

# Canvas Managing your Files

## Table of Contents

- [Overview](#)
- [User Files](#)
- [Group Files](#)
- [Moving & Organizing Files](#)
- [Moving All Files](#)
- [Viewing and Downloading ePortfolios](#)
- [Additional Resources](#)

## Overview

This page will describe the differences between user files and group files. Though very similar, these are different in to whom they are accessible to. Below we will show where to find these files as well as the differences between them. Lastly, we will be describing the different methods for moving files for better organization.

## User Files

User files are those files that belong to the student only. You are the only one who is able to view your own files.

For user file access:

1. Click on "Account" (This has your SPU ID picture on it as an icon)
2. Click on the "Files" link

Learn how to **view and download all your files**.

## Group Files

Group files are those files that are shared with a group. All group members have access to these files as well as permissions to delete, move, and unpublish such files.

To access these files:

1. Click on "Groups" from your personal navigation pane on the left.
2. Select the group.
3. Click on the "Files" tab from the group selected.



### All My Files Link

Note: The "All My Files" link towards the bottom right corner of the group files screen takes you back to your own personal files.

## Moving & Organizing Files

### Method 1:

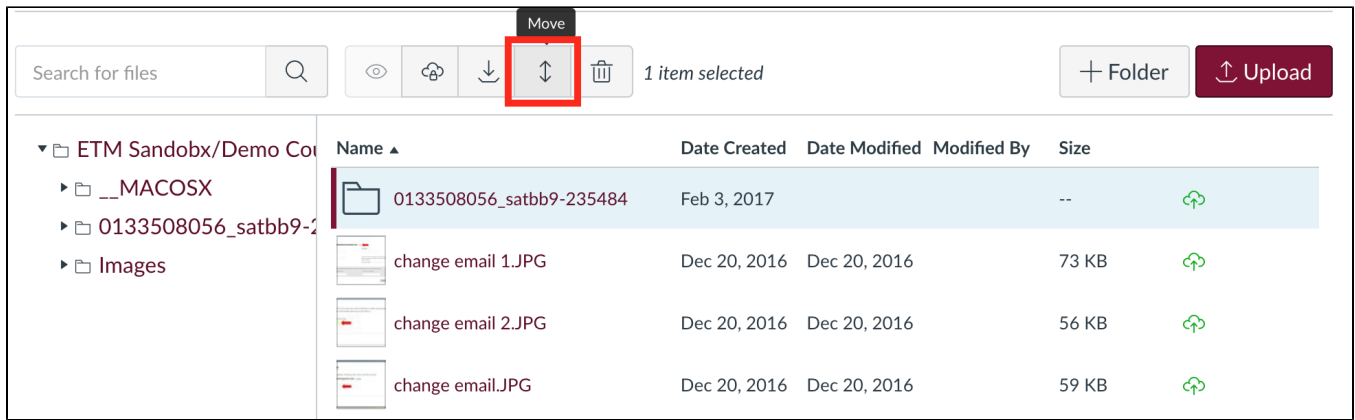
- Click on the file.



### Click Location

Do not click on the hyperlinked file title, but in the space around it, as you want to select the file and no open it.

- Click the double arrow located at the top of the screen.



- Select the location desired on the pop-up screen.
- Click the "Move" button towards the bottom left corner of the pop-up screen.

### Method 2:

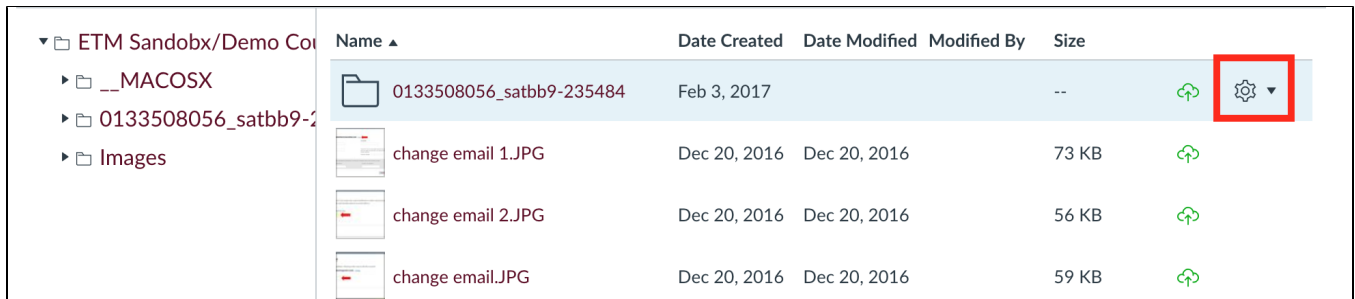
- Click on the file's settings icon (located at the end of the file name)



#### Settings Icon Appearance

Note: Students will need to move cursor over the empty space at the end of the row of the file's information in order to make the settings icon appear.

To get the down-bar to appear, click on this icon.



- Click the "Move" option from the down-bar.
- Select the location desired on the pop-up screen.
- Click the "Move" button towards the bottom left corner of the pop-up screen.

### Method 3:

- Drag the file into the desired location.

## Moving All Files

<b>Windows</b>	<ol style="list-style-type: none"> <li>1. Control key</li> <li>2. "A" key</li> <li>3. Follow methods 1 or 3 from the "Moving &amp; Organizing Files" section.</li> </ol>
<b>Mac</b>	<ol style="list-style-type: none"> <li>1. Command key</li> <li>2. "A" key</li> <li>3. Follow methods 1 or 3 from the "Moving &amp; Organizing Files" section.</li> </ol>



#### De-Selecting Files

Click on a single file to de-select all other files.

## Viewing and Downloading ePortfolios

You may also organize your Canvas files in ePortfolios. This option allows you to upload additional files, create portfolios, and share them with others. Learn [how to use the Canvas ePortfolio](#).

### Additional Resources

---

- [Canvas Calendar](#)
- [Canvas Communication](#)
- [Canvas Customize Settings](#)
- [Canvas ePortfolio](#)
- [Canvas Managing your Files](#)
- [Canvas Missing Course Content](#)
- [Canvas Mobile App](#)
- [Canvas No Course on Dashboard](#)
- [Canvas Peer Reviews for Students](#)
- [Canvas Profile Pictures](#)
- [Canvas Student Dashboard Overview](#)
- [Canvas Trouble Submitting Assignments](#)
- [Canvas View and Download Submissions](#)
- [Logging into Canvas](#)
- [Print a Canvas Course Syllabus to PDF](#)