

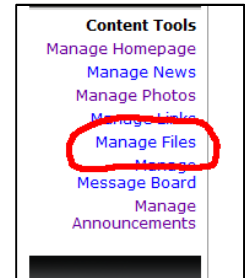
Introduction to Course Studio: Lesson 4

Managing Files

Posting a File

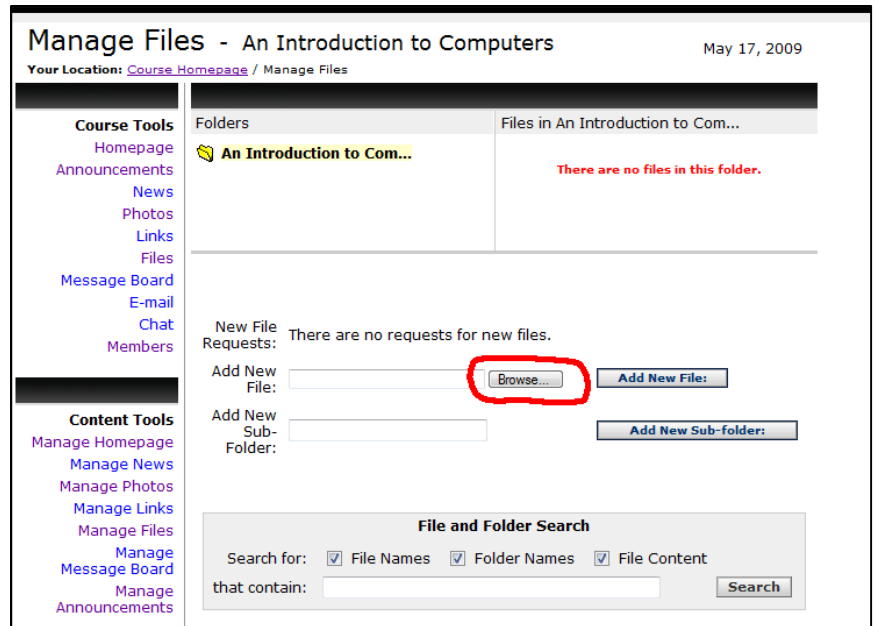
Course Studio allows you to post files which members of your class can download. For example, suppose you would like to post the course syllabus as a Word or PDF file.

Click on **Manage Files** in the **Content Tools** menu.

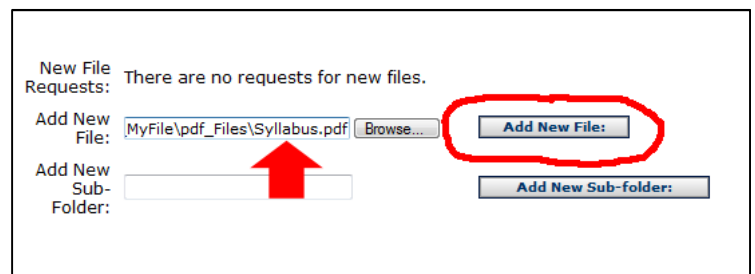


In the "Manage Files" screen, click on **Browse**.

Find the file you want to post.

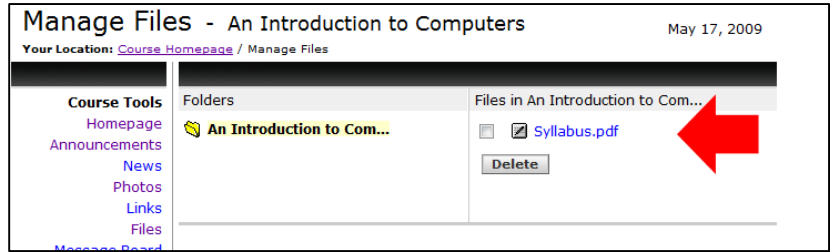


When you have found the file, click on **Add New File**.

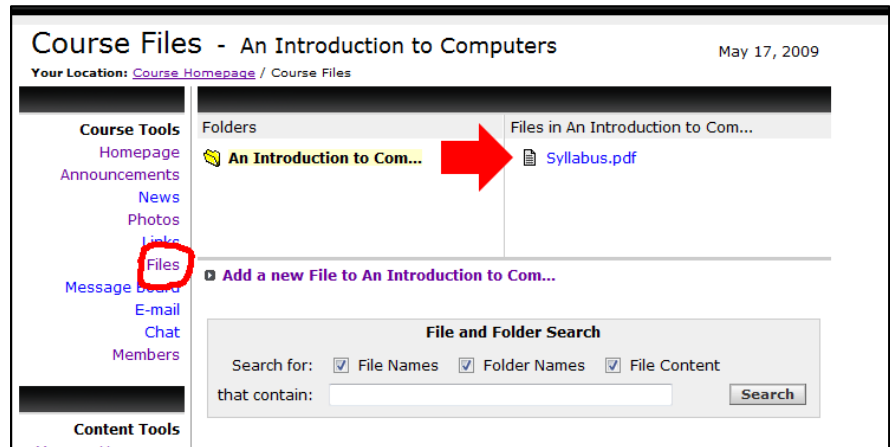


You will see a pop-up window confirming that you have uploaded the file. Click on **OK**.

In the Manage Files window, you will see the file listed as having been posted.



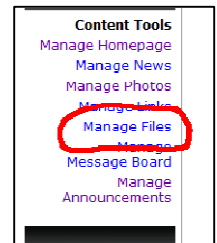
If you return to the Homepage and click on the **Files** link, you will see a link to the document you just posted.



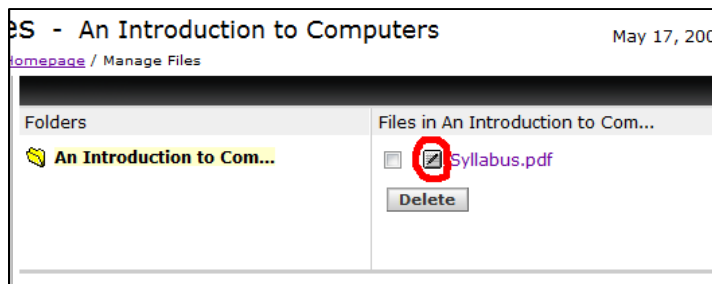
Editing File Properties

To edit the contents of a file, you must make changes in the file with its original application (e.g., Word, Excel, OpenOffice) and then replace the old file with the new one.

You can edit the Course Studio properties of a file: rename it, replace it with a new version, or move it to another folder. To edit the file's properties, click on **Manage Files** in the **Content Tools** menu.

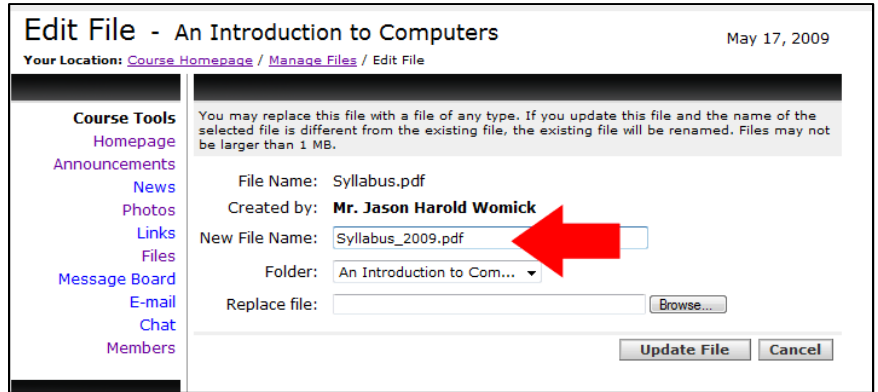


Click on the **Edit icon** beside the name of the document.



Suppose that you want to rename the file, changing it from “Syllabus” to “Syllabus_2009.” After you have clicked the **Edit icon** as described on the previous page, you will see an “Edit File” page.

Enter a **New File Name** and then click on **Update File**.



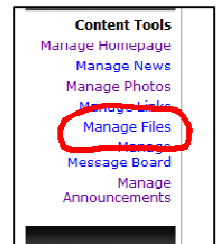
You now will see that the file has been renamed.

Note that you also can replace the file with another or move it to a new folder (if you are using more than one folder for the course, anyway).

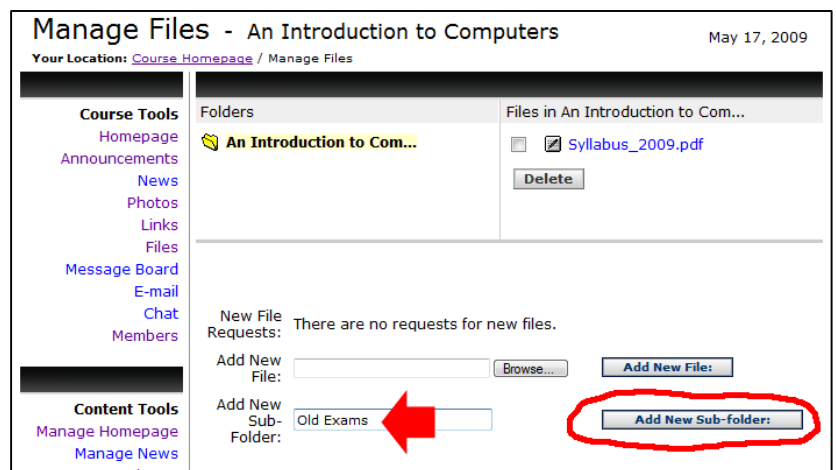
Adding a New Subfolder

Suppose that you want to post some of your old exams from past semesters. You decide to create a new folder to hold the Word document files for these exams.

As usual, click on **Manage Files** in the **Content Tools** menu.



Enter the name of the **New Subfolder** (“Old Exams” in this example) and click on **Add New Sub-folder**.



Adding Files to a Subfolder

To add files to a subfolder, click on this subfolder in the “Manage Files” screen. The subfolder will be highlighted in yellow when it has been selected.

After you have selected the subfolder, add the new files as described above.

The screenshot shows the 'Manage Files' interface for the course 'An Introduction to Computers'. The page title is 'Manage Files - An Introduction to Computers' and the date is 'May 17, 2009'. The 'Your Location' is 'Course Homepage / Manage Files'. On the left, there are two main sections: 'Course Tools' and 'Content Tools'. The 'Course Tools' section includes links for 'Homepage', 'Announcements', 'News', 'Photos', 'Links', 'Files', 'Message Board', 'E-mail', 'Chat', and 'Members'. The 'Content Tools' section includes links for 'Manage Homepage', 'Manage News', 'Manage Photos', and 'Manage Links'. The main content area is divided into 'Folders' and 'Files in Old Exams'. Under 'Folders', there is a folder named 'An Introduction to Com...' with a subfolder named 'Old Exams' highlighted in yellow. Under 'Files in Old Exams', there are two files: 'Exam 1.docx' and 'Exam 2.docx', both with checkboxes. A 'Delete' button is located below these files. Below the 'Files in Old Exams' section, there is a 'New File Requests' section with the text 'There are no requests for new files.' Below this, there is a red circle highlighting the 'Add New File' section, which includes a text input field containing 's:\Miscellaneous\Exam 3.docx', a 'Browse...' button, and an 'Add New File:' button. Below the 'Add New File' section, there is an 'Add New Sub-folder' section with a text input field and an 'Add New Sub-folder:' button. Below the 'Add New Sub-folder' section, there is a 'Rename Folder To:' section with a text input field containing 'Old Exams' and a 'Rename Folder To:' button.