

WD Learning: Manage Media in Drive

The LMS team strongly recommends using Workday Drive in place of a UVA internal server, drive, or folder. This ensures that the learning administrator and LMS team will be able to access the current, correct media in case of server issues or if the creator is unavailable.

Access to Drive is not automatically granted when someone is assigned a security role; however, anyone can request access to Drive by contacting UVA Human Resources. To do so, contact AskHR@virginia.edu.

Drive functions similar to Box or Dropbox. Users can upload single or multiple digital files to Drive. It is recommended that multiple files be uploaded at one time vs. uploading digital content as each lesson is created. The versatility of Drive allows those with access to easily locate, use or download media files, eliminating the need to store media files on UVA servers.

When in Drive, note the User Guide link on the bottom left of the screen.

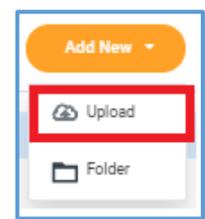
Tasks

- [Add Content to Drive](#)
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Add Content to Drive

Once a file is loaded to Drive, you can rename it, move it to a different location within Drive, or make a copy of the file. You can also download the file, so it is not necessary to retain a copy on a UVA drive.

1. From the homepage, click on your photo icon  and select  Drive from the menu.
2. There are two ways to add a file.
 - a. Click the **Add New** button at the upper left of the screen.
 - b. Drag a file to the **Drop Files** area at the left lower of the screen. This is recommended for uploading multiple files.



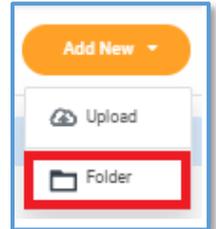
Screen shot 1:
Add New button

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Create a Folder Hierarchy and Move Files

It is easier to manage large numbers of files when folders are created, and files can be grouped accordingly. You will have the ability to share files or folders.

1. From the homepage, click on your photo icon  and select  Drive from the menu.
2. Click the **Add New** button at the upper left of the screen.
3. Select **Folder**.
4. Title the **Folder**.
5. Click on the file to be moved. The Drive toolbar appears at the upper right of the screen.



Screen shot 2: Add New folder



Screen shot 3: Move File button

6. Select the Move icon .
7. A list of all folders in your Drive account appear. Select the destination folder for the file.
8. Click the **Move Here** button. If you have shared the folder/file and set view/edit privileges, the parameters will migrate with the file.

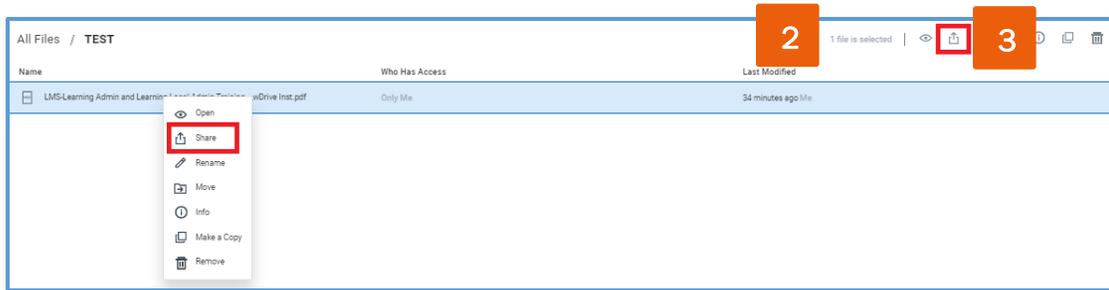
Share Files and Set Sharing Privileges

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Only LLAs and LAs can share files. A downloadable explanation of the sharing parameters and how to manage privileges can be found in the User Guide, located at the bottom left area of the Drive page.

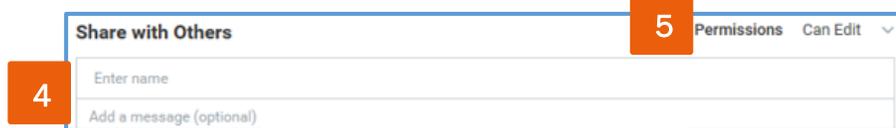
A folder or file must be available in the drive account to enact sharing or set view/edit privileges.

1. From the homepage, click on your photo icon  and select  Drive from the menu.
2. Click on the folder or file to be shared. A tool bar appears in the upper right side of the page. You can also right click on the file/folder to bring up the toolbar.



Screen shot 3: Share button

3. Click on the **Share** icon .
4. In the **Share with Individuals** section, enter the name of the person with whom you will share the file. Only Learning Local Admins or Learning Admin will appear. Enter as many names as needed.



Screen shot 4: Share permissions

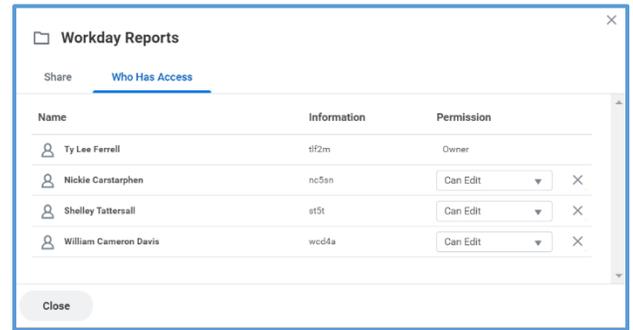
5. Use  the **Permissions** drop down to switch between **View** or **Edit** permissions. Edit refers to files or folders, not the content within the file. To edit the file, it will need to be downloaded and reloaded to Drive.
6. Add a comment to provide context to the recipient's notification.
7. Click **OK**.
8. The row for the folder includes a column titled **Access**. Click on the number in the column to view the names of those with access.

Change or Rescind Access

There may be a need to rescind someone's access to a folder or file.

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1. From the Drive dashboard, locate the row with the folder/file needed. Click on the number of people with access in the column titled **Access**.
2. Locate the name to be changed or rescinded.
 - a. Click in the drop down and select a different permission.
 - b. Click the **X** to the right of the permissions drop down to remove the person.
3. Click **OK**.



Screen shot 6: Edit Permissions field