

Dox - Files in LäraNära

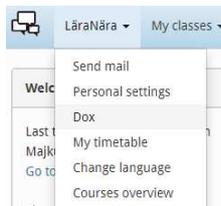
When you use LäraNära, you have a built-in cloud storage for your files. We call it **Dox**.

With Dox you can store your own files, but also access files that others have shared with you and that you can share files with others. You can share files with classmates as well as teachers.

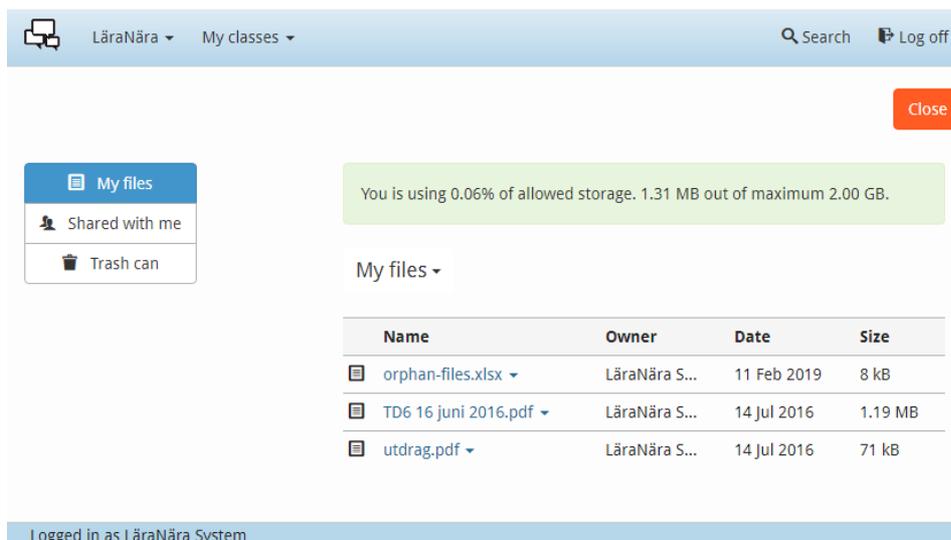
Dox you can access wherever you are when you log in to LäraNära and are stored on LäraNäras's cloud. We scan all files for viruses. Deleted files are transferred for a transition period into a "Trash bin" and can therefore be restored if you regret deleting it.

Start

You can find Dox in the menu LäraNära > Dox.



You will reach the screen below. Click the Close button and you will return where you were before at LäraNära.



Close

You are using 0.06% of allowed storage. 1.31 MB out of maximum 2.00 GB.

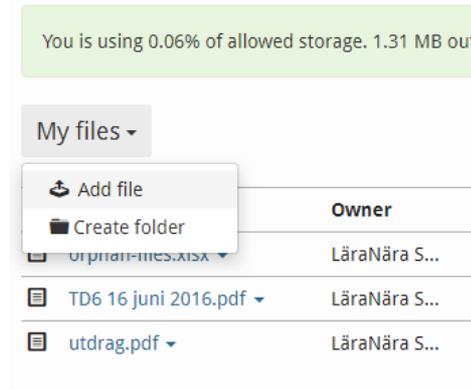
My files ▾

Name	Owner	Date	Size
orphan-files.xlsx ▾	LäraNära S...	11 Feb 2019	8 kB
TD6 16 juni 2016.pdf ▾	LäraNära S...	14 Jul 2016	1.19 MB
utdrag.pdf ▾	LäraNära S...	14 Jul 2016	71 kB

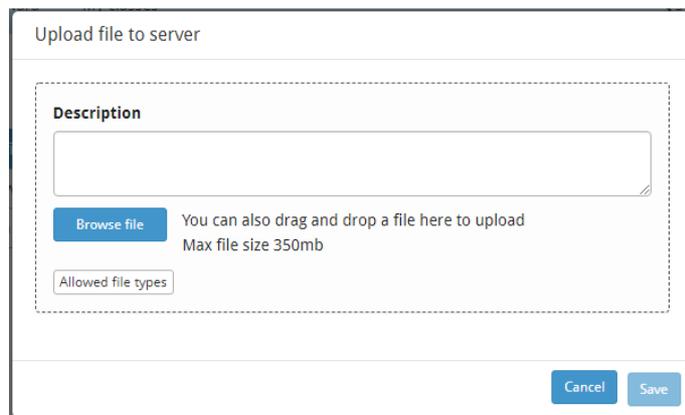
Logged in as LäraNära System

Add file

From the menu “My Files” pick “Add File”



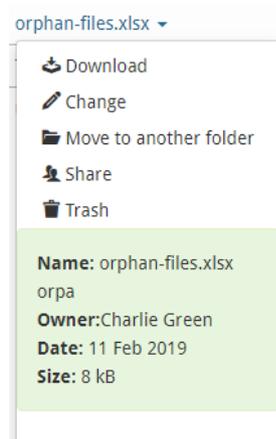
In the “Upload file to server” dialog, select a file from your computer and write some description. Click save.



Handle the file

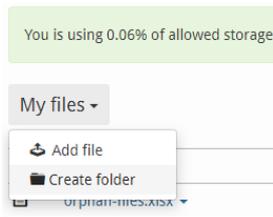
Click on the file name and you will get a menu with some choices and information about the file.

- You can download the file to your computer
- You can change the file. A new description or a completely new file
- You can move the file to another folder if you have more folders
- You can share it with other course students or teachers at LäraNära
- You can throw away the file in the trash



Folders

You can create folders for your files. Click on “My files” and select “Create folder”



Then enter a name for the folder.

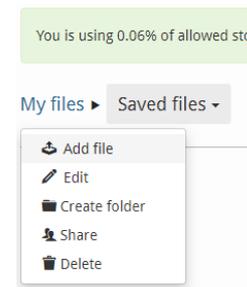
If you then go into the folder, you will see all files and folders in that folder.



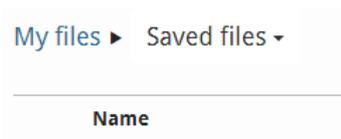
To add a file to the folder, just click on the folder name (here in this example “Saved files”):

Notice in the picture, that you can also edit the folder's name, share it with others, and delete it.

If you delete a folder all the files in that folder will also end up in the trash.



When you enter a folder, you see where you are on top of the list. See the figure:

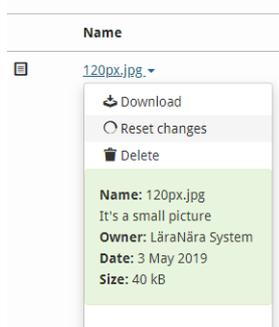


Here I am in the folder “Saved files”. If I want to go back to the folder “My Files” I just click on that name.

Trash can

The files you delete will stay in the trash bin and will then be deleted after 30 days. Select “Trash can” on the left to see the files you have in the trash bin.

To restore a file from the Trash bin, click on the file and Reset changes.



Notice in the picture above, that you can also download the file or finally delete it.

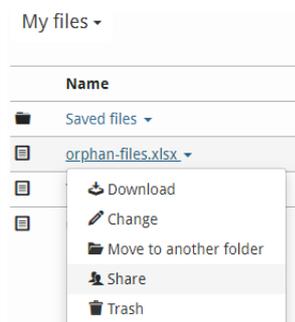
If you want to empty the bin, click on “Trash for ...” and select “Empty trash bin”. Then **all** files are deleted permanently.



Share a file or a folder

You can share a file or a folder with files, with other persons. This means that these people can download the file to their computer, but they cannot make changes or delete them.

Click on the file name and pick “Share”



In the box, write the beginning of the name of the person you are looking for.

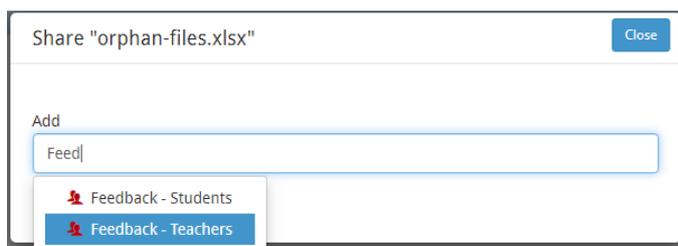


If you get a hit click on the name and it is added to the list of persons you share the file with.

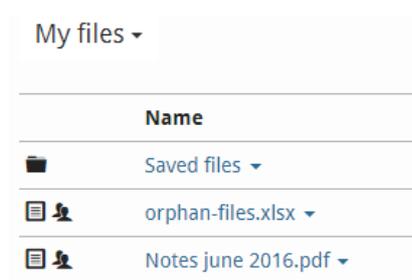


You can remove a person sharing the file by clicking the  button to the right of the name.

You can also search for groups and share with them. Note that the symbol for a group is red and has two “heads” while the symbol for a person is green with a head.



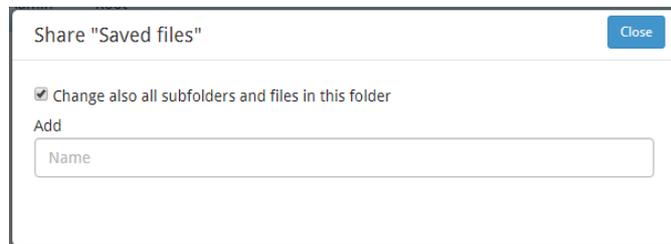
Files and folders that you shared with others have the symbol with the heads in the list shown here:



A warning about sharing folders

Note that when you are sharing a folder there is a checkbox “Also change all subfolders and files in this folder”. It is checked by default.

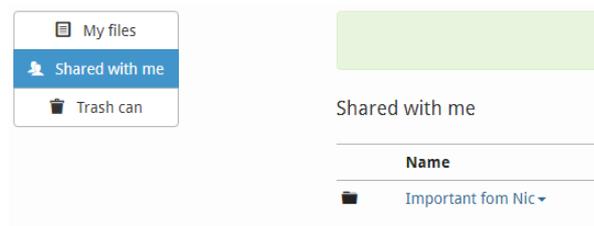
This means that if you share a folder with someone, you will also share all the files and any subfolders of the folder at the same time.



And, **here comes the warning**, if you remove a person or a group from the list, that person or group will be removed from sharing all files and subfolders in the folder you are working with. This may not be what you wanted to achieve.

Files shared with you

You see the files shared with you if you choose “Shared with me”.



Virus scan

All files you upload to Dox are scanned for viruses.

Should LäraNära find a Virus, the file will end up in the Recycle Bin and you will receive an email as a notification.

It will look like this in the trash:

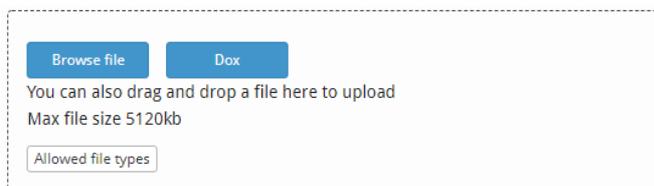
Trash bin ▾	
Name	
	120px.jpg ▾
	virus.com ▾

You cannot download virus file, only deleted it from the trash.

Should the system consider that a file is infected but you are sure that it is free from viruses, please contact LäraNära.

Use the Dox to submit files for assignments and like

When submitting a file in response to an assignment or submitting a forum post, you can choose to download files from Dox. In the “Upload file to server” function you can click on “Dox” to find the file.



Note that if you select a file from your Dox, it creates a copy of the file. If you later delete the file from your Dox, it will **not** affect the file you submitted, for example, in response to an assignment.