

## (TESTING ONLY) CAD - Course Share

Robert R Henderson - 2026-02-12 - [How-to Articles](#)

### Course Share

Below is rough documentation on how to use this new course share server that is still in development but close to finalization.

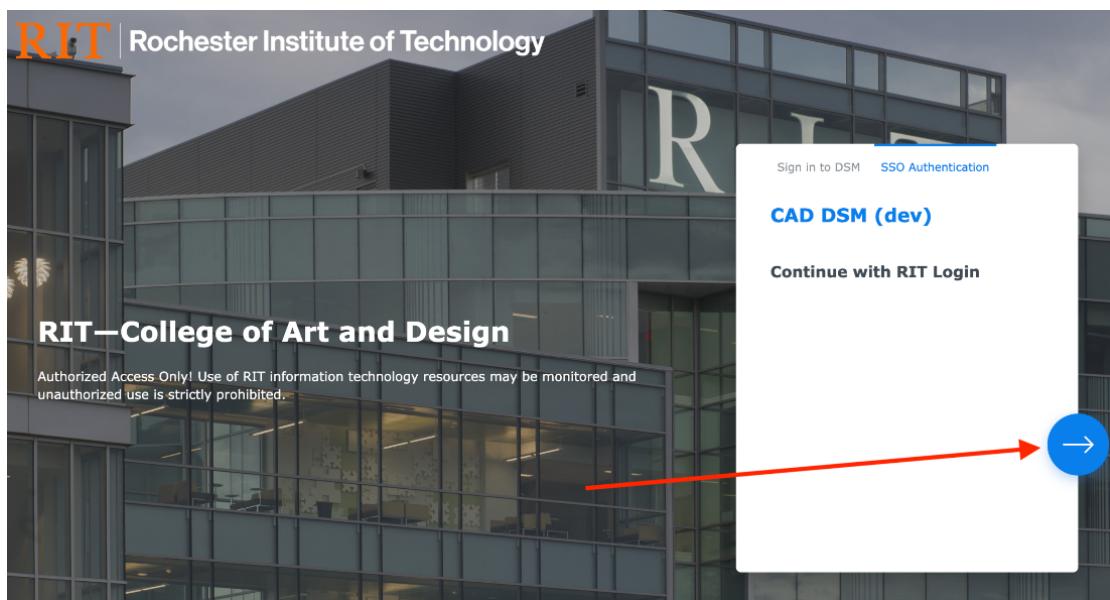
All information here is subject to change based on feedback and or production changes.

#### Accessing web interface

In your favorite browser, please visit the following URL

<https://dsm-dev-01.cad.rit.edu/files>

You will be presented with a login page. Click the arrow to login and enter your RIT username and password.



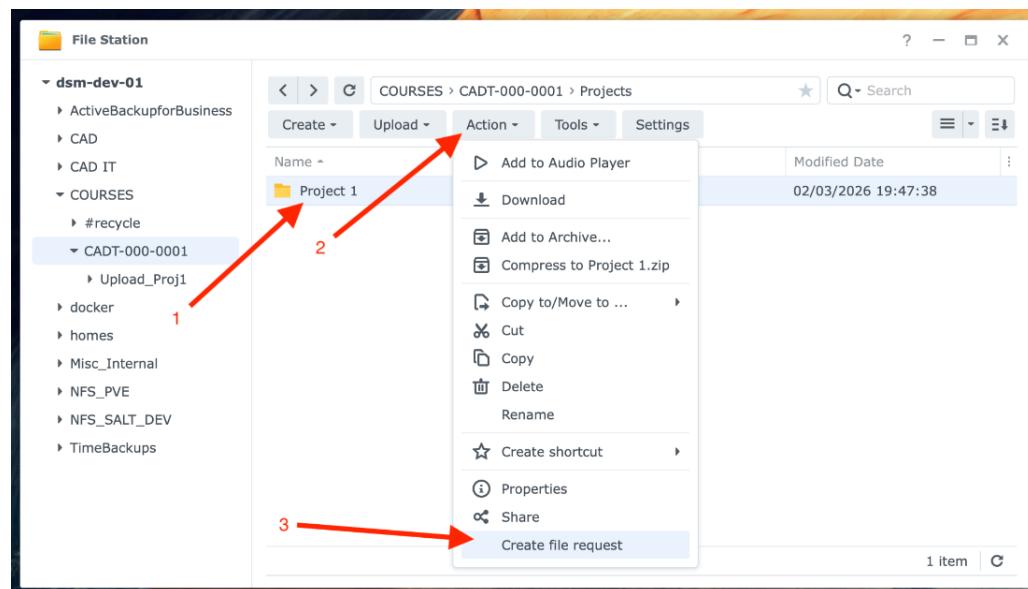
#### Accessing Class Share

- You are at the default “finder” display
- Click folder icon on left side of screen
- Click on **COURSES**
- Click on your class program code

## Creating request for file (Drop Box)

This process is equivalent to the old Drop\_Box folder used for students handing in files. Use this method to request files from your students. Folder layout is completely up to you.

- Click into the class program code you want to work with
- Once inside, create a new folder and name it. Example here is **Project 1**
- Click on newly created folder but do not open it
- Click on the **Action** button then select **Create file request**



- In this window, setup your file request by setting expiration times, custom message etc. Here is what I set for this example.

**Create file request**

[Link Settings](#)

[Create New Sharing Link](#)

File path: /COURSES/CADT-000-0001/Projects/Project 1

Sharing link: <https://dsm-dev-01.cad.rit.edu:6501/sharing/YCOMho1o2>

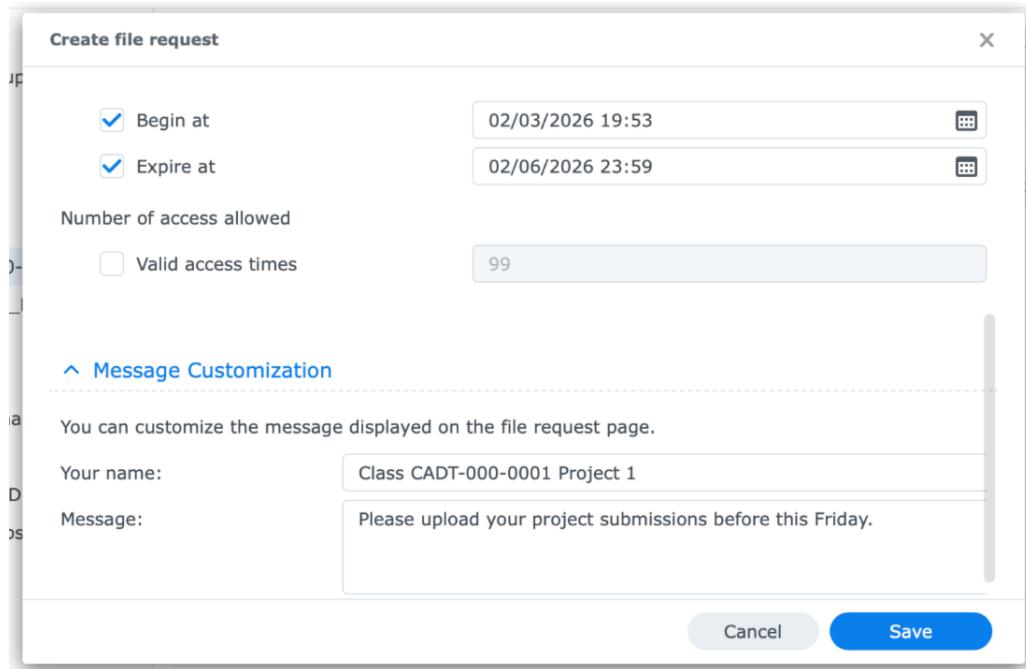
Enable password protection

Password:

Validity Period

Begin at

Expire at

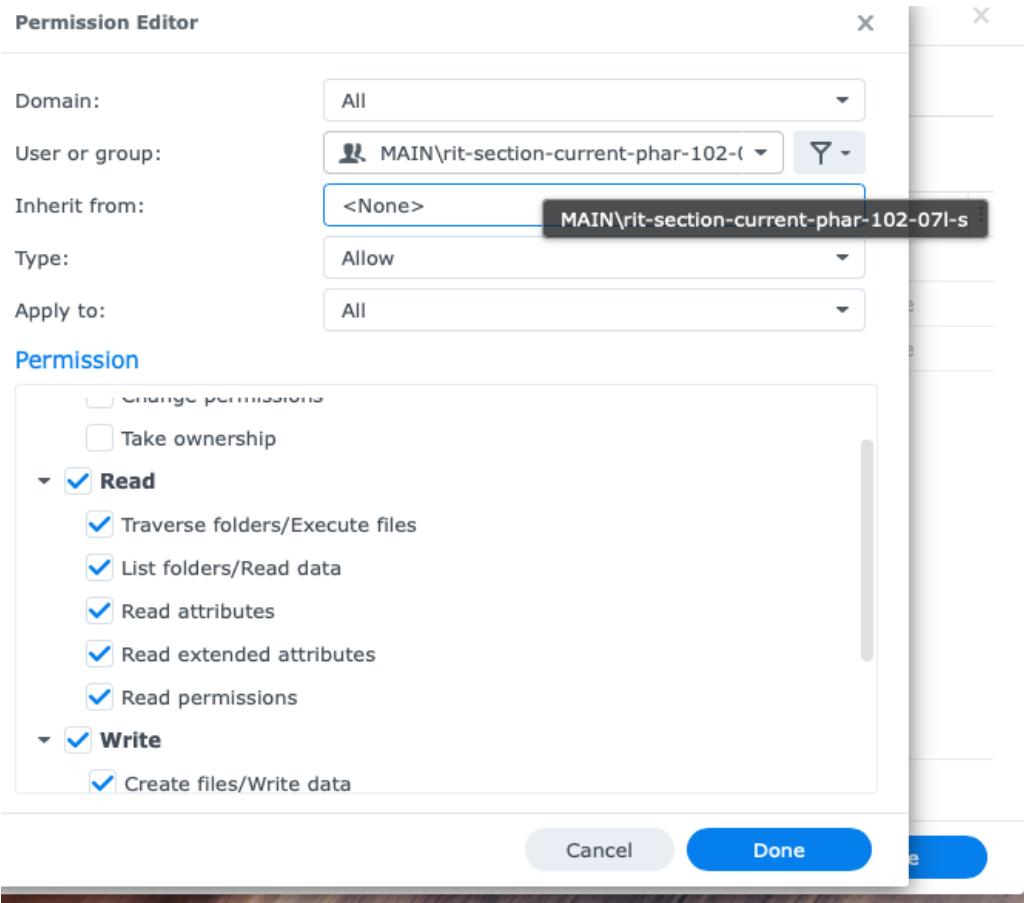


- Once you have all the settings set, scroll back to the top and copy the Sharing Link URL. You will then send this URL to your students in an email
- Click **Save**

## Create collaboration area

Here we will outline how to setup a Folder that all your students can read and write files to.

- Click into the class program code you want to work with
- Once inside, create a new folder and name it. Example here is **Collaboration** (can be named anything)
- Select the new **Collaboration** folder and then click on the **Action** button
- Choose **Properties**
- Click on **Permission**
- Click **Create**
- In the **User or group** field, enter the name of your class. Example PHAR-102-07L. You will see a list of classes. Hover your over the first and then second result. The first one is usually the instructor group (end in -i) and the second one is the student group (ends in -s). Select the 2nd, student group.
- Check the box next to **Read** and then check the box next to **Write** (need to scroll down)
- Here is an example screen shot for reference



- Click on **Done**