the folder will display 

**Quick Tip:** Shared files are available to all the teachers on the managed license who have Raz-Plus access.

## 8 Copying Shared Folders into My Files

1. Select *File Cabinet* at the top of the page
2. Choose Shared Files
3. Select a school folder
4. Select a teacher folder
5. Click the *copy* icon  in the upper right of the appropriate folder

**Quick Tip:** Copy specific resources by first selecting a shared folder and then the individual resources copy icon. 