

# Files v8.3.0

**User Guide**  
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## Managing files

The **Manage Files** tool is the file management system for your course. It is recommended that you organize your files into folders, create a folder for each module of content, and store all your files and folders in the Manage Files area. From this area, you can organize and upload files associated with your course offering. The functions that can be performed in Manage Files can be divided into two categories:


**Organizing and Managing Files and Folders.** Perform basic tasks such as creating, deleting, copying, and moving files and folders, and more advanced tasks such as changing file and folder properties, and zipping and unzipping files.

**Creating Topics from your Files.** Create topics once you have created your course content structure.

**Note** Avoid using multiple consecutive periods when naming folders as they may cause links to break.

► **To access the Manage Files area**

Do one of the following:

- Click the **Edit Course** link on your course navigation bar, then click  **Files**.
- In the **Org Unit Administration** widget on your course homepage, click **Files**.

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## Organizing and managing files and folders

### File properties


On the Manage Files page, file and folder properties such as size, type, and date last modified are displayed. The 'T' symbol beside a file name indicates a file being used as a topic. The content topic name will be displayed beside the filename.

### Opening a file or folder



To view a file already in the **Manage Files** area, click on the name of the file. It will open automatically as a new browser window or, you may see a prompt asking if you would like to Open the file. Select Open to view the file.

**Note** If the file requires any special software to open it, then you must have that software installed on your computer. For example, to open a PowerPoint file, you must have Microsoft PowerPoint installed.



## Creating a new folder

- 1 On the Manage Files page, click the folder name where you want to add a new folder. If you want to add a new folder to your base course path, click the “root” folder located on the top left side of the page.
- 2 Click the  **New** icon in the navigation bar on the right side of the page. A pop-up displays.
- 3 Type the new folder name and click **OK**. The new folder appears in the directory structure on the left side of the page, in the location where you chose to create it.


## Copying a file or folder

- 1 On the Manage Files page, select the checkbox beside the folder or file that you want to copy.
- 2 Click the  **Copy** icon in the navigation bar.
- 3 Open the folder where you want to place the copied item by clicking on the folder name.
- 4 From the navigation bar, click the  **Paste** icon. The folder or file that you selected is copied into this location.
- 5 To select more than one file or folder to copy, select the corresponding checkboxes beside the files or folders, and then copy and paste as above.

## Deleting a file or folder


- 1 On the Manage Files page, select the checkbox beside the file or folder that you want to delete.
- 2 Click the  **Delete** icon in the navigation bar.
- 3 Click **OK** in the confirmation message. The selected file or folder is deleted.
- 4 To delete multiple files or folders, select the corresponding checkboxes beside the files or folders and click the  **Delete** icon.

## Renaming of a file or folder


- 1 On the Manage Files page, click the  **Rename** icon beside the file or folder that you want to rename. A pop-up displays.
- 2 Type in a new name for the file or folder and click **OK**.

**Note** Use caution when renaming files and folders if they are being used in the Content area. Renaming a file that is currently being used as a Topic may result in a broken link.


## Uploading a file


The  **Upload** icon on the Manage Files page allows you to select and upload a file, such as a Word or PowerPoint document, from your computer to the Learning Environment server. You can upload most file types, but keep in mind that users must have the correct software to view these files.

Though most file types can be uploaded to a content directory in Manage Files, only files with specific extensions can be used as content topics. Refer to *Managing files*, p. 2, for a list of accepted files types and extensions.


- 1 On the Manage Files page, click the folder name that you want to upload the file into. If you want to upload a file to your base course path, click the “root” folder located on the top left side of the page.
- 2 Click the  **Upload** icon from the navigation bar. The Upload File pop-up displays.
- 3 Click **Browse** and locate the file that you want to upload.
- 4 Click the **Upload** button. The file is listed below the folder.


## Zipping files

The  **Zip files** icon on the Manage Files page allows you to compress selected files into a zip file which you can then download.

- 1 On the Manage Files page, select the checkboxes next to the files/folders that you want to compress.
- 2 Click the  **Zip files** icon and follow the standard Zip instructions.

## Unzipping files

The  **Unzip File** icon on the Manage Files page will uncompress selected .zip files on the server. This is the best way to upload multiple files at once.


- 1 On the Manage Files page, click the folder name that you want to uncompress the .zip files into. If you want to uncompress the files into your base course path, click the “root” folder located on the top left side of the page.
- 2 Upload your zip file (refer to *Uploading a file*, p. 4).
- 3 Click the  **Unzip File** icon which will appear beside the zipped file.
- 4 Click **OK** in the confirmation message. The files will be uncompressed into the current folder.

## Creating a Content topic

You can create topics from the Manage Files page or from the Manage Content page (refer to *Content User Guide* for details).

▶ **To create a topic from the Manage Files page**

Select the file or files that you want to designate as a topic or topics.

- 1 Click the  **Create topic** icon. The Bulk Create Topic page displays.
- 2 Choose the parent module for the topics, change the titles if desired, then click **Create**. When a topic is created that uses a file from the Manage Files page, the topic name will be displayed in brackets beside the file name.

**Note** If you rename a file that is a topic used in your course, it will be automatically updated in the other content management areas.

▶ **To create a topic from the Manage Content page**

Refer to *Content User Guide*.

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