

Managing Course Files

It's likely that your online course will include numerous files—audio files, video files, images, etc. The Manage Files option helps you organize and keep track of your course files. Once you create new folders and add files, this file structure will appear on the left side of the screen whenever you're working with course files. That is, when you add files in other areas of your course, the course structure you create in the File Manager will be available to you.

To access the File Manager:

Step 1: Click the **Course Home** button and then click the **Author** tab.

Step 2: Click **File Manager**. Your current course folders and files display on the left. If you haven't created any folders for your course or uploaded any files, the folder structure on the left contains the main course folder and a **Streaming Media** folder. You'll only use the Streaming Media folder if you choose to upload streaming media files to your course (see the Help topic **Streaming Media Files** for more information).

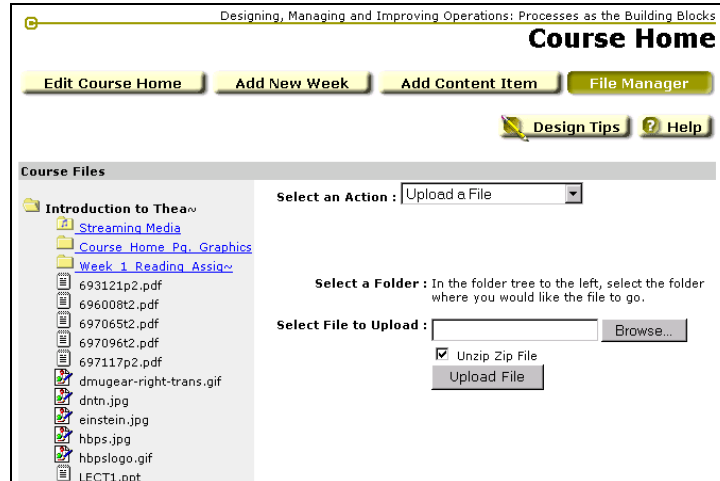


Use the options in the **Select an Action** drop-down list to add and delete files and folders from your course file structure.

Note: Avoid using special characters (like "*", "-", "%," etc.) in the folders and file names you create or upload into the file manager. Folders and files that include special characters will be inaccessible from the link wizard in other areas of your course.

To upload a file:

Step 1: Select **Upload a file** from the drop-down list. *Note: If you're uploading a streaming media file, you need to click the **Streaming Media** folder on the left **before** selecting an action, as you'll have different options available to you.*



- Step 2: Click a folder in the tree structure on the left to determine where the file will be uploaded.
- Step 3: Select the file you want to upload using the **Browse** button. If you choose to attach a file type that is not supported by the system, you'll receive a pop-up message displaying currently accepted file types.
- Step 4: If you're uploading a zipped file, the system can "unzip" the file for you once it's uploaded to your course. (See the Help topic **Multiple Files** for more information.) Check or uncheck this option.
- Step 5: Click **Upload File** to upload the file to the selected course folder.

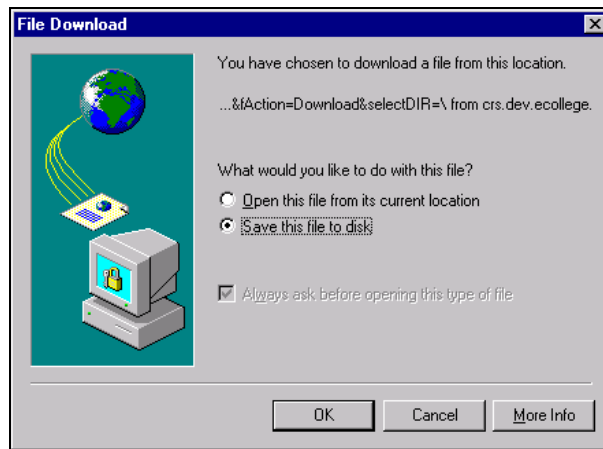
If you want to make changes to a file you've already uploaded to your course, you need to download the file, make your changes, and then re-upload the file.

To download a file:

- Step 1: Select **Download a file** from the drop-down list.
- Step 2: Select the file you want to download from the files and folders on the left.



A download file wizard appears.



Step 3: Follow the wizard instructions to download the file. Remember, you'll need to re-upload the modified file if you want to use it in your course.

To create a new folder:

- Step 1: Select **Create a new folder** from the drop-down list.
- Step 2: Select a parent folder for your new folder by clicking a folder from the tree on the left. Your new folder will be created as a subfolder within the folder you select.
- Step 3: Enter a name for the new folder.
- Step 4: Click **Create Folder**. The new folder appears in the folder structure on the left.

To delete a file or folder:

- Step 1: Select **Delete Files and Folders** from the drop-down list.

Step 2: Select the file or folder you want to delete from the existing files and folders on the left. If you choose to delete a folder, all files in that folder will be deleted as well. *Note: You cannot delete the main course folder or the Streaming Media main folder.*

Step 3: Click **Delete** to delete the file or folder.

Uploading Multiple Files

If you are uploading numerous files to your course, you may want to consider creating a single "zipped" or "compressed" file that contains all your course files. If you upload a zipped file (or a compressed file), you can have the system "unzip" or "uncompress" the file after it is uploaded. As a result, you need only to upload a single file—albeit a zipped file—to your course.

If you choose this option, the folder structure of your original zipped file is maintained in the system; that is, your files will be unzipped and structured in the same way as they were when you zipped them.

To upload a zipped or compressed file:

- Step 1: Click the **Course Home** button and then click the **Author** tab.
- Step 2: Click **File Manager**. Your current course folders and files display on the left.
- Step 3: Select the folder into which you want to upload your course files.
- Step 4: Use the **Browse** button to locate your zipped or compressed file.
- Step 5: To unzip the file upon upload, check the **Unzip Zip File** checkbox. If you do not check this box, your files will not be unzipped after you upload the zip file.
- Step 6: Click **Upload File** to upload the file to the selected course folder. If you checked the **Unzip Zip File** checkbox, your course files will all be visible in the course folder tree on the left. If you did not check this box, only the zipped file will be visible.

Note: If your students will be downloading large files or multiple files from your course, you may want to upload a zip file to decrease the download time for students.

Uploading Streaming Media Files

Many instructors like to use audio or video resources in their online courses. In order to ensure that these media files "stream" properly over the Web, these media clips need to be encoded into one of the following file formats: .mp3, .smil, .smi, .camv, .qt, .mov, .html, .htm, .jpg, .gif, .wmv, .wma, .asf, .asx, .smil, .rm, .ra, .ram, .rpm, .rp, .rt. Streaming media files must also be stored on a specific eCollege.com media server.

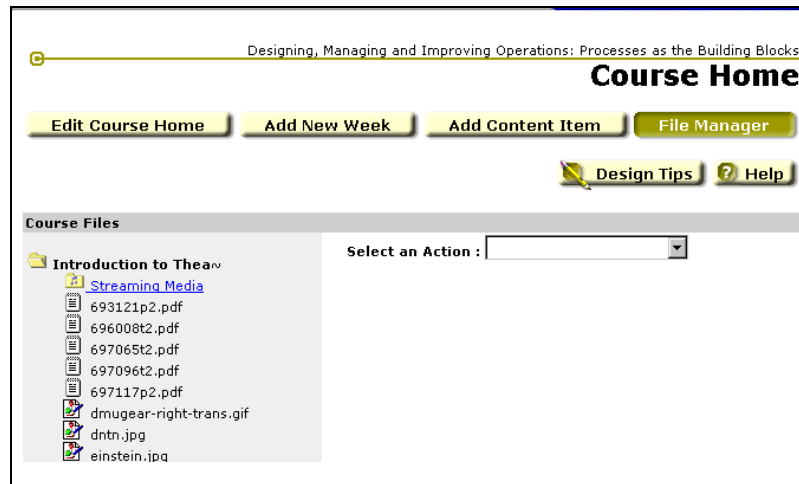
As an instructor, if you create your own encoded audio or video file, you can upload the encoded media clip to your course in real-time. Your students will be able to access the streamed media as soon as you upload the file and provide the appropriate link.

Note: If you're creating a course that must meet Section 508 Accessibility Requirements, you'll need to make sure that any file you upload to your course meets the requirements. To see specific 508 requirements or for more information, see the Help topic under Course Creation called Accessibility Requirements or go to <http://www.access-board.gov/sec508/guide/1194.22.htm>.

You can upload (or download) a streaming media file from two places in your course: the **File Manager** and the **Link Wizard**.

To access the streaming media folder from the File Manager:

- Step 1: Click the **Course Home** button and then click the **Author** tab.
- Step 2: Click **File Manager**. Your current course folders and files display on the left. If you haven't created any new course folders, only the main course folder and the Streaming Media folder appear in the tree on the left.

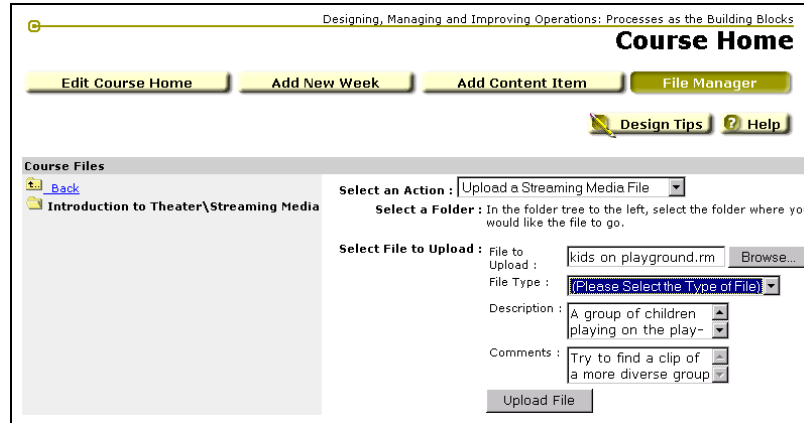


- Step 3: Click the **Streaming Media** folder on the left.

When you click the Streaming Media folder, you have the same file management options available in the **Select an action** drop-down list on the right as you did before you clicked the Streaming Media folder, except that now any action you choose from the menu applies *only* to streaming media files. (To exit the Streaming Media folder and return to your regular course file structure, simply click the **Back** folder at the top of your Course Files tree.)

To upload a streaming media file:

- Step 1: Select **Upload a streaming media file** from the drop-down list and click **Go**. *Note: Make sure you've clicked the **Streaming Media** folder on the left **before** selecting an action.*



- Step 2: Click a folder in the tree structure on the left to determine where the file will be uploaded.
- Step 3: Select the file you want to upload using the **Browse** button. Remember, the file must have one of the following extensions:
.mp3, .smil, .smi, .camv, .qt, .mov, .html, .htm, .jpg, .gif, .wmv, .wma, .asf, .asx, .smil, .rm, .ra, .ram, .rpm, .rp, .rt.
- Step 4: Select a **File Type** from the drop-down list. The file type you select must match the type of file you're uploading.
- Step 5: Enter a **Description** of your streaming media file. The description should be something that will help you remember what the file is, like "children playing in the schoolyard" or "Year 2000 Presidential Candidates."
- Step 6: Enter any **Comments** for your streaming media file. Comments may be notes to yourself or to a TA or to anyone else who may have access to your course files. They may be something like, "Update with new video file once the election is over," for example.
- Step 7: Click **Upload File** to upload the media file to the selected course folder.

Download a streaming media file, create a new streaming media folder, or delete files and folders within the streaming media folder just as you would in your regular course file structure (see the Help topic **Managing Files** for more information).

To upload a streaming media file from the Link Wizard:

- Step 1: Upload the file just as you would any other file; however, when you choose a destination folder for the file, select the **Streaming Media** folder. The same uploading options that are discussed above will appear in the Link Wizard.

Add Link - Microsoft Internet Explorer

Add Link

Select Type of Link :

I have already uploaded the file
 I need to upload the file

Link Text is the text the user clicks on to activate a link.

Link Text :

Select a Folder for the File : Introduction to Theater [+ Create New Folder](#)
 Streaming Media
 Course_Home_Pg_Graphics
 Week_1_Reading_Assig~

Select File :

File Type :

Subject :