

Competencies

After reading this document, you will be able to:

- ◆ Upload files from a computer to the File Manager.
- ◆ Create folders and move files into the folders to organize content.
- ◆ Create files within the File Manager.
- ◆ Zip and download folders from the course.

File Manager

The *File Manager* is only available from the *Build Tab* in *Designer Tools* within a course. The *File Manager* is where instructors can upload files that are to be included in the course. Within the *File Manager* there is also the ability to create folders to help keep content organized.

Although it's possible to simply add materials within a content area, those materials can also be organized within folders. Folders within Campus Edition 6 act much like those on a computer's desktop; however these folders must be created within the Course Management software.

To Upload Files from a Computer:

- 1 In *File Manager*, navigate to the folder where the files are to be added.
- 2 Click **Get Files**. The *Content Browser* pop-up window appears.

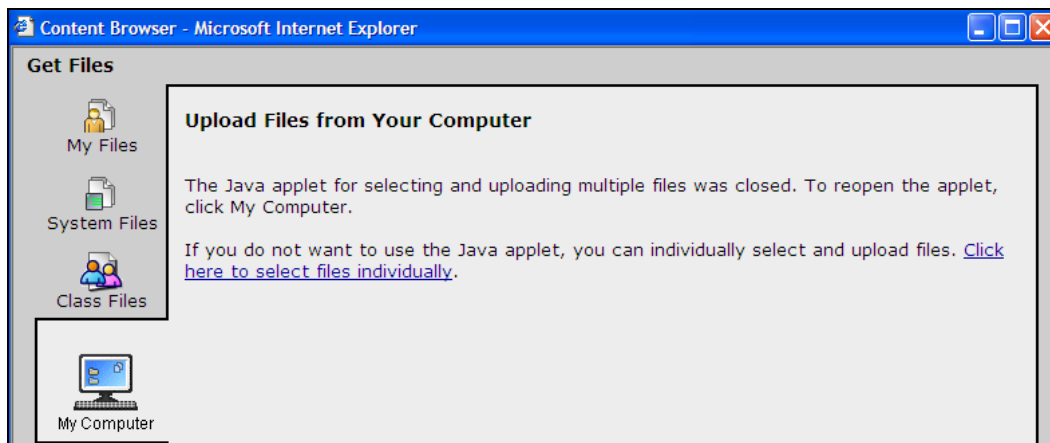


Figure 1: File Manager - Uploading Files from a Computer

- 3 Navigate and select the files to be added. Click **Open**.



Tip File and folder names in Content Manager and File Manager are not case sensitive. So it would be impossible to have a file named Module One and another file named module one.

To Create Folders in the File Manager:

- 1 From within the *File Manager*, click **Create Folder**.
- 2 The *Create Folder pop-up window* will appear. Name the folder and click **OK**.

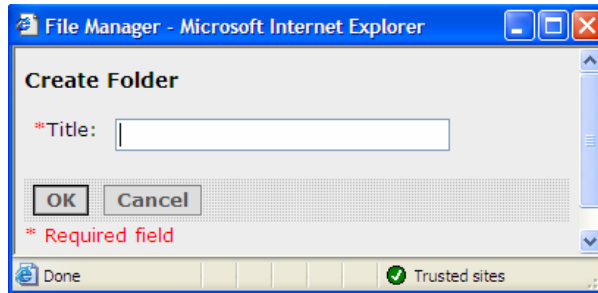


Figure 2: File Manager - Create Folder pop-up window

To Move Files into Folders within File Manager:

- 1 From within the File Manager choose the checkbox in front of the item to be moved.
- 2 Click **Move**.

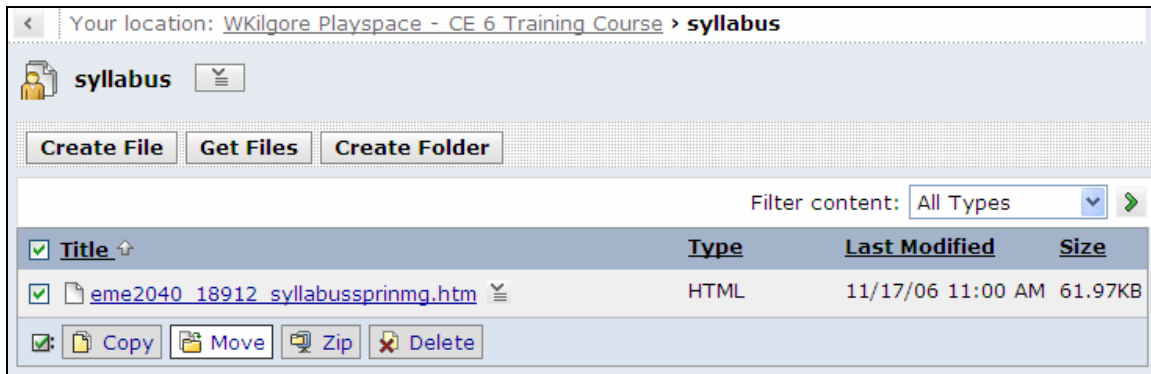


Figure 3: File Manager – Move Files

- 3 The *Browse for Location pop-up window* will appear. Choose the folder to move the file into and click **OK**.

To Create Files in File Manager:

- 1 From within the *File Manager*, click **Create File**.
- 2 Name the file and add the content. Click to **Save** or **Save and add another**.

Figure 4: File Manager – Create File

To Zip Files and Folders:

Compressed zip files can be created that contain multiple files and folders. Zipping items allows the download of multiple items more efficiently.

- 1 Navigate to the folder containing the items that is to be compressed into a single zip file.
- 2 Do one of the following:
 - To compress one or more items:
 - a Select each item.
 - b Click **Zip**. The *Content Browser* pop-up window appears.
 - To compress all items listed on the current page:



Note If items to be compressed span multiple pages, the number of items listed on a single page must be adjusted to include all items to compress.

- a In the *table heading* row, select the *check box*. All items listed on the page are selected.
 - b Click **Zip**. The *Content Browser* pop-up window appears.
- 3 Navigate to and confirm the location where the zip file is to be saved.

To Download Files:

Copies of files can be downloaded to a local computer or network. This allows viewing or editing of the files locally.

- 1 Navigate to the folder that contains the file to be downloaded.
- 2 Locate the file and click its **ActionLinks** icon.
- 3 Click **Download**.
- 4 Click **Save** and specify the location.