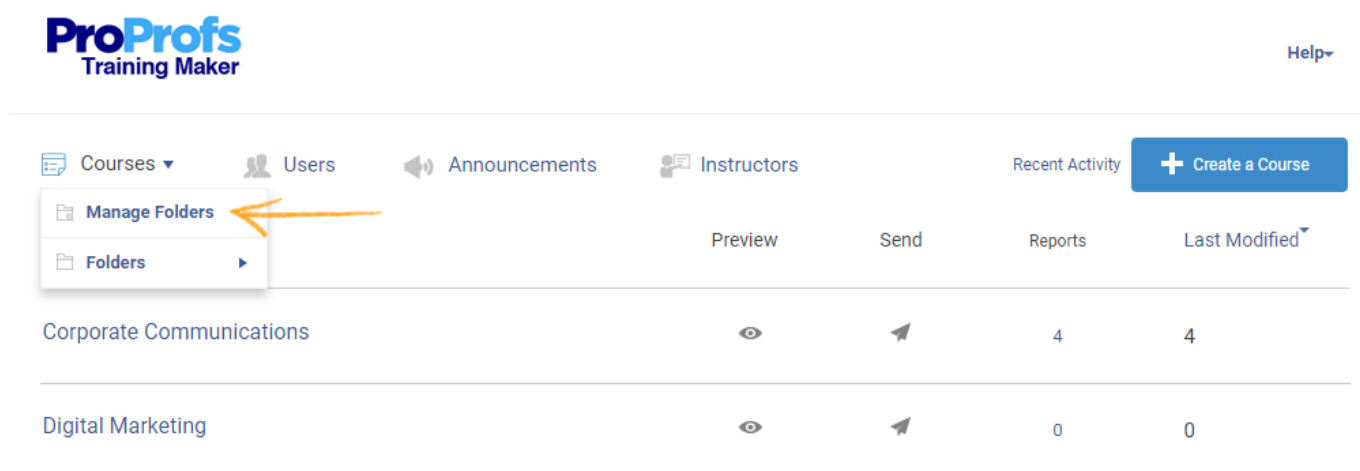


# How to Share a Course Folder

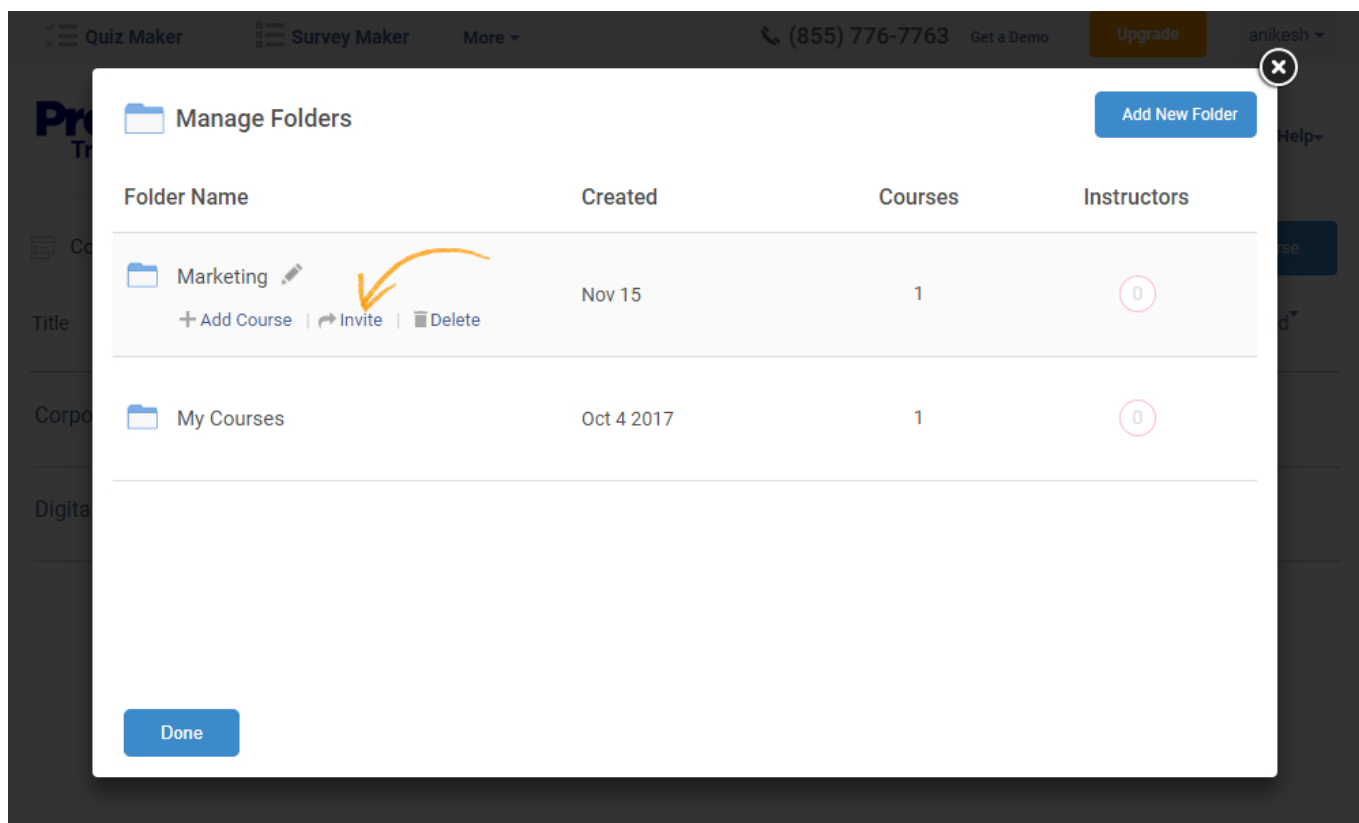
ProProfs [Training Maker](#) allows you to share [courses](#) with your instructors so you can collaborate in real time. You can club the courses into a folder and share that folder with your instructors. The feature enables multiple instructors to have rights to edit or view a common set of courses. So, multiple instructors can administer same courses to diverse groups of learners.

Here's how to share a course folder:

**Step 1:** Log into your account and click "Courses," then select "Manage Folders."



**Step 2:** Select a folder to share and click "Invite."



- Step 3:**
- i) You can share a folder with multiple instructors at the same time, select all the instructors you want to share the folder with.
  - ii) Select an instructor and choose appropriate role under "Permissions."
  - iii) Click "Assign" to share the folder.

**Share Settings**

**Marketing**

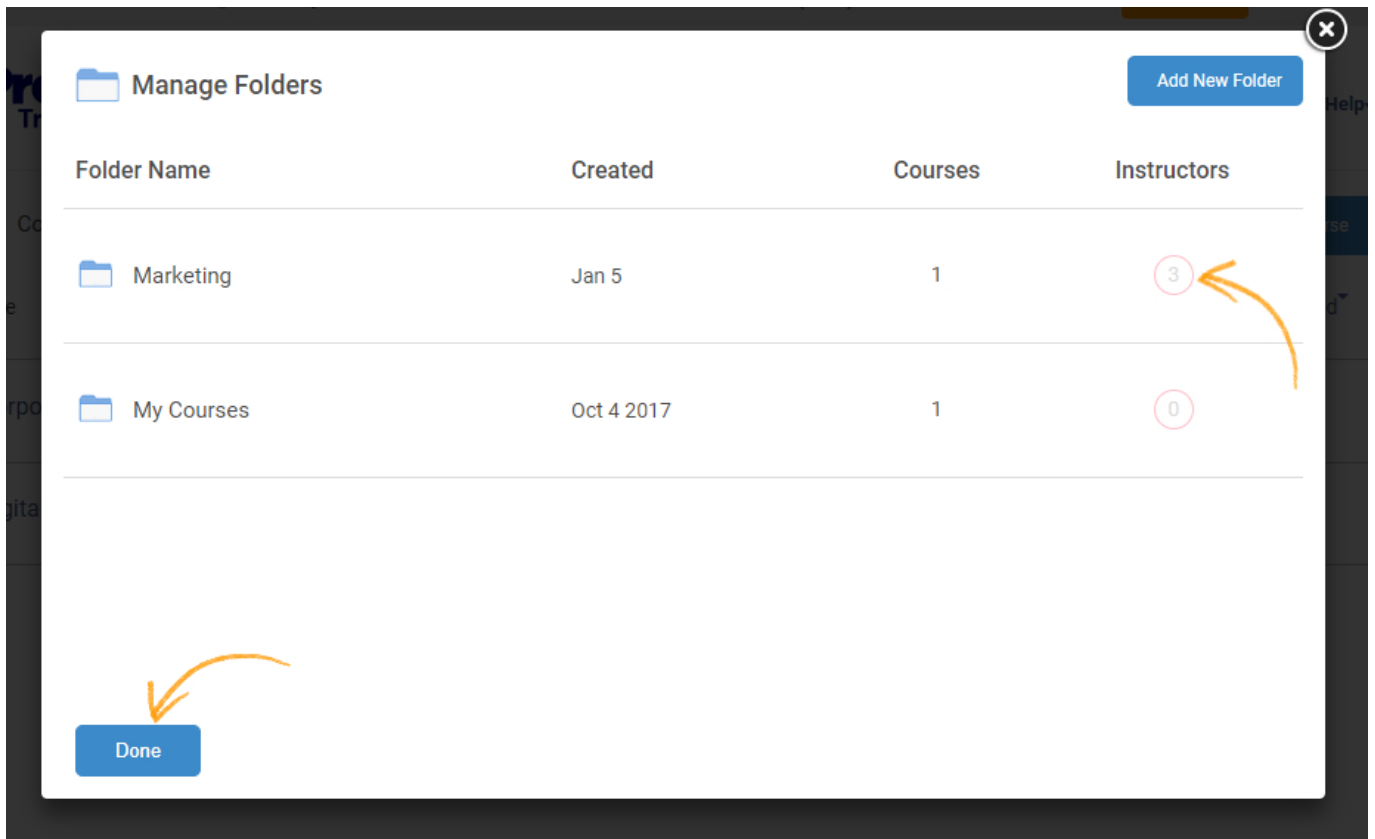
Enable collaboration amongst your instructors by giving access to view or edit courses and results in this folder.

Search by username or email...

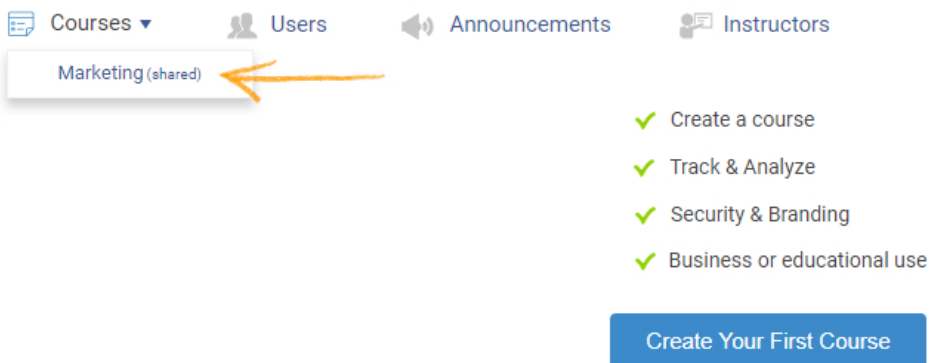
	Sharing with	Permissions
<input checked="" type="checkbox"/> Wifred wilfred@thisnext.com	<input checked="" type="checkbox"/> Wifred wilfred@thisnext.com	<input type="text" value="Edit"/>
<input checked="" type="checkbox"/> Nelsonjames nelson.j@thisnext.com	<input checked="" type="checkbox"/> Nelsonjames nelson.j@thisnext.com	<input type="text" value="View"/> <input type="text" value="Edit"/>
<input type="checkbox"/> Benjaminee Benjaminee@thisnext.com		
<input type="checkbox"/> Harvey Harvey@thisnext.com		

**Assign** Back

**Step 4:** A pop-up will show how many instructors have been invited to the folder. Click "Done," to go back to your dashboard.



Step 5: When your instructors log in, they can access the shared folders.



### Related Articles:

[How do I set chapter availability dates for my course?](#)

[How do I ensure learners understand my course and prevent skipping?](#)

[How do I remove my course from showing up in Google?](#)