# Changing the permissions in the SharePoint/Files area so that students can not change original documents

It is good practice to use the "Files" area within Teams to store worksheets, practice exams and so on rather than storing them in the OneNote. This will keep the size of the OneNote more manageable for staff and students. However, by default, files stored within the "Files" section of a Team can be altered by any member. It is not very difficult to change this so that only Teachers" can make modifications.

- Select the General channel of one of your classes.
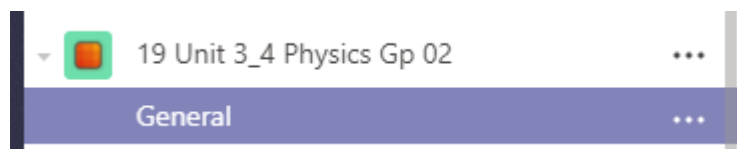
- Select the "Files" tab within the channel
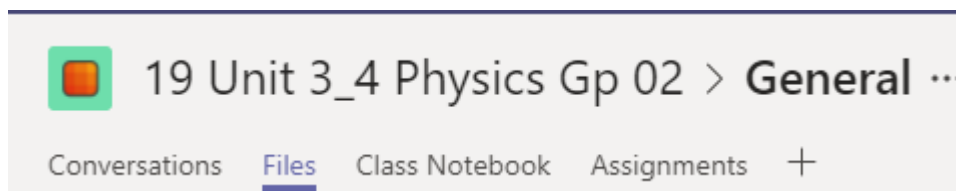
- Create a new Folder for work sheets/Resources/Past exams, etc. that would have any documents you would want to share with students but not want them to alter.

Ti: General

New   Upload   Get link   + Add cloud storage   Open in SharePoint

Folder
Word document
Excel spreadsheet
PowerPoint presentation

Ti: General

Get link   Delete   Rename   Open in SharePoint

	Type	Name
		Past Exams

- In the General Folder, will be the new folder you have created.

- Select Open in SharePoint
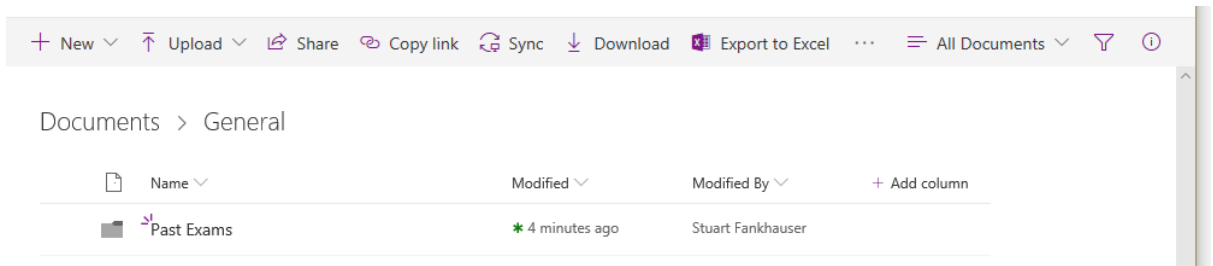
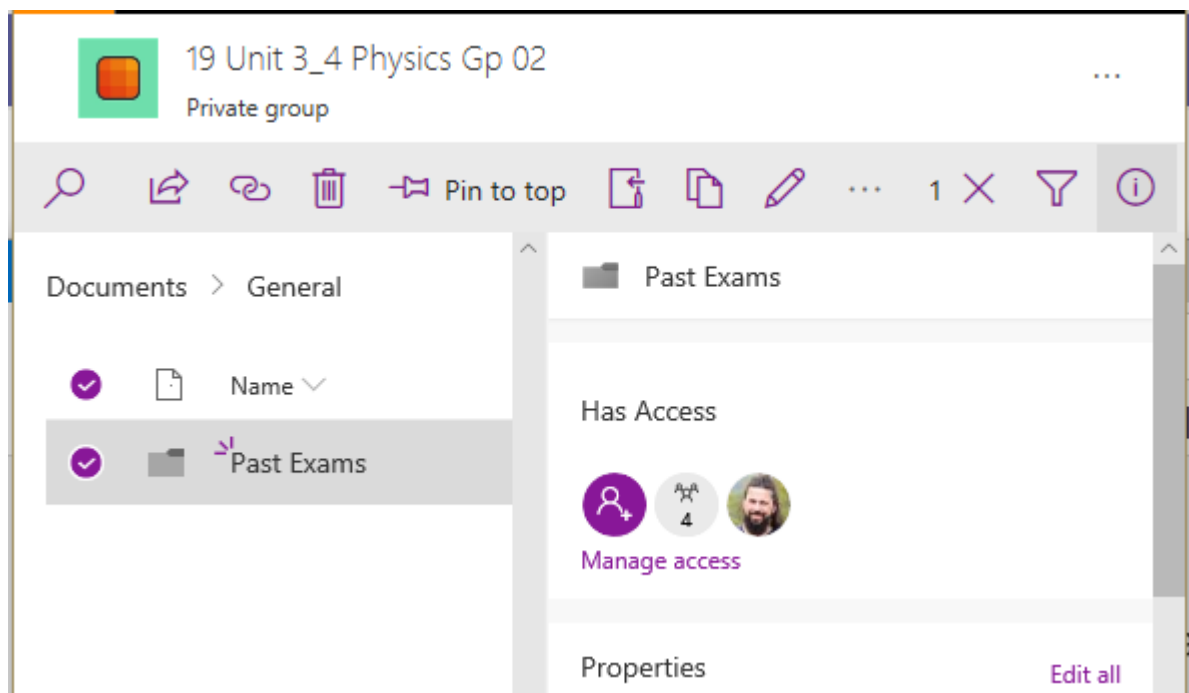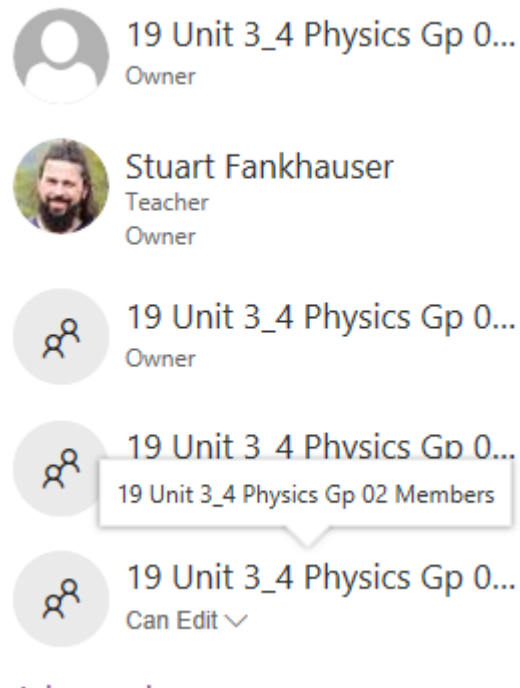

- Select the folder so that is has a 'Tick", and then select the details pane (which is an 'i' with a circle around it).

- Select Manage access

- Find the permissions group that relates to the members.

19 Unit 3_4 Physics Gp 0...
Owner

Stuart Fankhauser
Teacher
Owner

19 Unit 3_4 Physics Gp 0...
Owner

19 Unit 3_4 Physics Gp 0...

19 Unit 3_4 Physics Gp 02 Members

19 Unit 3_4 Physics Gp 0...
Can Edit ∨

- Change "Can Edit" to "View Only"

19 Unit 3_4 Physics Gp 0...
Can Edit ∨

Advance Change to view only

Stop Sharing