

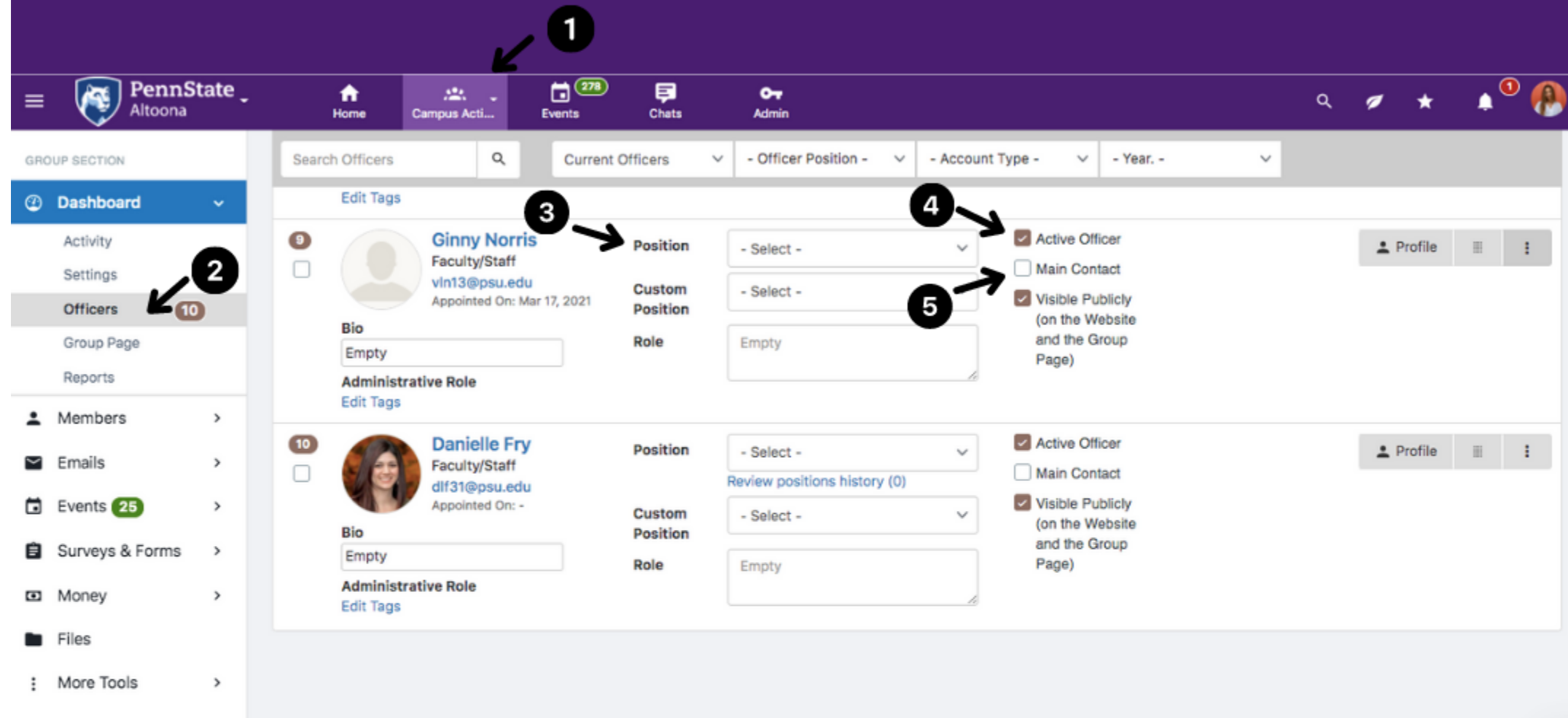
Managing Files on Connect

The screenshot displays the PennState Altoona Connect interface. At the top, the navigation bar includes Home, Campus Act..., Events (278), Chats, and Admin. The left sidebar shows a 'GROUP SECTION' with options: Dashboard, Members, Emails, Events (25), Surveys & Forms, Money, Files (highlighted), and More Tools. The main content area is titled 'Files (481)' and features a search bar, a 'View Photos' button, a 'New Folder' button, and an 'Upload' button. Below this is a table of files with columns for selection, search, and actions. Two files are listed: 'Photos from Events (0)' and 'Scott Rogowsky Trivia Winners 1.29.21 (2)'. Each file row has checkboxes, a search input, and action buttons for Move, Delete, Privacy, Publish, and Share Link. Numbered callouts (1-8) point to specific UI elements: 1 points to the 'Campus Act...' menu; 2 points to the 'Files' sidebar item; 3 points to the 'Upload' button; 4 points to the 'New Folder' button; 5 points to the 'Delete' button; 6 points to the 'Move' button; 7 points to the 'Privacy' and 'Publish' buttons; and 8 points to the three-dot menu icon.

Steps:

1. Go to the Club Home Page
2. On the Dashboard, Click 'Files'
3. To Upload a File, Click Upload at the top right of the page
4. To create a Folder to sort the Files into, Click 'New Folder' at the top right of the page
5. To Delete a File, Check the File and Click 'Delete' on the right side of the page
6. To move a Files into Folders, Check the File and Click 'Move' then select the desired Folder
7. To adjust Access Rights to a File, Click 'Privacy' and 'Publish'
8. Click the 3 Dot Tab to Rename, Download, Delete, or Adjust Privacy of a File

How To Manage Officers on Connect



Steps:

1. Go to the Club Home Page
2. On the Dashboard, Click 'Officers'
3. Update the Position for that Officer
4. If they are no longer an Officer, uncheck 'Active Officer'
5. Check 'Main Contact' for the Officer you want individuals to reach out to when asking about the club

Need to Add a new Officer?

Click  located at the top right of the page