Organization Tips and Digital Citizenship.

Organization can be completed in any way that you believe is best. However, we have suggestions and advice as how best to organize:

1.Grouping documents by their information type such as committee reports. This will make it easy to access information in the future when wanting to implement or pull similar file types.

- Photos
- Publicity
- Founding Documents

2. Grouping file types by dates can be beneficial for those who wish to separate their student organization through changes in leadership or evolution of the club.

- 2023_2024
- 2024_2025
- 2025_2026

3. There is no obligation for any organization to upload every single file type. If your student organization does not want to upload a particular type of file, then you do not need to.

4. Once uploaded, restrictions can be placed upon folders or individual files to protect and limit access to them. If you are interested in placing security measures on any of your files continue reading.

5. The following restrictions can be placed on your files if desired. These restrictions can be changed by you at any time.

o *Access restriction*: who and for how long.

o *Use restriction*: limits on how materials can be used by those with access.

o *Redaction*: sensitive information in a document that should be concealed.