Managing Files Area

Desire2Learn provides a central location for managing your course files called the File Management Console. 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 the File Management Console

The File Management console 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 **Manage Files** button at the top of the screen in the Content Navigation
2. Click on the **Edit Course** link in the red Navigation bar and choosing the Manage File link. This opens the File Management console.

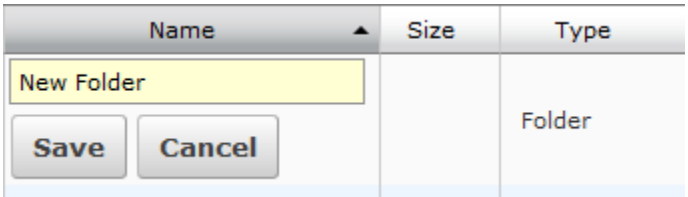
File Management Tools

Button	Function
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 File dialog box, in which you can 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.

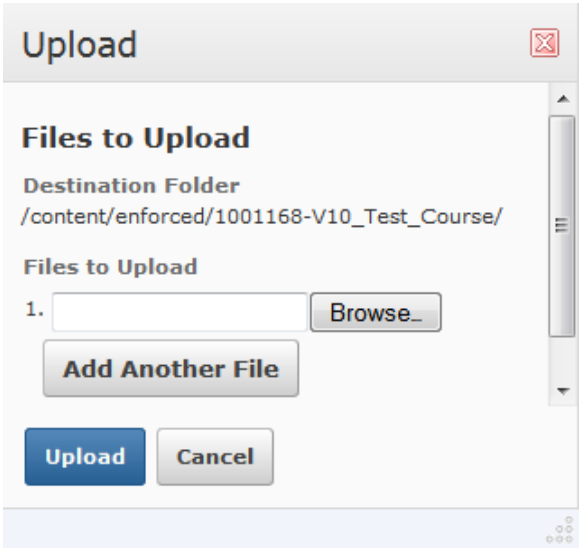


4. In the text box type the name for the new folder
5. Click on the **Save** button.

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 File dialog box appears.



4. To select the file:
   - Click **Browse…** The Choose file dialog box appears.
   - Navigate to and select the desired file.
   - Click on the **Open** button.
5. Click on the **Upload** button. The file appears below the folder.

Downloading Files

Downloading Files: Download Button Option

1. Access the Course Management Console by clicking on the button on the left-hand side of the Content area or by clicking on the Edit Course link in the red Navigation bar and choosing the Manage File link.
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 document.

Downloading Files: Zip Files Option

1. Access the Course Management Console by clicking on the button on the left-hand side of the Content area or by clicking on the Edit Course link in the red Navigation bar and choosing the Manage File link.
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. Check the box next to the zipped file and click on the **Download** button.
5. Once the dialog box pops up, click on the download link and open it.
6. In the File name text box type a name for the file.
7. In the Save as type pull-down menu make sure WinZip File is selected.
8. Click on the **Save** button.

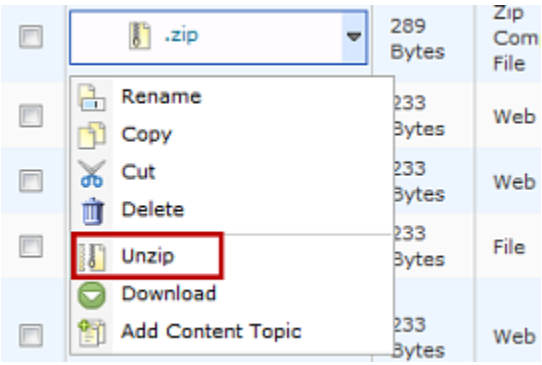
Moving Files and Folders

1. Access the File Management Console by clicking on the button on the left-hand side of the Content area or by clicking on the Edit Course link in the red Navigation bar and choosing the Manage File link.
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 **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. Access the File Management Console by clicking on the button on the left-hand side of the Content area or by clicking on the Edit Course link in the red Navigation bar and choosing the Manage File link.

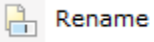
2. Click on the folder name that you want to uncompress the .zip files into. If you want to uncompress the files into the base course path, click the "root" folder located on the top-left side of the browser window.
3. Upload the zipped file.
4. Click on the **Unzip File** icon which will appear in the pull-down menu beside the file name.



5. Click on the **OK** button in the confirmation message. 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. Access the File Management Console by clicking on the button on the left-hand side of the Content area or by clicking on the Edit Course link in the red Navigation bar and choosing the Manage File link.
2. Click on the pull-down menu next to the name of the desired file.
3. Click on the **Rename** icon. 

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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 red T indicates a file is linked to the Content area and used as a topic.

1. Access the File Management Console by clicking on the button on the left-hand side of the Content area or by clicking on the Edit Course link in the red Navigation bar and choosing the Manage File link.

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.
   A confirmation dialog box appears.
4. 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.
   - Click on the New Folder button above the Content pane.
   - Type a new folder name and click on the Save button.
2. Upload your Zip file.
   - Click on the **Upload** icon.
   - Upload the Zip file by clicking on the **Browse** button.
   - Click on the Add button to upload multiple files.
   - Click on the **Upload** button.
3. Move your cursor over the item by the down arrow icon. 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 action bar. The files are compressed into the current folder.