

Doc Sharing-Faculty

This option is used for sharing between instructors and students. Instructors and students can upload documents, images, worksheets, presentations, zip files, and HTML pages. Students can download documents shared by the instructor or by other students. Documents can be viewed, built, revised, or recreated and then uploaded for the entire class.

Both students and instructors can access shared files, but only instructors can delete files. Instructors can also create and edit Document Sharing categories.

Document Sharing can be used:

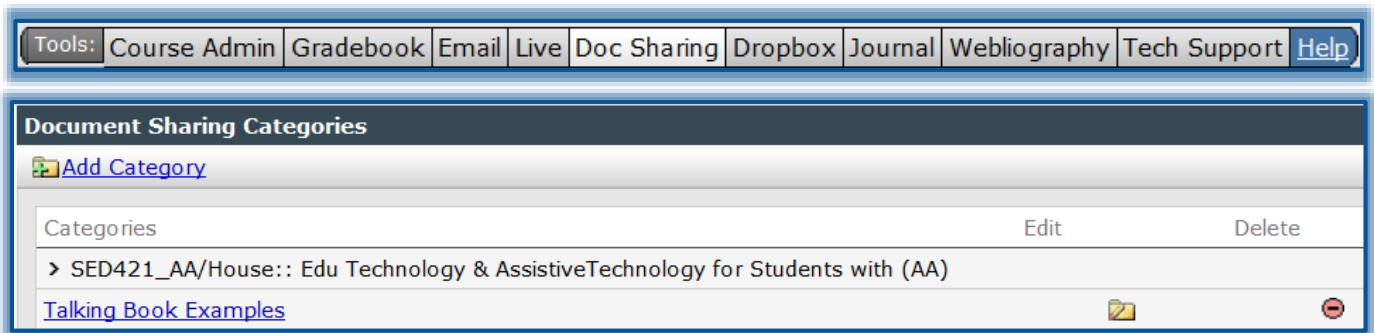
- ✓ As a holding place for resources used later in a course. Documents can be uploaded for students to access at any time.
- ✓ For students to post assignments when students are expected to review and critique other students' work as part of the learning process.
- ✓ For students to upload assignments or other document files that are submitted for general class review and consumption.
- ✓ When students need to have the ability to view each other's files.

Categories for Shared Files

Categories are used to organize documents uploaded to Doc Sharing similar to storing documents in a folder on the computer. They are used to view and sort individual entries. An instructor can add, delete, and edit categories in Doc Sharing at any time.

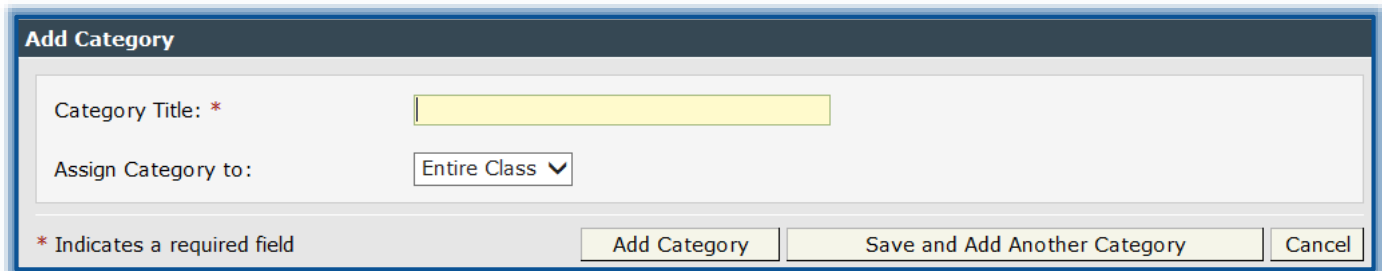
Add Categories

Click **Doc Sharing** on the **Tools Menu** (see illustration below).



Click **Add Category** (see illustration above).

The **Add Category** window will display (see illustration below).

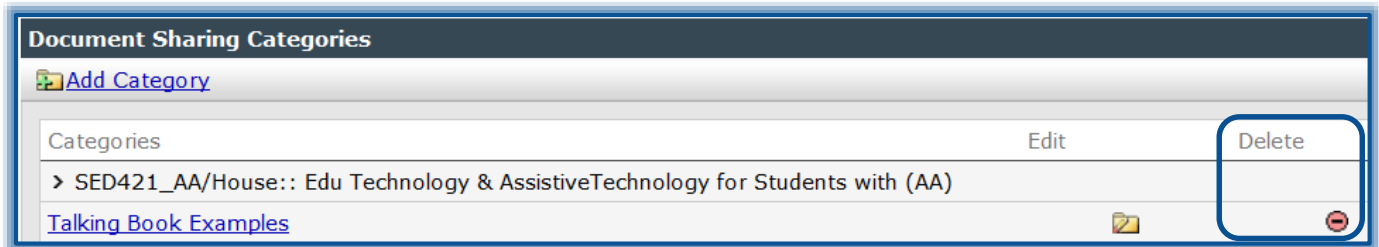
A screenshot of the 'Add Category' dialog box. It has a title bar 'Add Category'. Inside, there is a text input field for 'Category Title: *' which is highlighted in yellow. Below it is a dropdown menu for 'Assign Category to:' with 'Entire Class' selected. At the bottom, there is a legend: '* Indicates a required field'. To the right of the legend are three buttons: 'Add Category', 'Save and Add Another Category', and 'Cancel'.

Input a new category title into the **Category Title** box.

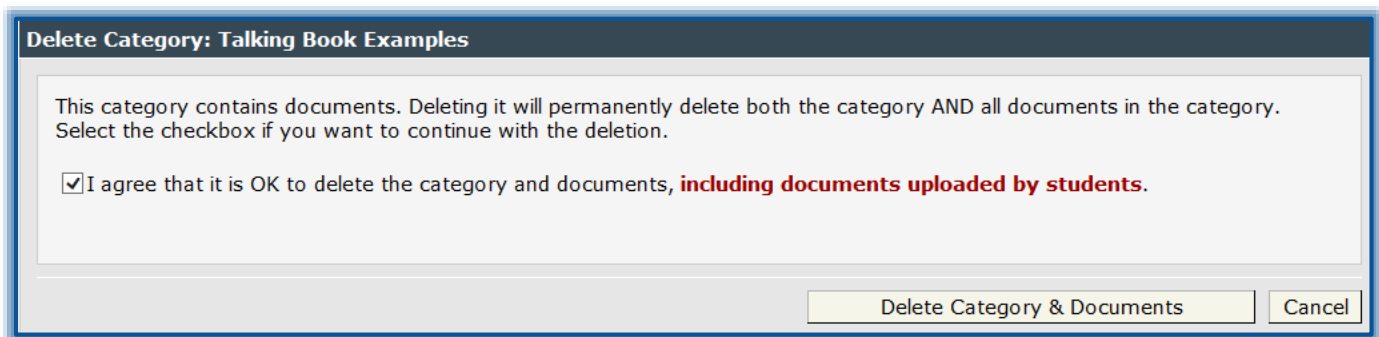
- ☞ Click the **Assign Category to list** arrow and select an option from the list.
 - ☞ The default option is **Entire Class**.
 - ☞ If groups have been setup for the class, a **Category** can be assigned to a specific group.
- ☞ Click **Add Category** to add one **Category**.
- ☞ To add more than one **Category**, click the **Save and Add Another Category** button.

Delete a Category

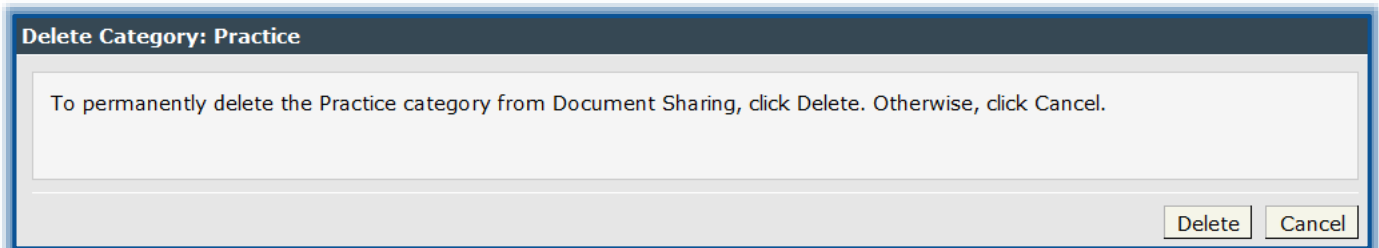
- ☞ Click **Doc Sharing** on the **Tools Menu**.
- ☞ The **Document Sharing** window will display (see illustration below).



- ☞ In the **Delete** column, click the delete button beside the category that is to be deleted (see illustration above).
- ☞ The **Delete Category** confirmation window will display.
- ☞ If documents have been added to the **Category**, the window below will display.
 - ☞ Click the **I agree** check box.
 - ☞ Click the **Delete Category and Documents** button.
 - ☞ The **Category** will be removed from **Doc Sharing**.



- ☞ If documents have not been added to the **Category**, the window below will display.
 - ☞ Click the **Delete** button.
 - ☞ The **Category** will be removed from **Doc Sharing**.



- ☞ The **default Category** is the **Course Number** and **Course Name**.
 - ☞ This Category is the top entry in the Document Category.
 - ☞ This Category cannot be deleted; only the Instructor created Categories may be deleted.

Upload Files to Share

If the file that is being uploaded to Doc Sharing has a different extension than those supported by the system, zip the file(s) and then upload the .zip file for students to download. For information on zipping files, click the appropriate document on the eCollege page in the [Siena Training Web Site](#). After the file has been downloaded, the file will have to be unzipped before the documents can be viewed.

Click **Doc Sharing** on the **Tools Menu**.

The **Document Sharing Categories** window will display (see illustration below).

Categories	Edit	Delete
SED421_AA/House:: Edu Technology & AssistiveTechnology for Students with (AA)		
Talking Book Examples		
Course Information		
Course Documents		
Articles		
Talking Book		
Software Research		
Low-Tech Assistive Technology		

Note: Only Custom Categories can be renamed and deleted.

File Name/Description	Owner	Date/Time*	Size	Share	Downloads	Edit	Delete
SED 421-521 Dropbox.pdf Dropbox	Wanda House	5/16/2011 4:10:14 PM	127K	Entire Class	0		

Click the **Upload Document** link.

When a **Category** has been added, each of the items will be listed under **Categories**.

To upload the file to a specific category:

Click the **Category Name**.

Click **Upload Document**.

The **Category** name will appear in the dark area just above **Upload Document**.

The **Add Document Sharing Entry** window will display (see illustration on next page).

Under **Share file with**, select one of the following options.

Instructor Only - When this option is selected, the document will not be shared with students. Only the instructor will be able to view the document.

Entire Class - This option will allow the students in the course to view the file.

Click the **Browse** button next to **Find new File** to locate the file that is to be uploaded.

The **Choose file** window will display.

Click the file name and then click **Open**.

If a .zip file is being uploaded, click the **Upload .ZIP file** check box if the system is to unzip the file upon upload.

Add Document Sharing Entry

! Once you select **Upload Document**, please refrain from closing the browser or navigating away from this page. The screen will refresh once the file has uploaded. File uploads must complete within 90 minutes before the action will timeout - file size limits vary based on connection speed.

Share file with:

Instructor Only
 Entire Class

Find new file: *

Unzip .ZIP file

Owner: *

* Indicates a required field

- Verify that the document owner is correct. The default document owner is the person who is logged into eCollege.
- If the owner is not correct, then input a new name.
- Click **Upload Document**.
- The **Add Document Sharing Entry** window will display (see illustration below).

Add Document Sharing Entry

File Name	Description *
Save the Cans.pub	<input type="text"/>

* Indicates a required field

- Input a description for the document that will tell the students what to expect when the document is opened.
- Click **Add Entry**.
- The entry should display in the main **Doc Sharing** page.

Delete Shared Files

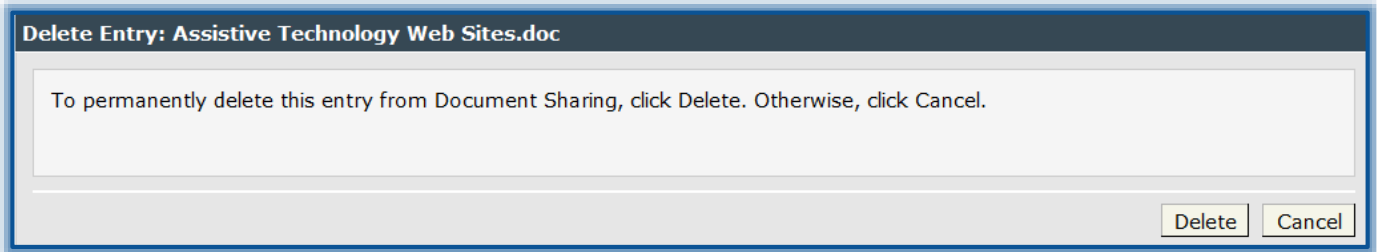
- Click **Doc Sharing** on the **Tools Menu**.
- A list of documents will appear in the **Documents** list (see illustration below).

Course Information

[Upload Document](#) | [Download Documents](#)

<input type="checkbox"/> File Name/Description	Owner	Date/Time* ▼	Size	Share	Downloads	Edit	Delete
<input type="checkbox"/> Assistive Technology Web Sites.doc Assistive Technology Sites	Wanda House	8/13/2008 6:59:25 PM	100K	Entire Class	0		
<input type="checkbox"/> Do You Like These IEPs.pdf Do You Like These IEP's: I thought you might enjoy reading this poem regarding IEPs.	Wanda House	8/13/2008 6:31:23 PM	81K	Entire Class	0		

- ☞ Do one of the following:
 - ☞ Locate the document that is to be deleted in the Document list.
 - or
 - ☞ Under **Document Sharing Categories**, click the **Category** where the document is located.
 - ☞ Locate the document that is to be deleted in the Document list.
- ☞ Click the **Delete** button in the **Delete** column.
- ☞ The **Delete Entry** confirmation window will display (see illustration below).

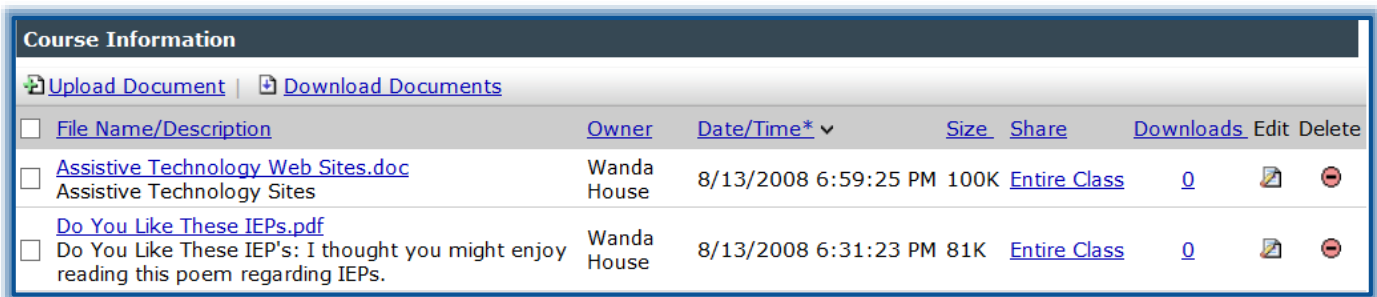


- ☞ Click the **Delete** button to permanently delete the document.

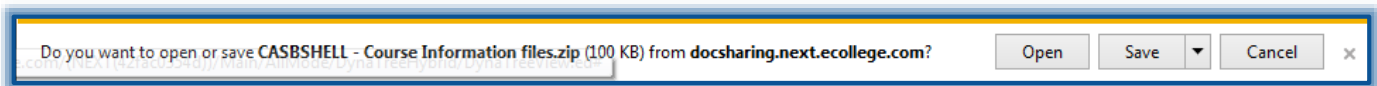
Download Shared Files

Files can be downloaded and saved to a storage area for future use. When more than one file is downloaded, a zip file is created. After the file has been downloaded, the file will have to be unzipped before the documents can be viewed. For information on unzipping files, click the appropriate document on the eCollege page in the [Siena Training Web Site](#).

- ☞ Click **Doc Sharing** on the **Tools Menu**.
- ☞ Do one of the following:
 - ☞ In the **File Name/Description** column (see illustration below), select the check box beside the documents that are to be downloaded.
 - ☞ To download all documents, select the check box beside the **File Name/Description** link.
 - or
 - ☞ Click the **Category** where the documents were uploaded.
 - ☞ In the **File Name/Description** column, click the check box beside the documents that are to be downloaded.



- ☞ Click **Download Documents**.
- ☞ The **File Download** message will display at the bottom of the window (see illustration below).



- ☞ Click the **Save** list arrow.
- ☞ Click **Save As** in the list.
- ☞ The **Save As** dialog box will display.

- Input a name for the file or accept the default name.
- Click the **Save** button.

Edit Shared Files Properties

- Click **Doc Sharing** on the **Tools Menu**.
- Do one of the following:
 - Locate the file listed on the page.
 - Click the **Category** where the file was uploaded and locate the document.
- Click the **Edit** button in the **Edit** column.
- Make the necessary changes in the **Edit Document Sharing Category** window.
- When all the changes have been made, click the **Save Changes** button.

Mark Files as Shared or Private

- Click **Doc Sharing** on the **Tools Menu**.
- Locate the file that is to be shared or not shared.
- In the **Share** column, click to toggle the share setting between **Entire Class** or **Instructor only**.
 - Entire Class** - The files are viewable by all the students in the course.
 - Instructor Only** - The files can only be viewed by the instructor. If a file that a student has uploaded is marked as private, the student will still be able to see the file since he/she is the owner.

View Download History

- Click **Doc Sharing** on the **Tools Menu**.
- Locate the document for which the download history is to be viewed.
- The **Downloads** column shows how many times the file has been downloaded (see illustration below).

The screenshot shows a web interface for document sharing. At the top, there are links for 'Upload Document' and 'Download Documents'. Below is a table of articles with columns for 'File Name/Description', 'Owner', 'Date/Time*', 'Size', 'Share', and 'Downloads'. The 'Downloads' column for the selected file 'Universal Design for Learning-The Next Big Thing in School Reform.pdf' is circled in blue and contains the number '1'. A 'Download History' window is open over the table, showing a detailed view of the download event.

File Name/Description	Owner	Date/Time*	Size	Share	Downloads
Universal Design for Learning-The Next Big Thing in School Reform.pdf	Wanda House	8/10/2013 10:17:09 AM	109K	Entire Class	1

File/Description	Owner	Date/Time*	Size	Share
Universal Design for Learning-The Next Big Thing in School Reform.pdf	Wanda House	8/10/2013 10:17:09 AM	109K	Entire Group

Name	Date/Time*
	3/23/2014 12:16:33 PM

- Click the number to open the **Download History** window.
- The **Download History** will display for the selected file (see illustration above).
- Close the window to return to the main **Doc Sharing** page.