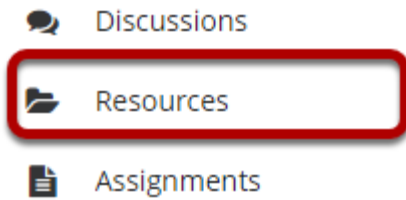


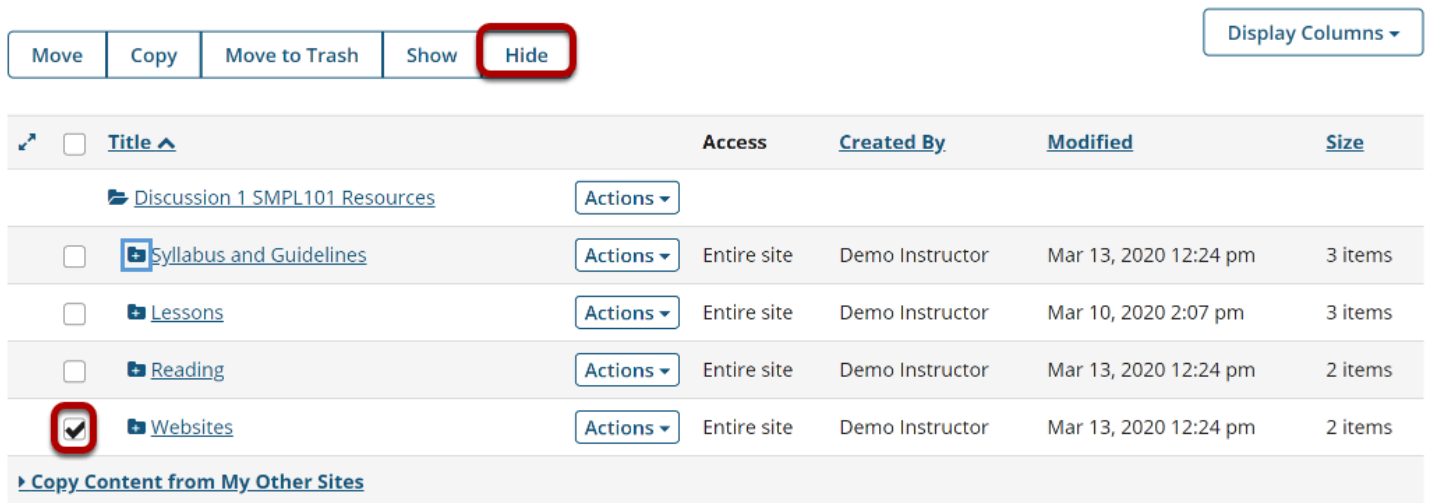
# How do I hide files and folders?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

**Method 1: Select the file(s) or folder(s), then click Hide.**

A screenshot of the Resources tool interface. At the top, there is a toolbar with buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The 'Hide' button is highlighted with a red box. To the right of the toolbar is a 'Display Columns' dropdown menu. Below the toolbar is a table with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table contains five rows of resources. The 'Websites' row has a checked checkbox in the first column, which is also highlighted with a red box. Below the table is a link that says 'Copy Content from My Other Sites'.

This displays the Hide Items Confirmation page.

## Confirm action by clicking Hide again.

Are you sure you want to hide the following item(s) from selected site participants? Students or those without permission to read hidden resources will not be able to view items marked as hidden unless they created the items themselves. NOTE: If you hide a folder, all items within it will be hidden as well.

### Hide item(s) confirmation...

Name	Size	Added By	Last Modified
<a href="#">Websites</a>	2 items	Demo Instructor	Mar 13, 2020 12:24 pm

## The items are now hidden.

<input type="checkbox"/>	<a href="#">Title</a>	Access	Created By	Modified	Size
	<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a>			
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:07 pm	2 items

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This returns the display to the Resources page with the selected items hidden.

### Notes:

- Instructors see hidden Resource items as italicized with a crossed out eye icon.
- If you hide a folder, all of the files within the folder are automatically hidden.

## Method 2: Click Actions, and then select Edit Details.

The screenshot shows a table of resources in a Sakai environment. The table has columns for Title, Access, Created By, Modified, and Size. The 'Reading' row is selected, and its 'Actions' dropdown menu is open. The 'Edit Details' option is highlighted in the menu.

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	Websites	Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:27 pm	2 items

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To hide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

# Hide item and Update.

## Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with \*

### \* Display Name

Reading

### Description

### Availability and Access

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder  From 03/14/2020 10:30 pm  Until 03/21/2020 10:30 pm

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

### Folder Details

### Optional Properties

### Learning Object Metadata

UPDATE

Cancel

Under **Availability and Access**, select **Hide this folder and its contents**, then click **Update**.

## The item is now hidden.

<input type="checkbox"/>	Title	Access	Created By	Modified	Size	
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading </a>	<a href="#">Actions</a>	Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:34 pm	2 items
<input type="checkbox"/>	<a href="#">Websites </a>	<a href="#">Actions</a>	Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:27 pm	2 items

[Copy Content from My Other Sites](#)

This returns the display to the Resources page with the selected item hidden.

### Notes:

- Instructors see hidden Resource items as italicized with a crossed out eye icon.
- If you hide a folder, all of the files within the folder are automatically hidden.