






# Edit, move, delete, or download a submission folder


When you enter Files tool, you will see that each of your submission folders has an ellipsis in their row. When you rollover on the ellipsis, you will see several options:


- **Rename**
- **Folder Settings**
- **Move To\***
- **Delete Folder**
- **Download Folder** – This is not available for Turnitin submission folder.

The screenshot shows the LumiNUS interface with the 'Files' tool selected. The top navigation bar includes the LumiNUS logo, the course 'AY2017/2018, Special Term 1, Week 6', and the user 'Wee Ying Qin'. The left sidebar lists various tools, with 'Files' highlighted. The main content area displays a table of submission folders with columns for Name, Opening Date, Expiry Date, and Status. A search bar is located at the top right of the Files tool. On the right side, there are buttons for 'CREATE FOLDER', 'Rearrange', 'Bulk Create Folders', and 'My Activity Log'.

<input type="checkbox"/>	Name	Opening Date	Expiry Date	Status	
<input type="checkbox"/>	assignment 1 submission	21 Jun 2018 5:02 pm	21 Jun 2018 5:02 pm		    
<input type="checkbox"/>	Chemistry 2	7 Jun 2018 5:50 pm	7 Jul 2018 5:50 pm	Open	...
<input type="checkbox"/>	Chemistry 1	7 Jun 2018 5:43 pm	7 Jul 2018 5:43 pm	Open	...

To make changes such as folder's opening date, closing date, and permission, choose **Folder Settings**.

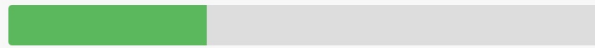
 To edit a Turnitin submission folder's settings, use the former method - rollover the ellipsis of the submission folder, then click the **cog icon** (folder settings).

- Settings
- Module Details
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Files > assignment 1 submission

Search files 


assignment 1 submission




SEND SUBMISSION REMINDER


-  Folder Settings
-  Activity Report

SUBMISSION LOG

Filter by student name 

Student Name	Submission Date/Time	Submission	Mark/Comment
Charlize Leong MC	21 Jun 2018 5:03 pm		✓

If you need to apply actions on multiple folders, roll over on the folder and place a tick on their check box. These folders will be selected and the actions (**Delete, Move to, Copy to**) that can applied on them simultaneously will appear on the right-hand side option.

 \* You cannot move a folder into a submission folder.