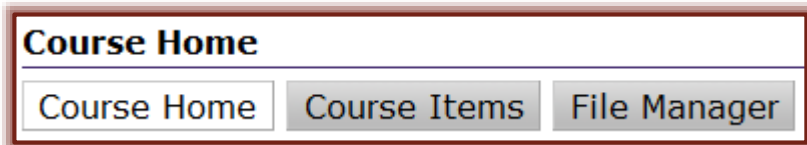
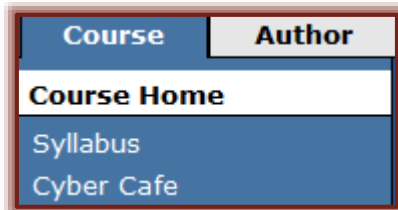


Manage Files and Folders (File Manager)

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 when naming files and folders. 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. So, if a file is changed, it can be uploaded directly to File Manager and the changes will be reflected in the Content Area where the link is located.

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 below right).



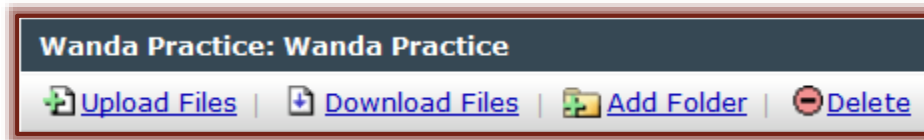
- By default, the main course folder and Streaming Media folder display.
- This folder is used to store any media files that are uploaded for the course.

Add/Delete Folders

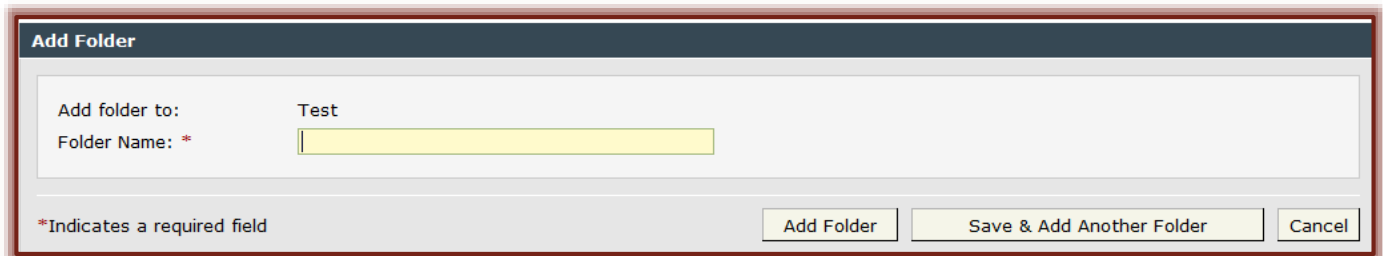
When working with File Manager, it is possible to add and delete folders to create and maintain the desired folder structure. When a new folder is created, it is treated as a sub-folder within the selected folder.

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 below).

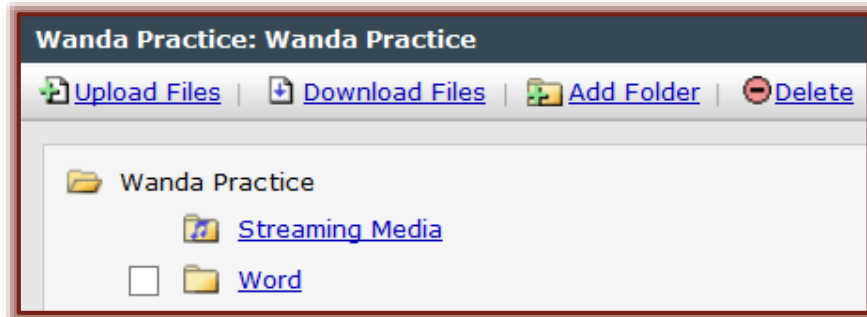
A screenshot of the 'Add Folder' dialog box. It has a title bar 'Add Folder' and a main area with 'Add folder to:' set to 'Test' and 'Folder Name: *' followed by a yellow input field. At the bottom, there is a legend '*Indicates a required field' and three buttons: 'Add Folder', 'Save & Add Another Folder', and 'Cancel'.

- Type a name for the new folder in the **Folder Name** box.
- Click **Add Folder** to add a single folder to the **File Manager**.

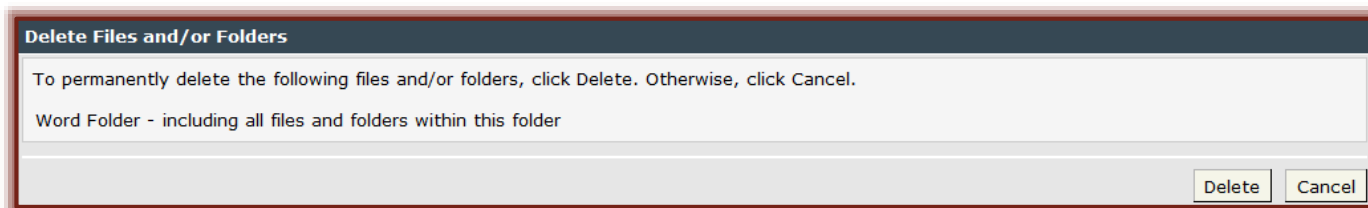
- To add more than one folder, click the **Save & Add Another Folder** button.
- To cancel the addition of a folder, click the **Cancel** button.

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 (see illustration below).



- 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.
- The **Delete Files and/or Folders** window will display (see illustration below).

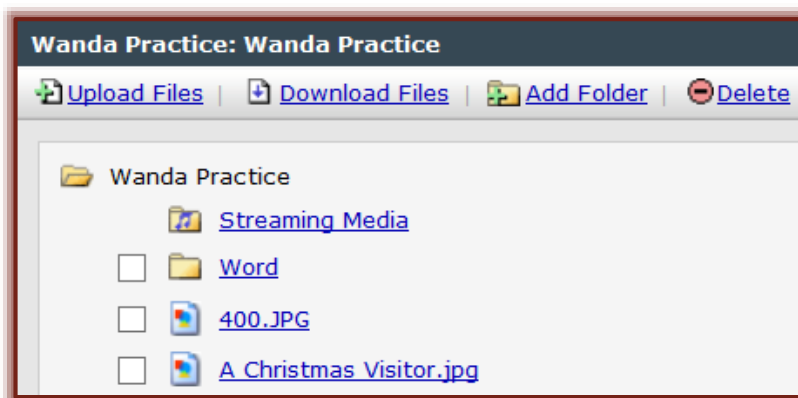


- Click the **Delete** button to remove the folder.
- Click the **Cancel** button if the selected folder is not to be removed.

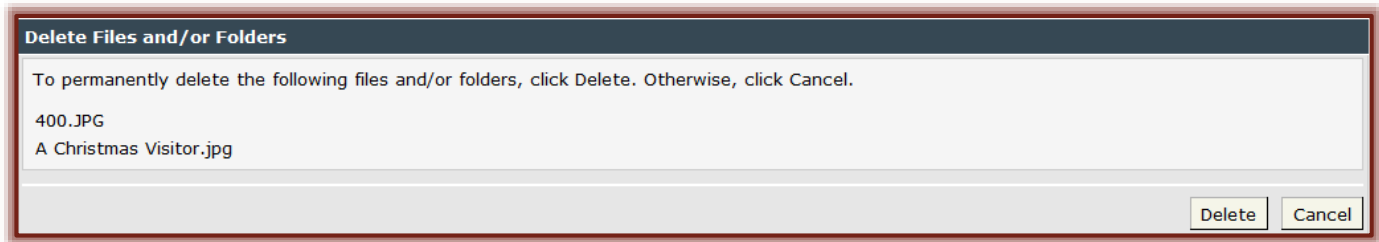
Delete Files

Files that have been uploaded to the File Manager can be deleted at any time.

- 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 (see illustration below).



- 🖥️ 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/or Folders** window will display (see illustration below).



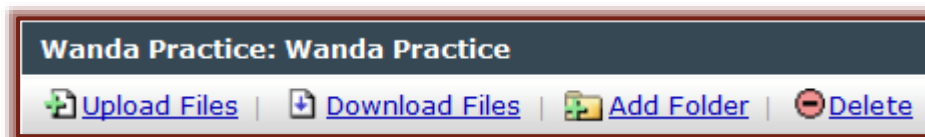
- 🖥️ Click the **Delete** button.

Upload/Download Files

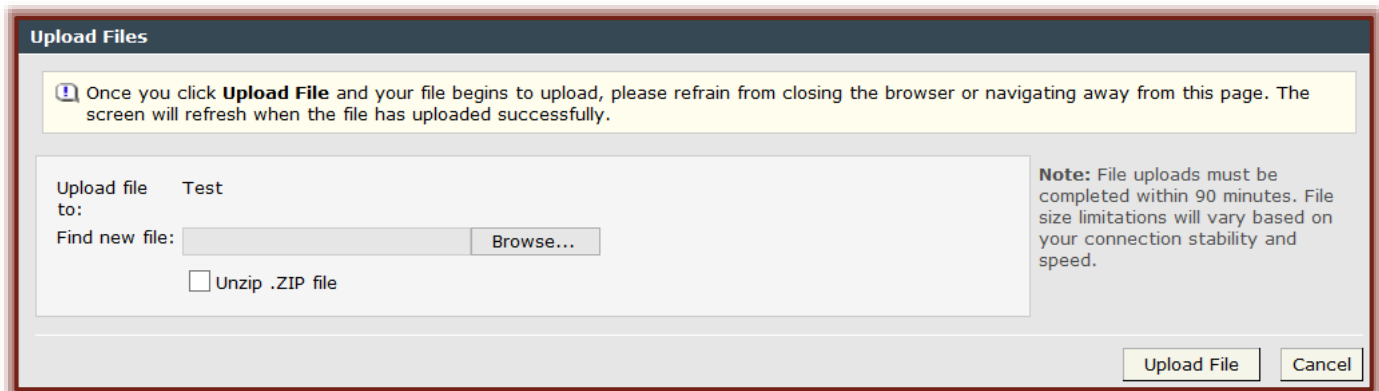
File Manager can be used to upload course files rather than linking course files to content items. Files that have been uploaded to File Manager can be downloaded at any time. This area can be considered as storage for all uploaded course files. When changes need to be made to the files, they will have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



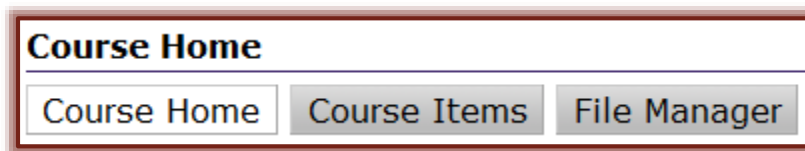
- 🖥️ The **Upload Files** window will display (see illustration below).



- 🖥️ 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.
- 🖥️ 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

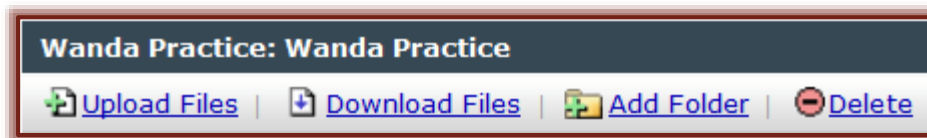
- Click the **Author** tab in the **Navigation Tree**.
- Click **File Manager** on the **Course Home** page (see illustration below).



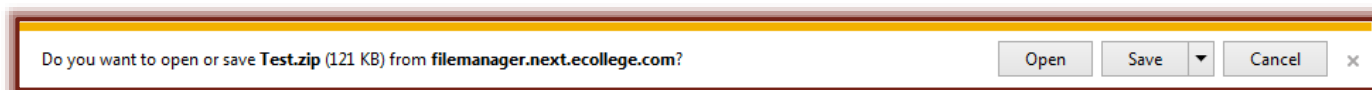
- Click the folder into which the zipped file is to be uploaded.
- Click **Upload Files**.
 - Click the **Unzip .ZIP File** check box (see illustration on previous page) to unzip the file when the upload process is complete.
 - This check box should not be clicked if the zipped file is to be visible 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** (see illustration below).



- The **File Download** message will display (see illustration below).



- Click the **Save** list arrow.
- Select **Save As** from the list of options.
- The **Save As** dialog box will display.
- Choose the folder where the files are to be saved.
 - The files will be downloaded into a compressed (zipped) folder.
 - The zipped folder will be saved to the specified folder.

Unzip Files

- Click the **Start** button.
- Click **Computer** on the right side of the **Start Menu**.
- Click **Computer** in the right frame.
- A list of **Network** folders will display.
- 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.

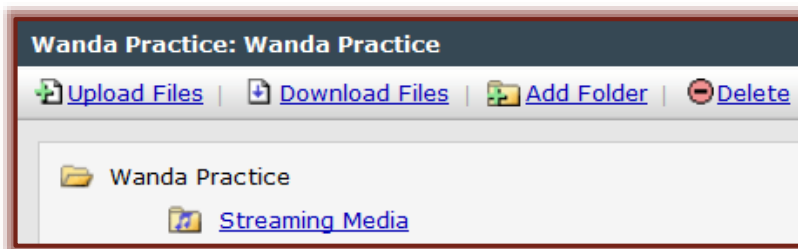
Upload Streaming Media Files

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.

Files supported by eCollege include .mp3, .mp4, .m4v, .acc, .wav, .mov and so forth. Most media files work. However, some operating system and personal browser settings can affect whether or not the video file will play. As a precaution, you might try programs like Audacity and save your files as .mp3s and video files as .mp4s to ensure a consistent experience for students.

Upload Media Files with File Manager

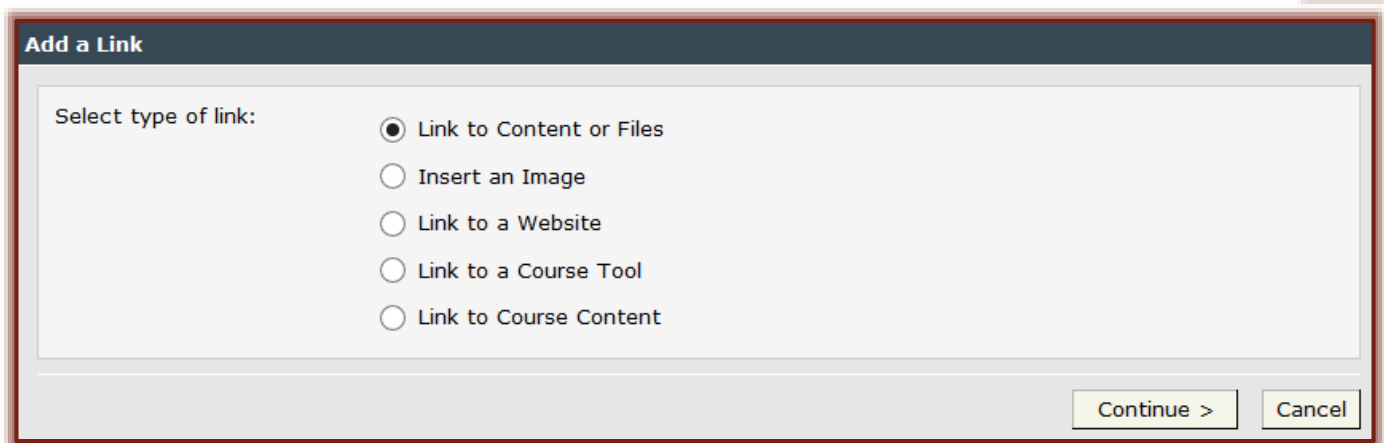
- Click the **Author** tab in the **Navigation Tree**.
- Click **File Manager** on the **Course Home** page.
- Click the **Streaming Media** folder.



- Click **Upload Files**.
- Click **Browse** to select the file that is to be uploaded.
- 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 (see illustration at left) 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.

Add a Link: Link to Content or Files

Once you click **Add Link** and your file begins to upload, please refrain from closing the browser or navigating away from this page. The screen will refresh when the file has uploaded successfully.

Upload Content [Select Content from Course Folder](#)

Text to display: *

File to upload: * Browse...

Folder for content: *

Wanda Practice

Streaming Media

Word

New Folder:

Content or Files

* Indicates a required field

< Back Add Link Cancel

Note: File uploads must be completed within 90 minutes. File size limitations will vary based on your connection stability and speed.

Add a Link: Insert an Image

Once you click **Insert Image** and your file begins to upload, please refrain from closing the browser or navigating away from this page. The screen will refresh when the file has uploaded successfully.

Upload Image [Select Image from Course Folder](#)

Descriptive text: *
Descriptive text is for people who cannot view images.

File to upload: * Browse...

Folder for content: *

Wanda Practice

Streaming Media

Word

New Folder:

Image

* Indicates a required field

< Back Insert Image Cancel

Note: File uploads must be completed within 90 minutes. File size limitations will vary based on your connection stability and speed.

- 🖥 Enter information according to the type of link 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.
- 🖥 When all the options have been specified, click **Add Link** or **Insert Image**.