

MyICN
File Storage Instruction Manual
2025

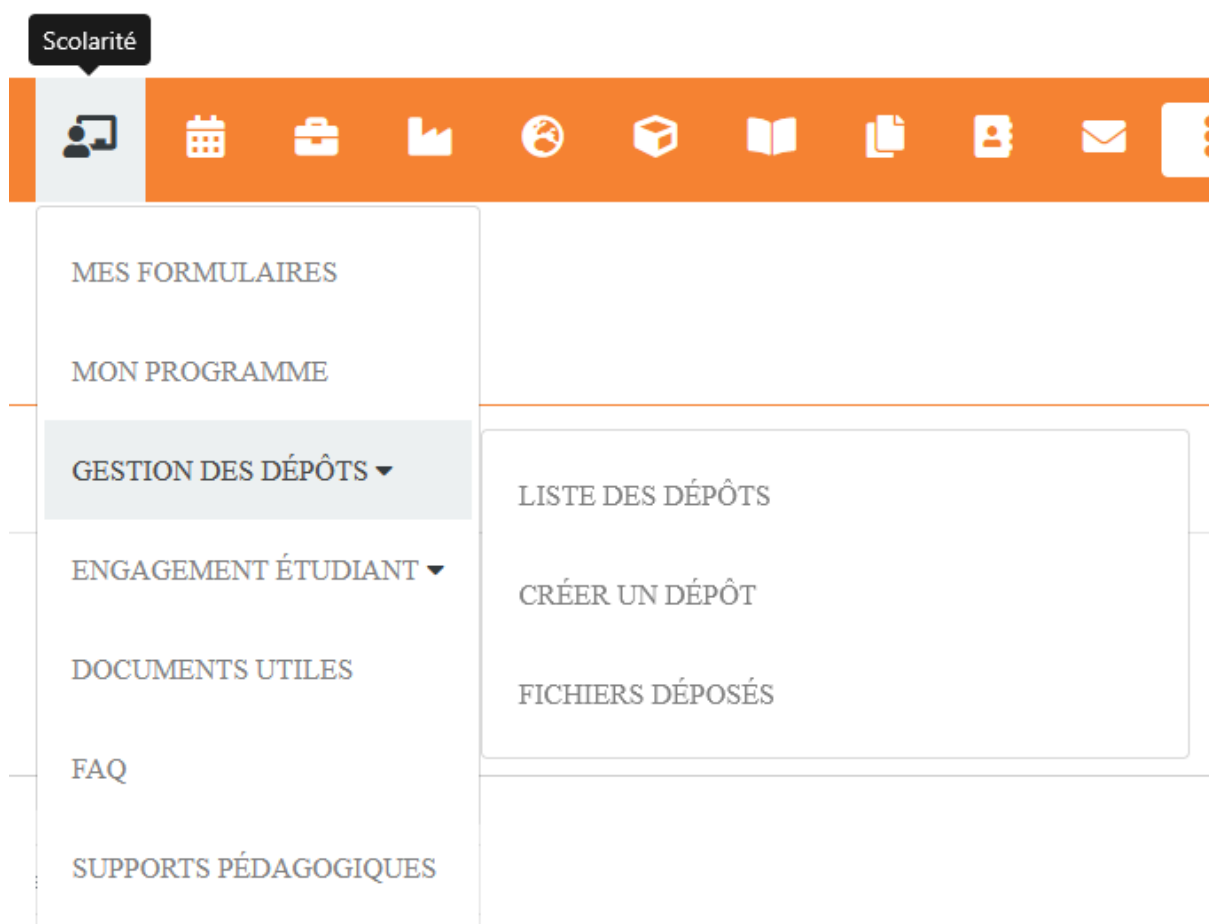
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Introduction

The file storage system is a tool for teachers and administrative staff, available on the MyICN platform. It enables you to create course-related repositories, accessible by students, in which they can deposit files of any type, such as homework assignments. You can then retrieve the deposited files and communicate with the students attached to your storages.

To access the storage area, click on Student services, then Storage Management. You will then find three links that will take you to the main pages.



Tip: As you navigate through the storage area, you'll sometimes notice question marks. By clicking on them, you'll display a tooltip explaining how the associated functionality works.

☐ Notification dépôt fichier ?



Cliquez pour lire l'explication

What's new in 2025

The storage area underwent a major overhaul in 2025. If you've used the system before, here's an overview of the new features included in this redesign:

- **Improved interface:** the user interface has been redesigned for more intuitive navigation and quick access to additional information about the storages created.
- **Criteria system:** a new, flexible filter system to manage the populations of students and contributors who will be able to access storages.
- **Upload notification:** an option for receiving an email when a student uploads a file to a storage.
- **List of uploaded files:** access to a complete list of files uploaded by students across all storages created.
- **Storage student list:** consult the list of students concerned by a created storage, even if they have not uploaded a file.
- **Storage mailing:** contact students for a specific storage by sending them an email.
- **File type rules:** choose which file types your students can upload
- **Storage duplication:** save changes made to a storage to a new copy

Create storage

This section details the storage creation process. The modification process is nearly identical, but has an additional functionality, detailed in the dedicated section.

There are two ways to access the storage creation page:

- From the MyICN navbar, through **Student services > File storage management > [Create a storage](#)**.
- From the storage area navbar, click on [Create a storage](#).

Comment

In this field, enter a text associated with the storage, intended for students. For example, you can write the subject of an assignment, and leave instructions for handing it in.

Opening and closing dates

Enter the dates indicating the period during which students will be able to upload their files.

Within these two dates, the storage will be considered open: students will be able to access it and upload files.

Outside these dates, the storage will be considered closed: students will still be able to view the storage but will not be able to upload files.

File upload notification

By ticking this box, you will receive a notification email each time a student uploads a file to the storage you have created.

Note : only you, the owner of the storage, will receive these mails

Restrict file formats

By default, the storage will accept any file format from students. This feature allows you to restrict the types of files that can be uploaded.

Click on 'Yes' to display a list of the most commonly used file types.

From this list you can choose the file types accepted by the storage.

If you can't find the type you're looking for, click 'No' to not apply any restrictions.

Note : By default, the file size limit is set to **50 mb**.

To increase this limit, a prior request must be made to sdn@icn-artem.com.

You will have to communicate the potential number of files to be uploaded, the type of files, the retention period (how long the files should be kept), and the duration of uploaded videos (if applicable).

Your request will be reviewed and processed within a few days.

Create multiple storages

You can choose to create a single storage, or multiple ones.

Single storage

By picking this option, one single storage will be created. Each criteria that has been selected below will be saved and active for this specific storage.

Multiple storages

By picking this option, you will create multiple storages after submit, one per criteria that has been selected below.

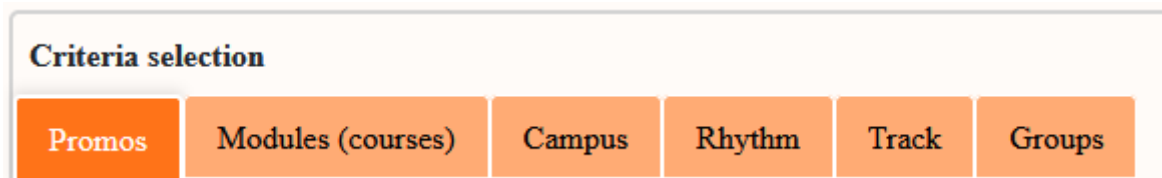
Each of these storages will share the same comment, opening and closing dates, and notification parameter.

Each storage will have a different registered criteria, among those that have been selected.

Storage access management

You can set the visibility of the storage according to certain categories of criteria : promos, modules (courses), groups, campus, rhythm, and track (language).

Click on the tabs to change the category of criteria to be displayed in the table.



Entities corresponding to the chosen category are displayed on the table below.

You can sort the columns by clicking on their headers, and search for a criteria in the bar on the right. For courses, you can also filter results by manager and promo.

Click on the checkboxes to select the criteria. If you click on the box in the column header, you will select all the results visible in the table.

Criteria selection

Promos Modules (courses) Campus Rhythm Track Groups Students Teachers Administration

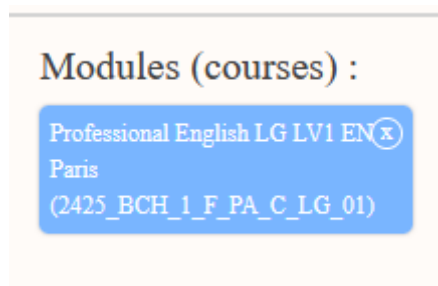
Pick one or multiple courses :

Search: professional english

Filtrer par Manager Filtrer par Promo

Selection	Label	Code	Manager	Promo
☒	Professional English LG LV1 EN Paris	2425_BCH_1_F_PA_C_LG_01	ASCHERL, ELIZABETH	Bachelor en Management 1ère année
☐	Anglais Professionnel_Professional English_LG LV1_	2425_BCH_1_S_PA_C_LG_01	CRAWFORD, CLARE	Bachelor en Management 1ère année

The selected criteria will be displayed in the box above the table. You can click on them to deselect them (this will uncheck the corresponding box in the table).



Student populations corresponding to the selected criteria will be able to access the storage, according to their attachment to the entities corresponding to the criteria.

If you select course and group criteria, teachers involved in the associated courses and groups will also have full access to the storage.

Furthermore, you can choose to add additional people, including students, teachers, and administrative staff. These people will have access to your storage, regardless of the other criteria you have selected.

Reminder : Students are already assigned to courses according to language, campus and rhythm. Several courses exist within a module for each of these characteristics, sharing the same label.

If you choose to create a single storage

A single storage will be created by aggregating access rules according to the selected criteria. Select criteria to determine which user populations will have access to this storage.

By selecting multiple criteria from a single category, the population that can access the storage will be broadened. By selecting additional criteria from other categories, you will target a more restricted population.

For example, if the following criteria are selected:

Promos :
Bachelor en Management 1ère année
OU or
Bachelor en Management 2ème année
OU or
Bachelor en management 3ème année

ET and

Campus :
Nancy
OU or
Paris

ET and

Rythme Rhythm :
Alterné

OU or

Personnes additionnelles :
Additional persons :
ABAFOUR, MATHIEU

The students who will be able to access this storage will therefore be students from the Bachelor program (the three Bachelor classes), who come from the Nancy or Paris campuses (not Berlin), and who belong to a sandwich/alternating/part-time rhythm (not a classic/linear one). In addition, student Mathieu Abafour will also be able to access this storage.

If you choose to create multiple storages

A separate storage will be created for each of the selected criteria.

Each storage created will have the same comment and the same opening and closing dates, but will have only one access rule, and will target a specific population of users, corresponding to one of the selected criteria.

Storage list

There are two ways to access the storage list page:

- From the MyICN navbar, through **Student services > File storage management > [File storage list](#)**.
- From the storage area navbar, click on [File storage list](#).

Storage table

The page divides storages into two categories: open storages and closed storages. You can switch from one to the other by clicking on the corresponding tabs.



As a teacher, the tables in these tabs list the Storages that meet these conditions:

- Storages you have created;
- Storages that have as one of their criteria one or more courses for which you are a teacher, or for which you are a course manager;
- Storages that have as one of their criteria one or more groups (of students) for which you are a teacher;
- Storages for which you have been given specific access ("Additional persons" criteria).

Show	10	entries	Search: test demo						
Criteria	Author	Comment	Created on	Opening	Closing	Archived	Students count	Files count	Actions
Criteria	Author	Comment							
Programme Grande Ecole 1ere année Programme Grande Ecole 2ème année Programme Grande Ecole 3ème année Alumni	NOEL, Grégoire	Test démonstration	28/03/2025 13:48	28/03/2025 13:33	28/03/2025 13:33	No	1312	0	

The search bar in the top right-hand corner lets you search across all storages fields. You can also perform more specific searches for the criteria, creator and comment columns.

Click on a column header to sort the results.

The right-hand column allows you to perform various actions for the selected storage :

-  **View:** View storage information, student list, access stored files, send emails to students in the storage. Please refer to the section on “Viewing a storage” below.
-  **Edit:** Change storage information, parameters and criteria. Refer to the dedicated “Edit storage” section.
-  **Archive:** Hide storage to students.

On the left-hand side of the page, you'll see an overview of the last 10 files uploaded by students across all the storages you've created, including links to the files and storages in question.

Recent files

19/02/2025

 TEST.docx
 Test dépôt deux étudiants
 ABAFOUR, MATHIEU
 19/02/2025 16:07

06/02/2025

 TEST.docx
 Test rythme
 ABDELAZIZ, ZORA
 06/02/2025 16:07

[See all](#)

To view all your storage files, you can go to the “Uploaded files” page in the storage area, by clicking on “View all” in this section, or from the navigation bar.

View storage

From a storage page, you can view all the information relating to that storage, including the list of students attached to the storage, and the files they have stored. You can also communicate with students from this page.

List of students and storage files

The table at the bottom of the page displays the list of students attached to the storage, according to the criteria selected during creation.

You can perform a search from the dedicated bar and sort the results by clicking on the column headers.

The “File” column lets you consult the files uploaded by students.

File	State
 TEST.docx	Uploaded

By clicking on the button in the “Actions” column, you'll be redirected to a page where you can validate or reject a student's file and leave a comment.

ABAFour MATHIEU
mathieu.abafour@icn-artem.com

 TEST.docx

Déposé le : 19/02/2025 16:07

* State

- ☐ Refused
☒ Waiting
☐ Validated

Comment (will be visible to the student)

Download a file extraction

In the “Actions” section of the page, you can download an extraction of all the files deposited by students in this storage, in the form of a compressed folder.

Actions



Storage mailing

From the storage page, you can use mailing tools to communicate with all students attached to the storage, or only those who have not yet uploaded a file to the storage.

Send an email



Selecting either option will take you to the [MyICN mailing area](#). As with other types of mailing (courses, promos), your email will be saved as a draft in this area, should you need to make any changes and send it later.

Uploaded files

There are two ways to access the uploaded files list page:

- From the MyICN navbar, through **Student services > File storage management > [Uploaded files](#)**.
- From the storage area navbar, click on [Uploaded files](#).

From this page, you can view all the files deposited by students, across all the storages you've created.

You can perform a search from the dedicated bar and sort the results by clicking on the column headers.

The “File” column allows you to view the uploaded file, while the “File storage” column allows you to view the page dedicated to the target storage.

Edit storage

You can access the storage modification page from the storage list, or when browsing a storage.

All the parameters and information of the storage can be modified, and it works in much the same way as when you create a new storage.

Save as new storage

When you make changes within the page, two options are available :

- Save changes : Changes will be saved for the currently edited storage.
- Save as new storage : Changes will be saved within a newly created storage. In other words, the storage will be duplicated with the information entered in the page form (similar to the 'save as' function). No changes will be made to the original storage.