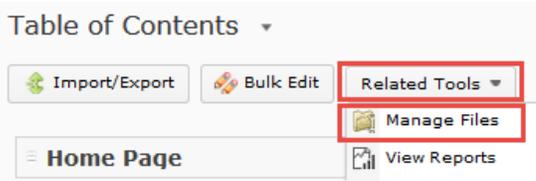# Manage Files Area

Desire2Learn provides a central location for managing your course files called Manage Files. The Manage Files area is used to organize the files that make up the course content. Navigation in this area is similar to Windows Explorer-- users may create folders, upload files, delete files, and change file location.

Accessing Manage Files

The Manage Files area uses frames. The left frame consists of a folder hierarchy with plus (+) signs indicating that the folder contains subfolders.

Instructors can access the File Management Console in two ways:

1. Click on the **Content** button under Course Elements on the red Navigation bar, then click on **Table of Contents**. Then in the **Related Tools** drop-down menu select **Manage Files**.

2. Click on the **Edit Course** link in the red Navigation bar and choosing the Manage File link. This opens the Manage Files.

File Management Tools

Button	Function
Hide Tree	Hides the left frame that displays the folder hierarchy.
Show Tree	Only appears if the folder hierarchy is hidden; restores the folder hierarchy.
New File	Creates a new file in the current location.
New Folder	Creates a new folder in the current location.
Paste	Pastes items from the clipboard into the current location.
Upload	Opens the Upload dialog box to locate and upload files from your computer.
	Cuts selected items to the clipboard.
	Copies selected items to the clipboard.
	Deletes selected items.
	Creates a link to download items.
	Compresses selected file(s) into a .zip file.
	Creates topics for selected files.

Creating Folders

Folders help to organize course files. Before uploading files, create a folder in the appropriate location to contain the file.

1. Go to the **Manage Files** page.
2. Find the appropriate folder to contain the uploaded file (this is called the "root" folder), located on the left side of the browser window.
3. Click on the **New Folder** icon.

4. In the text box type the name for the new folder.
5. Click on the **Save** button.

Uploading a File

1. Go to the **Manage Files** page.
2. Find the folder that will contain the uploaded file (the "root" folder) located on the left side of the browser window.
3. Click on the **Upload** icon. The Upload dialog box appears.

4. To upload the file, either drag and drop the new file in the dashed box or click the **Upload** button and browse for the file.
5. Once the dialog box pops up, click on the download link.
6. Click **Open** and then **Save** the zipped folder.

Downloading Files

Downloading Files: Download Button Option

1. Go to the **Manage Files** page.
2. Find the desired file(s) and select the checkbox(es) next to the name(s).
3. Click on the download button at the top of the content list.
4. Once the dialog box pops up, click on the download link.
5. Click **Open** and then **Save** the zipped folder.

Downloading Files: Zip Files Option

1. Go to the **Manage Files** page.
2. Select the file or files to download in a zipped file by placing a checkmark beside each file in the checkbox.
3. Click on the **Zip Files** icon. This will create a new zipped file in the Manage Files content area.
4. Click on the download button at the top of the content list.
5. Once the dialog box pops up, click on the download link.
6. Click **Open** and then click **OK.**
7. **Save** the zipped folder.

Moving Files and Folders

1. Go to the **Manage Files** page.
2. Select the file or files to move by placing a checkmark beside each file in the checkbox.
3. Click on the **Cut** icon. The file is added to the clipboard.
4. Select the folder you want to paste the files into.
5. Click on the **Paste** icon. The file is moved.

Unzipping Files

1. Go to the **Manage Files** page.
2. Click on the folder name that you want to uncompress the .zip files into. If you want to uncompress the files into the base course path, click the "root" folder located on the top-left side of the browser window.
3. Upload the zipped file.
4. Click on the **Unzip File** icon which will appear in the drop-down menu beside the file name.
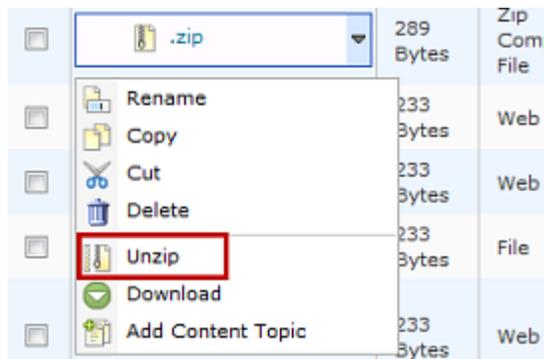
5. Click on the **OK** button in the confirmation dialog box. The files will be uncompressed in the current folder.

Changing File and Folder Names

Instructors can change the name of a file or folder but cannot use spaces, hyphens, apostrophes, periods, or forward slashes in the file/folder name. Remember to keep files names short and concise.

1. Go to the **Manage Files** page.
2. Click on the drop-down menu next to the name of the desired file.
3. Click on the **Rename** icon.
4. In the text box type the new name.
5. Click on the **Save** button. The name change appears in the Contents section.

Deleting Files and Folders

WARNING: A chain link icon indicates a file is linked to the Content area and used as a topic.

1. Go to the **Manage Files** page.
2. Select the file(s) and folder(s) you want to delete by clicking on the checkbox next to the item. The item will be highlighted with a blue background.
3. Click on the **Delete** icon.
4. A confirmation dialog box appears. Click on the **Yes** button.

Bulk Upload - Unzip a file in Manage Files

This is a good way to upload multiple files and folder structures all at once.

1. In the Manage Files area, choose a created folder or create a new folder to extract the zip file.
   o Click on the New Folder button above the Content pane.
   o Type a new folder name and click on the Save button.
2. Upload your Zip file.
   o Click on the **Upload** icon.
   o Upload the zip file by dragging and dropping into the dashed box, or clicking the **Upload** button. More than one file can be uploaded at a time in this manner.
   o Click on the **Upload** button.
3. Click on the drop-down menu next to the file. Click **Unzip** in the zipped file's context menu. The files are extracted into the current folder.

Zip a file in Manage Files

This is useful for archiving files on the server.

1. In the Manage Files area, compress the files inside a folder by going to the folder.
2. Click on the check boxes beside the files or folders that will be going into the compressed file.
3. Click on the Zip icon from the action bar. The files are compressed into the current folder.