Uploading to Manage Files

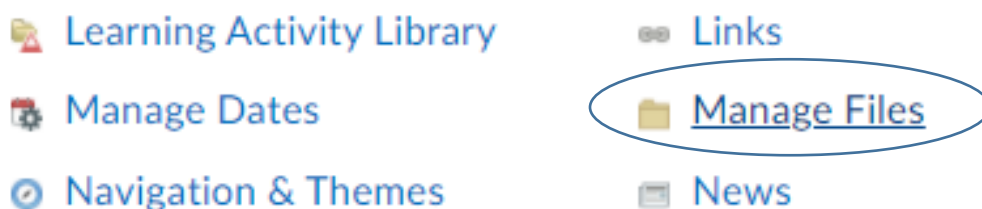**Why Do I Need This Workflow?**
Manage Files is a great way to quickly bring course materials from your computer to your online course. It is especially useful if you have already organized the materials into folders that reflect the course structure you have in mind. In this workflow activity, you will upload a zipped folder to Manage Files. After you upload course materials to Manage Files, you can easily add them to the Content tool as topics, creating an efficient workflow. Let's try it!

How: Workflow Steps

1. Select **Edit Course** in the navbar.

   Progress ⌄   Edit Course   Awards

2. Select the **Manage Files** tool.

   📙 Learning Activity Library   ⬭ Links

   📇 Manage Dates   📁 Manage Files

   ⊘ Navigation & Themes   🗔 News

3. Select **Upload,** and drag and drop the file or zipped package or select Upload to choose a file from your PC. Select **Save.**

   ⬆ Hide Tree   📄 New File   📁 New Folder   📋 Paste   ⌃ Upload

Upload   ✕

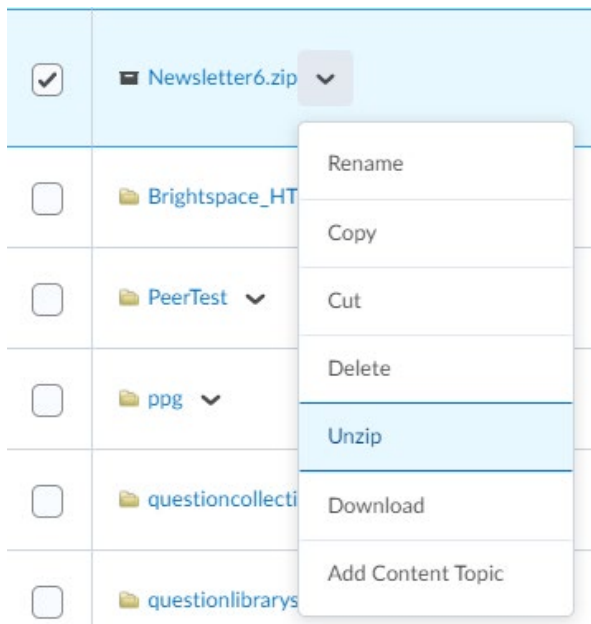Drop files here, or click below!

☁ Upload

You can upload files up to a maximum of 1 GB.

Save   Cancel

4. If you chose a zipped file, hover your mouse over the folder and select to open the dropdown menu. Select **Unzip**. This will unzip the folder containing your files.

☑	▣ Newsletter6.zip ⌄
☐	📁 Brightspace_HT
☐	📁 PeerTest ⌄
☐	📁 ppg ⌄
☐	📁 questioncollecti
☐	📁 questionlibrarys

Rename

Copy

Cut

Delete

Unzip

Download

Add Content Topic

Adding Files to Content Topics:

1. Select the folder you just uploaded.
2. Select the files that you would like to make into content topics.

☐	PastedImage_j7bxk9nz74uxrhz6ujx5wuyythay48nm002.png ⌄	168 Bytes	Image
☑	PastedImage_k9bzf9ikfuibt4r3xxjuco3zd0f8rmvd002.png ⌄	168 Bytes	Image
☑	PastedImage_krl75d2ppgrwht4rc7ouvc90ab3xfh92002.png ⌄	168 Bytes	Image
☑	PastedImage_ng2neuzkkdgalwf8xfsc0eyvuwrrx311002.png ⌄	168 Bytes	Image
☐	PastedImage_otwmpo806x503orsxu55tpfwm2ccox5r002.png ⌄	5.89 KB	Image

3. Select the **Add Content Topics** icon on the far right.

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

Properties

Parent Module *

--Choose a Module-- ⌄ [add module]

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

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

Course Files

6. Select **Add.**

7. Select the **Content** tab to view the files in the Content tool. Your learners are now able to access these files as topics!

Check for Success: If you can see the topics you added to the module, you have completed the workflow successfully!