# How to Use folders to create read-only files for students or other team members

Share files with your students that they can read but not edit using the **Class Materials** folder in your General channel. This is a great way to share documents like syllabi, school rules, and reference materials with the class. You can also create your own read-only folders to restrict members' editing privileges in any team.

Note: The Class Materials folder is available on iOS devices and support for Android is coming soon. Please use the desktop Teams app or the mobile SharePoint app to access Class Materials in the meantime.

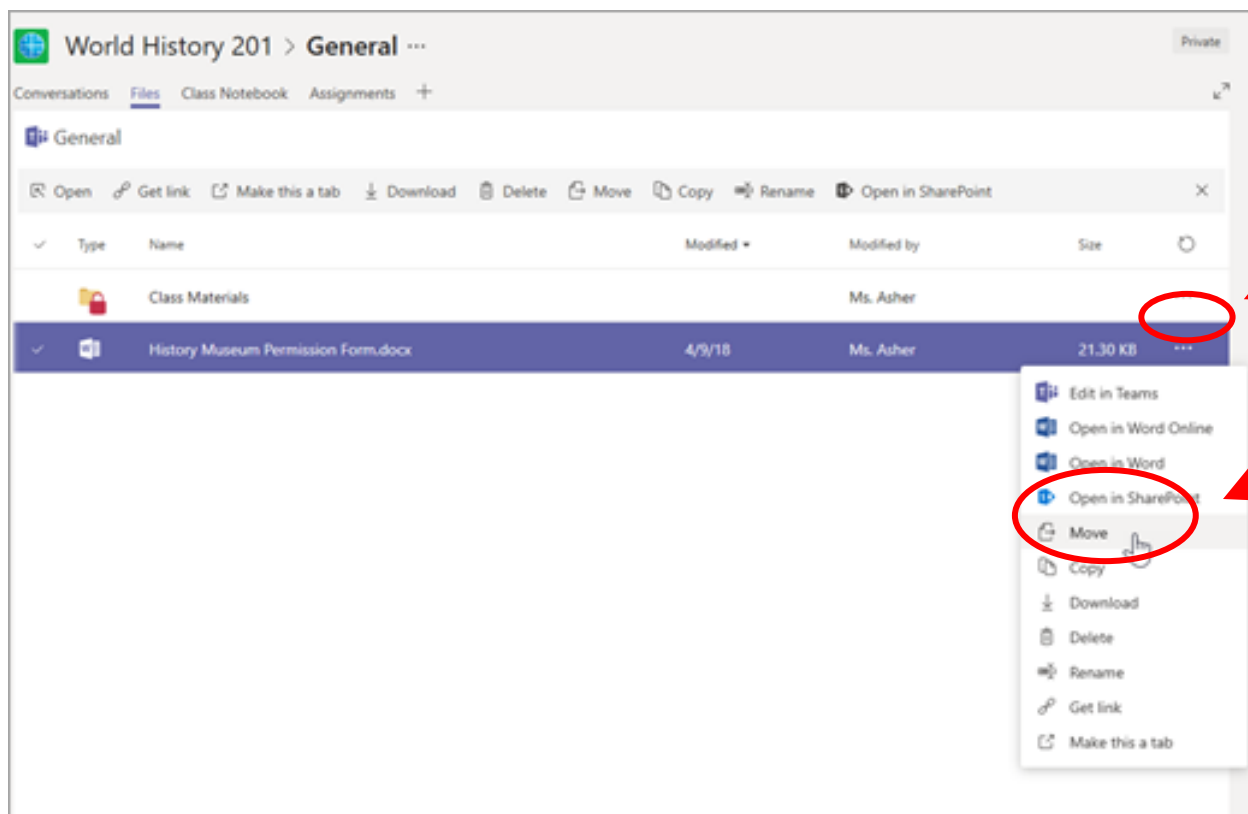## Add files to the Class Materials folder in class teams

1. Navigate to the General channel in your class team and select the **Files** tab.
2. Select **Class Materials**.
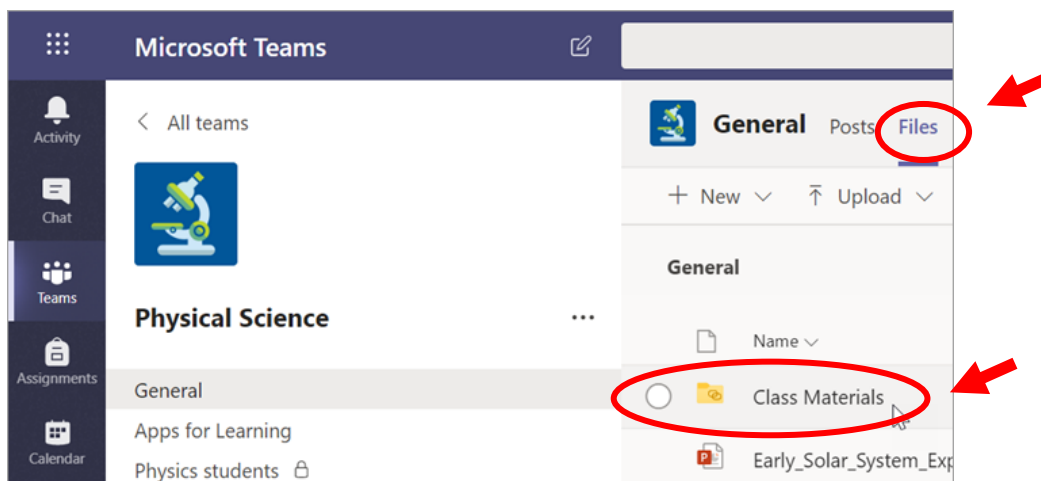
3. Use the **New** button to create new read-only files in the Class Materials folder. Use the **Upload** button to add files from OneDrive or your device.
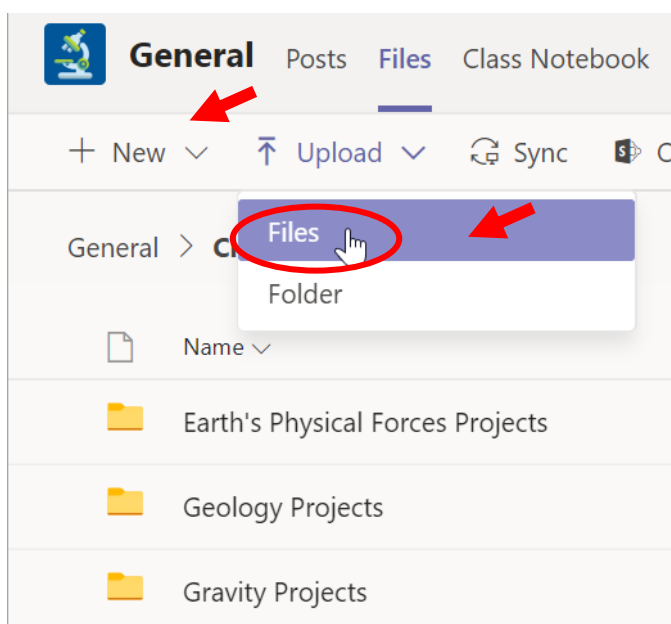
4. You can also move or copy a file into the Class Materials folder by selecting **More options** ⋯ next to your file and choosing either **Move** or **Copy**. Follow the file structure to choose Class Materials.

Note: Moving or copying a Class Materials file to a folder without the same permissions means students will be able to edit that copy of the document.

From now on, add any files you don't want students to edit to the Class Materials folder.

## Create your own read-only folders

Creating read-only folders allows you to share files with members of a team you own while preventing them from editing the files.

1. Navigate to a channel in the team where you plan to share files.
2. Select the **Files** tab, then **Open in SharePoint**. SharePoint will open in your web browser and show you the file structure for your team.
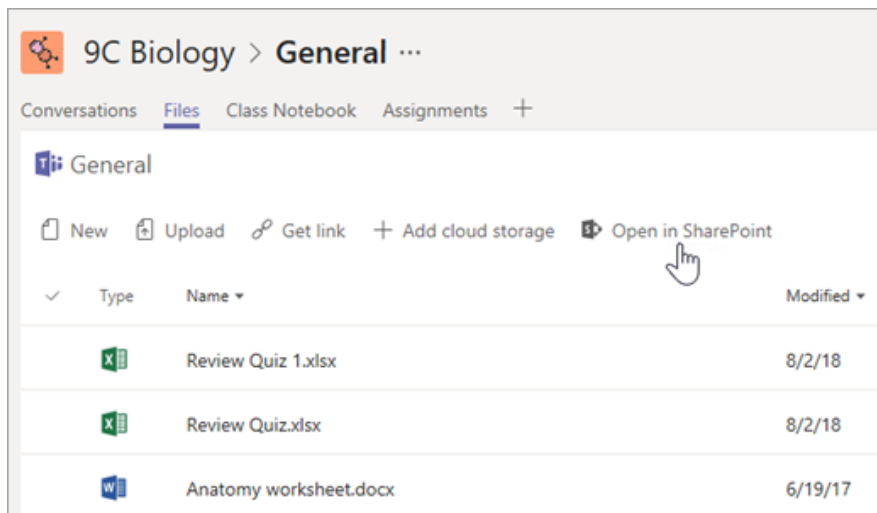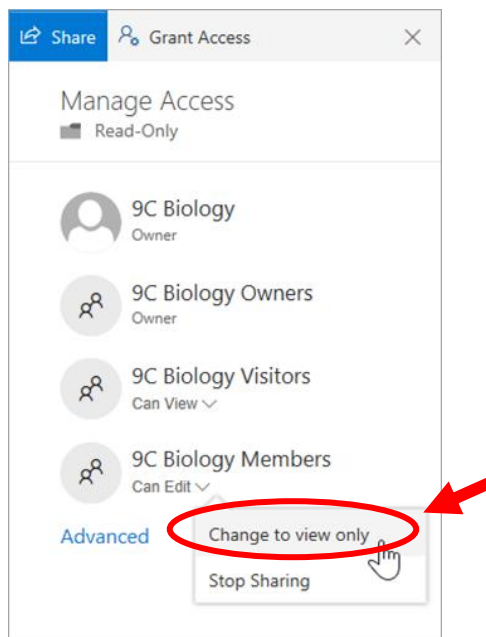
3. In SharePoint, select **+ New > Folder**. Name your folder and select **Create**.
4. Right-click on or select **Show actions** (the vertical three dots that appear when you select the folder) for the folder you just created and select **Details**.
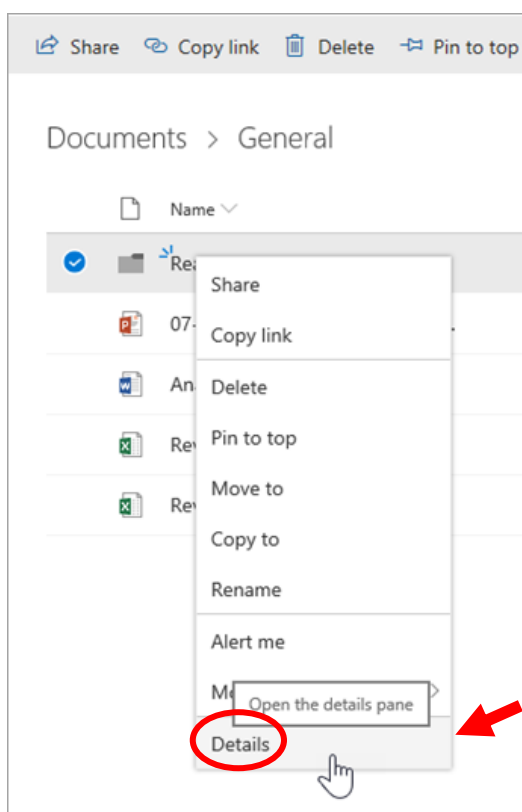
5. Select **Manage access** in the Details pane.

6. Beneath **Members**, select the dropdown arrow and then **Change to view only**.

From now on, add any files you don't want students or staff to edit to this folder. You can add files to the folder from Teams or SharePoint--your changes will sync back and forth.

Note: Moving or copying a read-only file to a folder without the same permissions means team members will be able to edit that copy of the document.