


How do I unhide files or folders?


There are two methods Instructors can use to unhide (show) files or folders.

Method 1: Select files or folders > Show

Method 2: Actions > Edit Details > Show

Go to Resources.

 Discussions








 Resources

 Assignments

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

Method 1: Select the file(s) or folder(s), and then click Show.

Move Copy Move to Trash **Show** Hide Display Columns ▾

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
	 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 checked="" type="checkbox"/>	 Reading 	Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:34 pm	2 items
<input checked="" type="checkbox"/>	 Websites 	Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:27 pm	2 items

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This displays the Show Items Confirmation page.

Click Show again to confirm.

Are you sure you want to make the following item(s) visible to all site participants? NOTE: If you make a folder visible, all items within it will be visible unless individually set as hidden.

Show item(s) confirmation...

Name	Size	Added By	Last Modified
Reading	2 items	Demo Instructor	Mar 14, 2020 10:34 pm
Websites	2 items	Demo Instructor	Mar 14, 2020 10:27 pm

SHOW

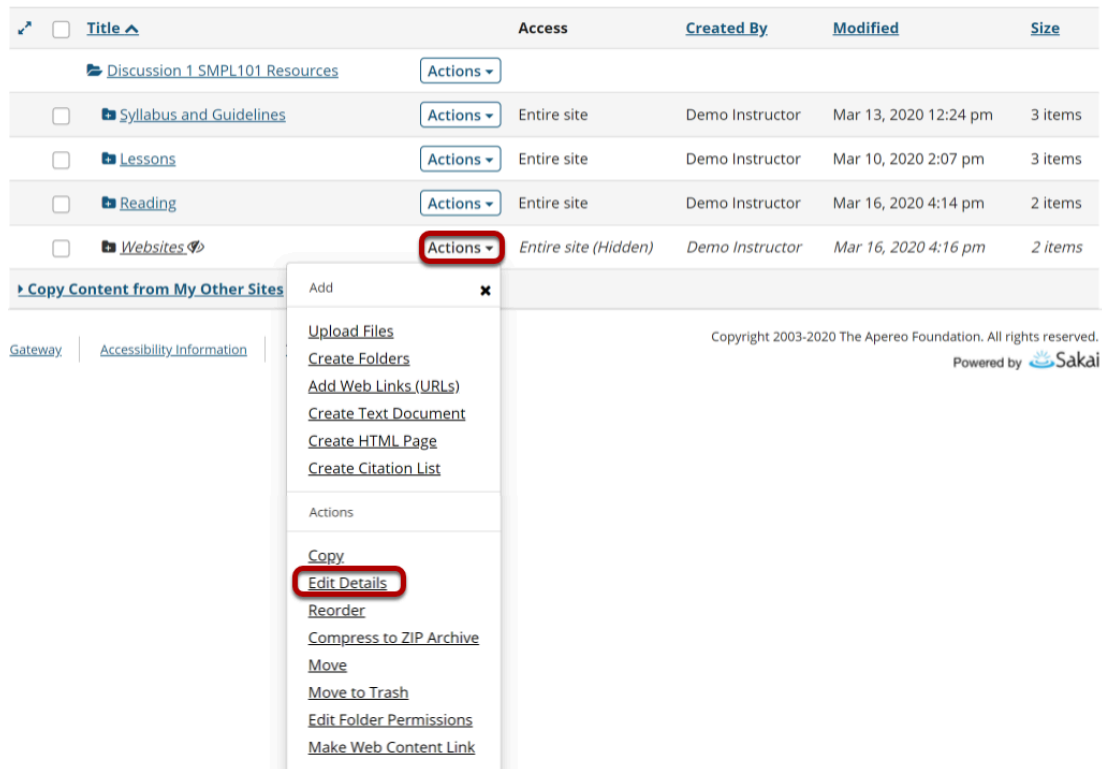
Cancel

The items are now visible.

<input type="checkbox"/>	Title <small>▲</small>		Access	Created By	Modified	Size
	Discussion 1 SMPL101 Resources	Actions ▼				
<input type="checkbox"/>	Syllabus and Guidelines	Actions ▼	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	Lessons	Actions ▼	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	Reading	Actions ▼	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	Websites	Actions ▼	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
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This returns the display to the Resources page with the selected items available.

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



The screenshot shows a table with columns: Title, Access, Created By, Modified, and Size. The items listed are:

Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
Websites	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 4:16 pm	2 items

The 'Actions' dropdown menu for the 'Websites' item is open, showing the following options:

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Actions
- Copy
- Edit Details**
- Reorder
- Compress to ZIP Archive
- Move
- Move to Trash
- Edit Folder Permissions
- Make Web Content Link

To unhide 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.

Select Show this item, then click Update.

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 03/16/2020 04:20 pm Until 03/23/2020 04:20 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 **Show this item**, and then click **Update**.

The item is now visible.

<input type="checkbox"/>	Title	Access	Created By	Modified	Size	
<input type="checkbox"/>	Discussion 1 SMPL101 Resources	Actions				
<input type="checkbox"/>	Syllabus and Guidelines	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	Lessons	Actions	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	Reading	Actions	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	Websites	Actions	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items

[Copy Content from My Other Sites](#)

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