



Uploading to Manage Files

Why Do I Need This Workflow?

Manage Files is a quick way to upload course materials from your computer to your online course—especially if they're already organized into folders. In this workflow, you'll upload a zipped folder to Manage Files, then add those materials to the Content tool as topics for an efficient workflow.

Workflow Steps:






Step one:

Select **Edit Course** in the navbar.

Communication ▾ Progress ▾ **Edit Course** More ▾

Step two:

Select the **Manage Files** tool.

-  Course Builder
-  Frequently Asked Questions
-  Instructional Design Wizard
-  Learning Activity Library
-  **Manage Files**

Step three:

Select **Upload**.

Content **Manage Files** Course Builder

Location: content ▶ enforced ▶ 140507-JillianSandbox

Hide Tree New File New Folder Paste **Upload**

/content/enforced/140507

Step four:

Find the file or zipped package on your PC, or drag and drop a file. Select **Save**.

Upload ×

Drop files here, or click below!

Upload

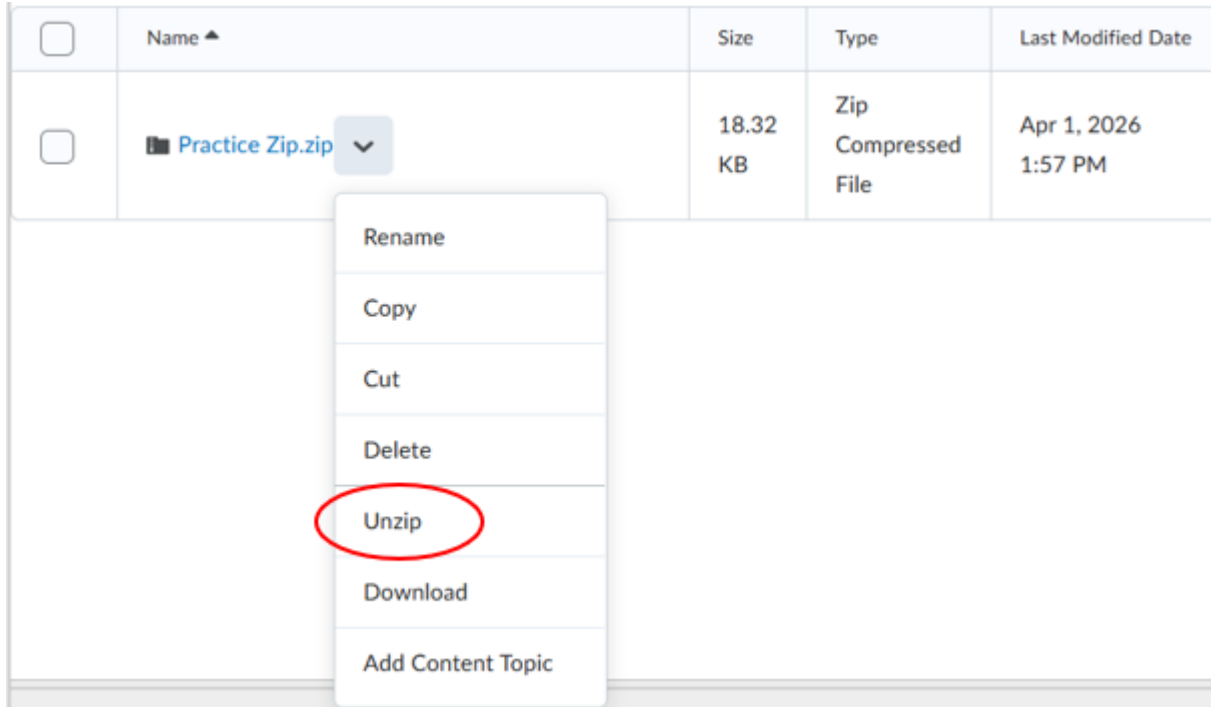
You can upload files up to a maximum of 2 GB.

Destination Folder
/content/enforced/140507-JillianSandbox/

Save Cancel

Step five:

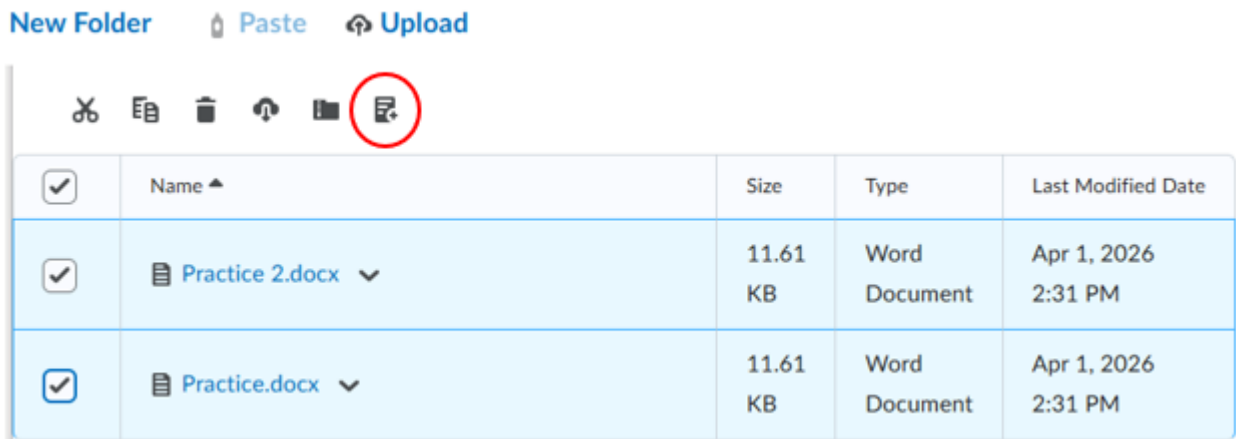
If you uploaded a zipped file, click the down arrow next to the folder to open the drop-down menu and select **Unzip**. This will unzip the folder containing your files.



Adding Files to Content Topics:

Step one:

Select the files that you would like to make into content topics. Then select the **Add Content Topics** icon.



Step two:

Choose the **Parent Module**, or select **Add Module** to create a module.

Properties

Parent Module *

--Choose a Module-- ▾

- Choose a Module--
- Week One
- Week Two
- Week Three
- Week Four

[add module]

Step three:

Change the **Topic Tiles** if needed, or add in a **Topic Short Title** to create a more manageable heading.

<input type="checkbox"/>	File	Topic Title*	Topic Short Title
<input checked="" type="checkbox"/>	enforced		
<input checked="" type="checkbox"/>	140507-JillianSandbox		
<input checked="" type="checkbox"/>	Practice 2.docx	Practice 2	
<input checked="" type="checkbox"/>	Practice.docx	Practice	

Step four:

Select **Add**.

Check for Success:

If you can see the topics you added to the module, you have completed the workflow successfully!