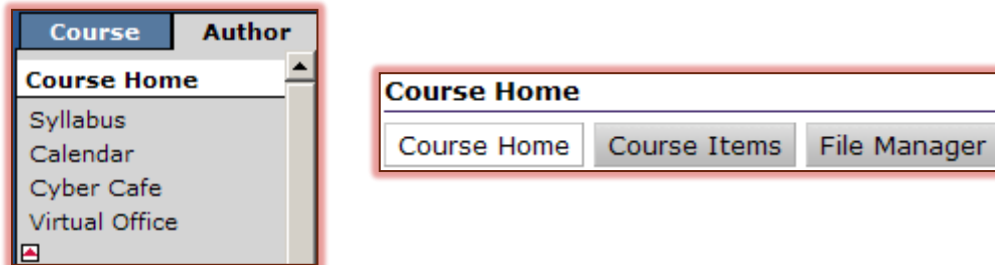


Manage Files and Folders (File Manager)

This feature can be used to organize and keep track of course files. It enables instructors to upload files directly into a course instead of uploading files to each content area. New folders can be created within File Manager. The folders can be organized in the same structure as a course. When building a course, it is important to avoid symbols such as "*", "-", "%", and so forth. If these symbols are used in file names, they will be inaccessible from within Visual Editor when links are added to files and images in other areas of the course. It is best to use only text, underlines, or hyphens in file names. When links to files are created in a Content Area, the files are uploaded to the File Manager.

Open File Manager

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Course Home** at the top of the **Navigation Tree** (see illustration below left).



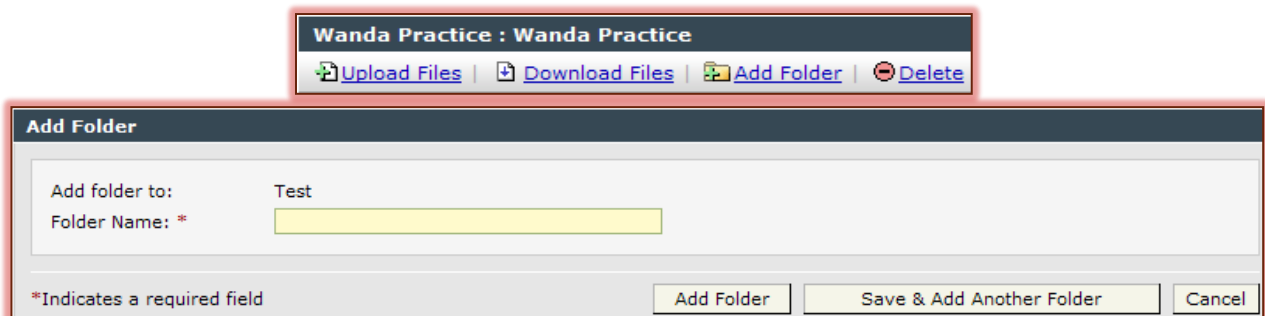
- ❖ Click the **File Manager** button (see illustration above right).
- ❖ By default, the main course folder and Streaming Media folder display.
- ❖ This folder is used to store any media files that are uploaded for the course.

Add/Delete Folders

When working with File Manager, it is possible to add and delete folders to create and maintain the desired folder structure. When a new folder is created, it is treated as a sub-folder within the selected folder.

Add Folders

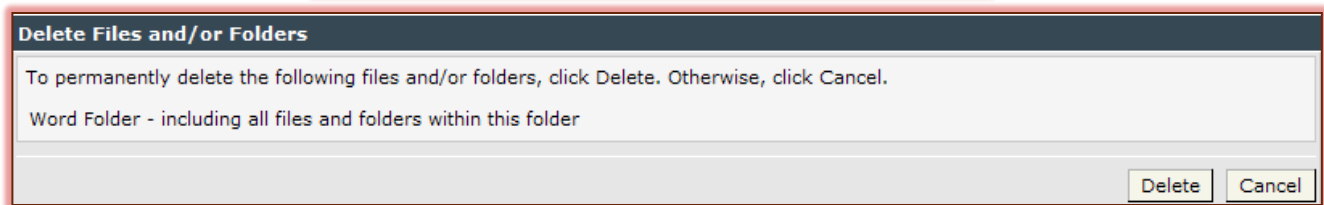
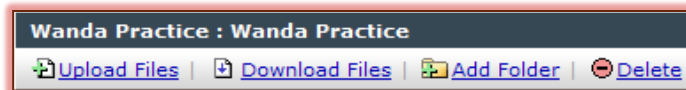
- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **File Manager** under **Course Home**.
- ❖ Click **Add Folder** (see illustration below).



- ❖ The **Add Folder** window will display (see illustration above).
- ❖ Type a name for the new folder in the **Folder Name** box.
- ❖ Click **Add Folder** to add a single folder to the **File Manager**.
- ❖ To add more than one folder, click the **Save & Add Another Folder** button.

Delete Folders

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **File Manager** under **Course Home**.
- ❖ Click the check boxes for the folders that are to be deleted.
 - For sub-folders:
 - Click the root folder to expand it.
 - Click the check boxes for the folders that are being removed.
 - When a folder is deleted, all the files in the folder will be deleted as well.
 - The **Main Course** folder and the **Streaming Media** folder cannot be deleted.
- ❖ Click the **Delete** button (see illustration below).



- ❖ The **Delete Files and/or Folders** window will display (see illustration above).
- ❖ Click the **Delete** button.

Delete Files

Files that have been uploaded to the File Manager can be deleted at any time. When a folder is deleted, the contents within the folder are also deleted.

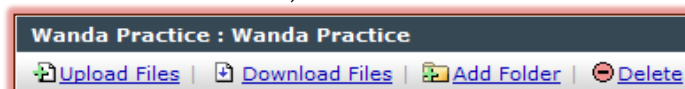
- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **File Manager** button on the **Course Home** page.
- ❖ Click the check box for the files that are to be deleted.
- ❖ For files within a folder:
 - Click on the folder to expand it.
 - Click the check boxes for the files that are to be deleted.
- ❖ Click the **Delete** button.
- ❖ The **Delete Files and Folders** window will display (see illustration below).
- ❖ Click the **Delete** button.

Upload/Download Files

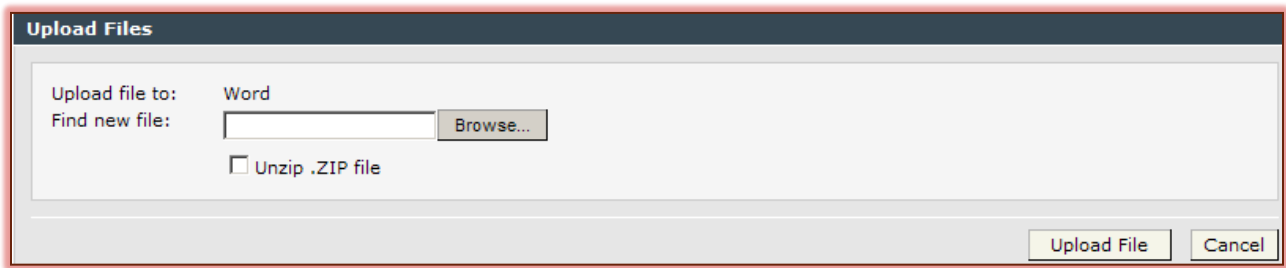
File Manager can be used to upload course files rather than linking course files to content items. Files that have been uploaded to File Manager can be downloaded at any time. This area can be considered as storage for all uploaded course files. When changes need to be made to the files, they will have to be downloaded, the changes made, and then re-uploaded to the File Manager.

Upload Files

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **File Manager** button on the **Course Home** page.
- ❖ Click the folder into which the files are to be uploaded.
- ❖ Click **Upload Files** (see illustration below).



- ❖ The **Upload Files** window will display (see illustration on next page).



- ❖ Click the **Browse** button to locate the file.
- ❖ The **Choose File** window will display.
- ❖ Locate the file that is to be uploaded to **File Manager**.
- ❖ Click the **Open** button.
- ❖ Files that are in a different format than ones that are supported by eCollege must be zipped before they can be uploaded to **File Manager**.
- ❖ The file name and path will appear in the **Find new file** box.
- ❖ Click **Upload File** to insert the file into the **File Manager** list.

Upload Zipped or Compressed Files

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **File Manager** on the **Course Home** page.
- ❖ Click the folder into which the zipped file is to be uploaded.
- ❖ Click **Upload Files**.
 - Click the **Unzip .ZIP File** check box to unzip the file when the upload process is complete.
 - This check box should not be clicked if the zipped file is to be visible in the folder tree.
- ❖ Click **Upload Files** to upload the file to the selected course folder.

Download Files

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **File Manager** on the **Course Home** page.
- ❖ Click the check box next to the files that are to be downloaded.
- ❖ If the files are in a folder:
 - Click the folder to expand it.
 - Click the check box for the files that are to be downloaded
- ❖ Click **Download Files**
- ❖ The **File Download** dialog box will display.
- ❖ Click the **Save** button.
- ❖ The **Save As** dialog box will display.
- ❖ Choose the folder where the files are to be saved.
- ❖ The zipped folder will be saved to the specified folder.

Unzip Files

- ❖ Open **My Computer**.
- ❖ Locate the compressed (zipped) folder in the area where it was stored.
- ❖ Right-click the folder.
- ❖ Click **Extract All**.
- ❖ The **Extraction Wizard** will display.
- ❖ Follow the steps in the **Extraction Wizard** to unzip the folder.
- ❖ When the process is complete, an unzipped folder with the same name as the zipped folder will appear in the list of folders and files.

Upload Streaming Media Files

It is possible to upload streaming media files into a course using File Manager or the Visual Editor. In the File Manager, streaming media files must be stored in the Streaming Media folder. When audio and video files are used in an online course, the system encodes the uploaded media files into Real Network files to ensure the files stream properly over the Web. Real Network files include Real Audio (.ra), Real Media (.rm), and Slideshow (.rpm).

Upload Media Files with File Manager

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **File Manager** on the **Course Home** page.
- ❖ Click the **Streaming Media** folder.
- ❖ Click **Upload Files**.
- ❖ Click **Browse** to select the file that is to be uploaded.
- ❖ The file must have an .ra, .rm, or .rpm file extension.
- ❖ If the file that is being uploaded is a .zip file, click the **Unzip .ZIP file** check box.
- ❖ Click **Upload File**.

Upload Files with Visual Editor

- ❖ Click the **Add a Link** button on the **Visual Editor Toolbar**.
- ❖ Select a **File Type** to upload.
- ❖ Click **Continue**.
- ❖ If **Link to Content or File** or **Insert an Image** were selected, make sure the appropriate tab is selected.
 - **Upload Content** – This tab is used to upload files to File Manager.
 - **Select Content from Course Folder** – This link is used to link to a file stored in File Manager.
- ❖ Enter information according to the type of file that was selected.
- ❖ Some of the following fields may be available. What is available is determined by the file type that was selected.
 - **Text to Display** – This is available when hyperlink text needs to be input. This is the text students will click on to open a file.
 - **Descriptive Text** – This field is used to insert text about an image. It is the text that displays when the cursor hovers over the hyperlink.
 - **File to Upload** – Click the Browse button to select the file that is to be uploaded.
 - **Folder for Content** – For this option, select Streaming Media.
 - **Image to Insert** – This is used to select the folder that contains the image file that is to be inserted.
- ❖ When all the options have been specified, click **Add Link**.