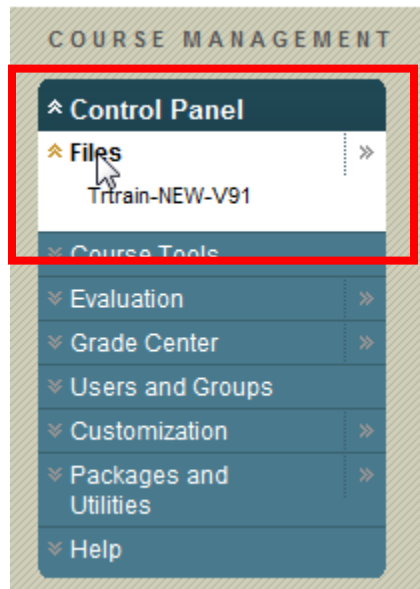


Course Files

With Course Files, not only do you have access to all of your files, but you have the ability to manage, organize, and view those files as suits your needs. You can link to any uploaded items when creating content for the course. When you change an item, all links to the item in the Course reflect those changes.

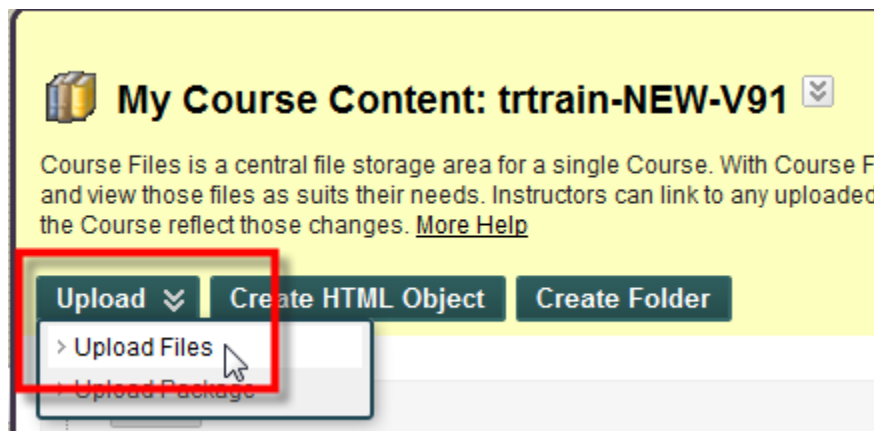
Course Files is a central file storage area for a single course. When you upload a file into your course using the Build Content function you will see the file stored here.



Upload Files

Files and folders can be uploaded to or created in Course Files.

Upload: Point to **Upload** on the Action Bar and select **Upload Files** to upload one or more files at one time. Use the **Upload Package** option to upload a ZIP file and automatically unzip its contents, keeping the folder structure and links intact.



You can choose to upload single files or multiple files.

Upload Single File

Upload a single file to this folder.

* Indicates a required field.

Cancel Submit

1. File Information

Browse to select a file to upload.

* File Browse...

If selected, the system automatically overwrites the existing file with the same name.

2. Submit

Cancel Submit

Multiple files can be uploaded using the **Browse** function or the drag-and-drop function.

Upload Multiple Files and Folders

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and requires the Java plugin, version 1.5 or later. If the plugin is not available, use the [Single File](#) option to add files one at a time.

Browse Remove All

Name	Size	Remove
To begin uploading, drag and drop files and folders here. Or, you may click Browse.		

Cancel Submit

Once you've specified your files click the Submit button to start the upload.

Upload Multiple Files and Folders

After adding files to the list, click **Submit** to upload the files. If an upload fails, click **Undo** to remove all uploaded files and requires the Java plugin, version 1.5 or later. If the plugin is not available, use the [Single File](#) option to add files one at a time.

Browse Remove All Stop Upload

Upload progress: 51%

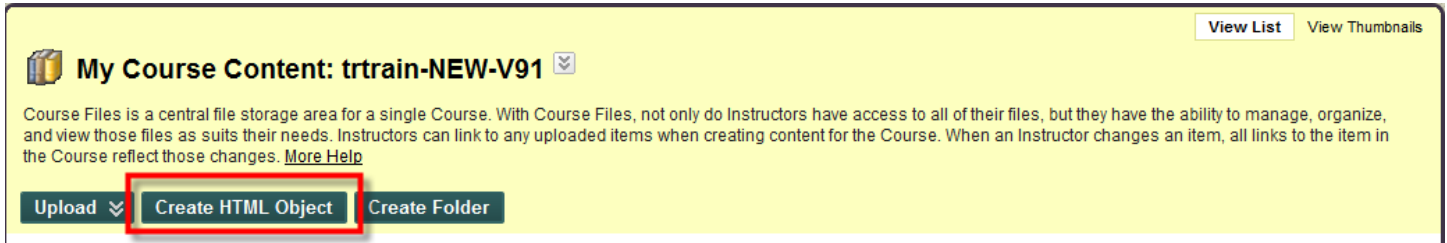
Name	Size	Status
fall11_crs.txt	122.5 KB	100%
fall11_staff_notas.txt	84.8 KB	0%
sum11_crs.txt	17.8 KB	0%
sum11_staff_notas.txt	13.3 KB	0%

238.2 KB Total

Cancel

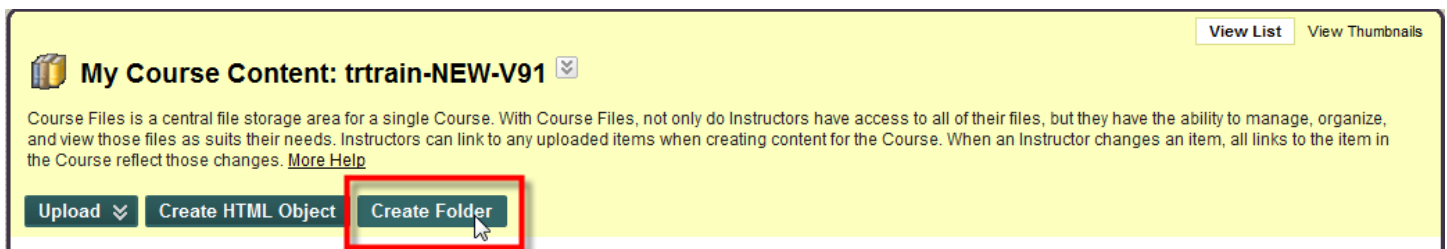
Create HTML Object

HTML Objects can be created using the Text Editor. Instructors can also add files, images, and multimedia to an HTML Object using the Text Editor functions. Any files added to the HTML Object from a local drive are also saved in Course Files in the same folder as the HTML Object. The new HTML Object is ready to be linked to one or more locations in the Course as a file attachment. The system automatically adds the .html extension to the HTML Object file name.

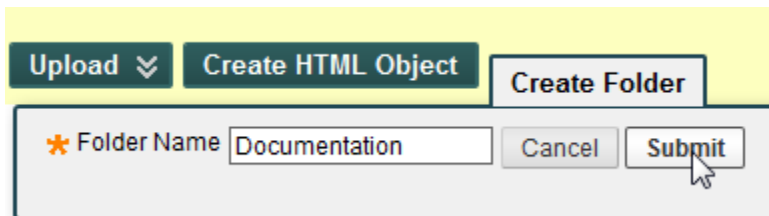


Create Folder

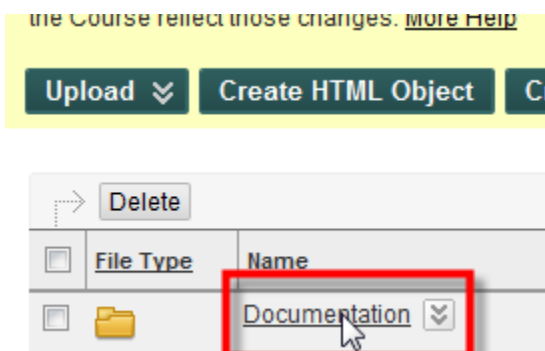
Folders and subfolders can be created, renamed, and rearranged to help the Instructor organize Course Files. Changing the name or moving a folder does not break any links to content in the Course. If a folder is deleted, the contents of the folder are permanently deleted and the links to that content in the Course are broken. The top level Course ID folder cannot be renamed, deleted, or moved.



Type a folder name and click on Submit.

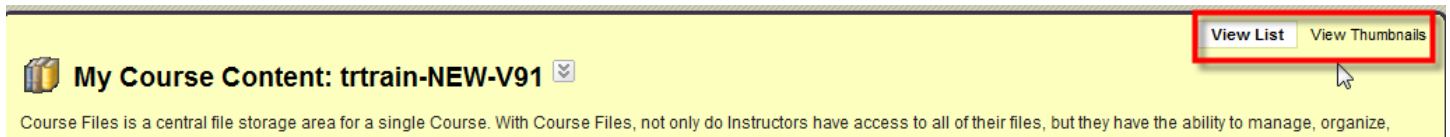


Click on the folder name to go into it and start uploading files into it.

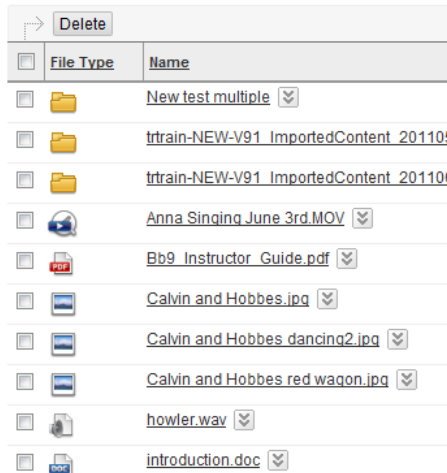


Viewing Files and Folders

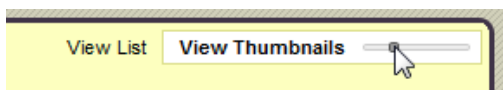
At the top of the screen, two options are available for viewing the Course's files and folders:



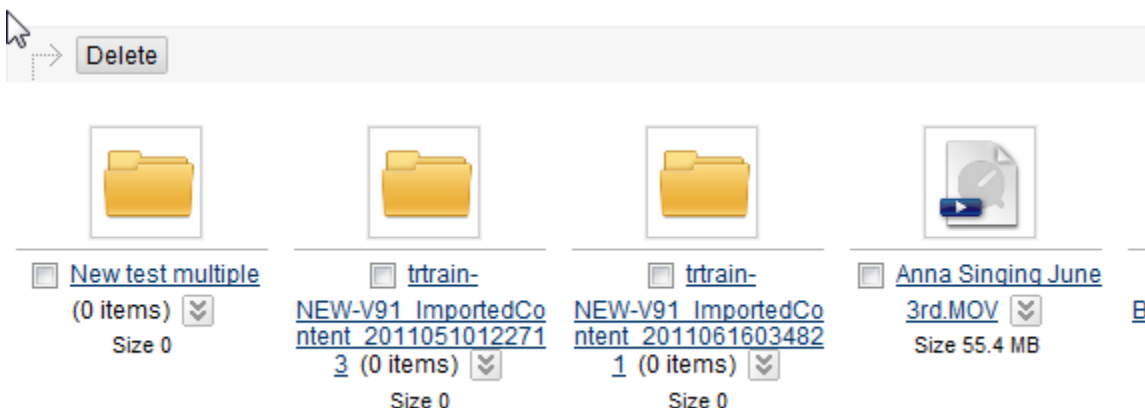
View List: This is the default view. Standard small icons in the **File Type** column appear for each file and folder. To view the contents of a folder, click its name.



View Thumbnails: Larger icons represent each file and folder. Use the slider at the top of the screen to change the size of the thumbnails.

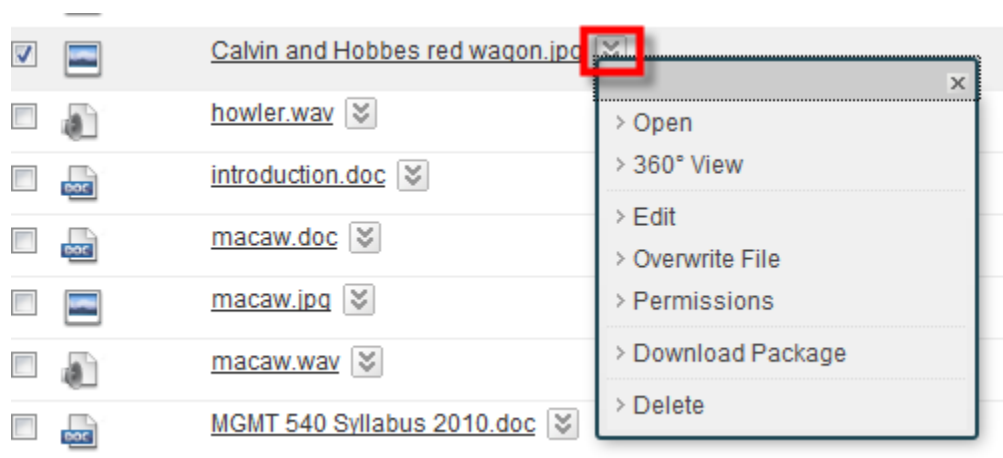


To view more information about a file, click its thumbnail. To view the contents of a folder, click its thumbnail or name. Any action that can be performed on a file or folder in the list view can also be performed in the thumbnails view. The selected view will remain in effect until the user changes the view.



Item Actions

Each item in Course Files has a contextual menu that provides access to the following actions:



Open: Preview the content in the browser.

360 degree View: Display detailed information about an item. The report includes the file's properties, such as name, file type, file size, and when it was last edited. Instructors can also view the permissions assigned to users and a list of links where the file has been used.

Edit: Change the name of the item.

Overwrite File or **Overwrite Reusable Object Content:** Upload a different file to replace the current file or edit the HTML Object content. For files, the new file will be assigned the same name as the one that it is replacing.

Permissions: View and manage permissions to determine who can view the file. When a file is added to Course Files, it is automatically assigned **Read** permission so that when it is linked in the Course, all Course users can view it.

Download Package: Compress the items into a ZIP package that can be saved to a local drive.

Delete: Permanently remove the item. Any links to the item in the Course will be broken. In the Course, the broken links appear with an **Invalid File** statement next to them.

Download All Files

The Download Package command located at the top of the page in the courses contextual menu will create a .zip file containing all of the files in the course.

