

# How to Manage your Course Files ▾


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## Manage Files is your friend

The Manage Files area of a course shell, sometimes called the "back end," is the area where you can add, delete, organize, and access the files within your course shell. The files are organized and accessed by folders, very similar to how your files on your computer are organized and accessed. Similar to your computer, you can create or edit files first and then save the file in a chosen folder, or create a new folder to save the file in. Your computer, like your course shell, establishes a "path" for each file, like a bread crumb trail of where it is saved. Since your course shell is essentially a website, instead of using document files like Word or PDF, most course content is created in page files known as HTML files or HTML pages. You can use other document and image files as well.

### Use Manage Files to manage *your* files

- > What and where is Manage Files?
- > Add a module with a corresponding Manage Files folder
- > Add a page to that module folder
- > Add an image to that page
- > What does my Manage Files area look like now?

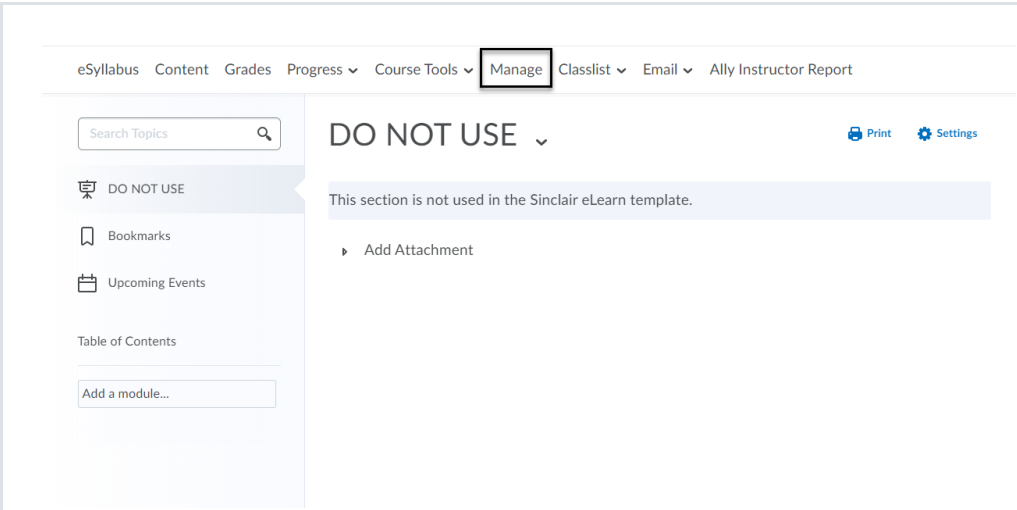


# Manage Files is your friend

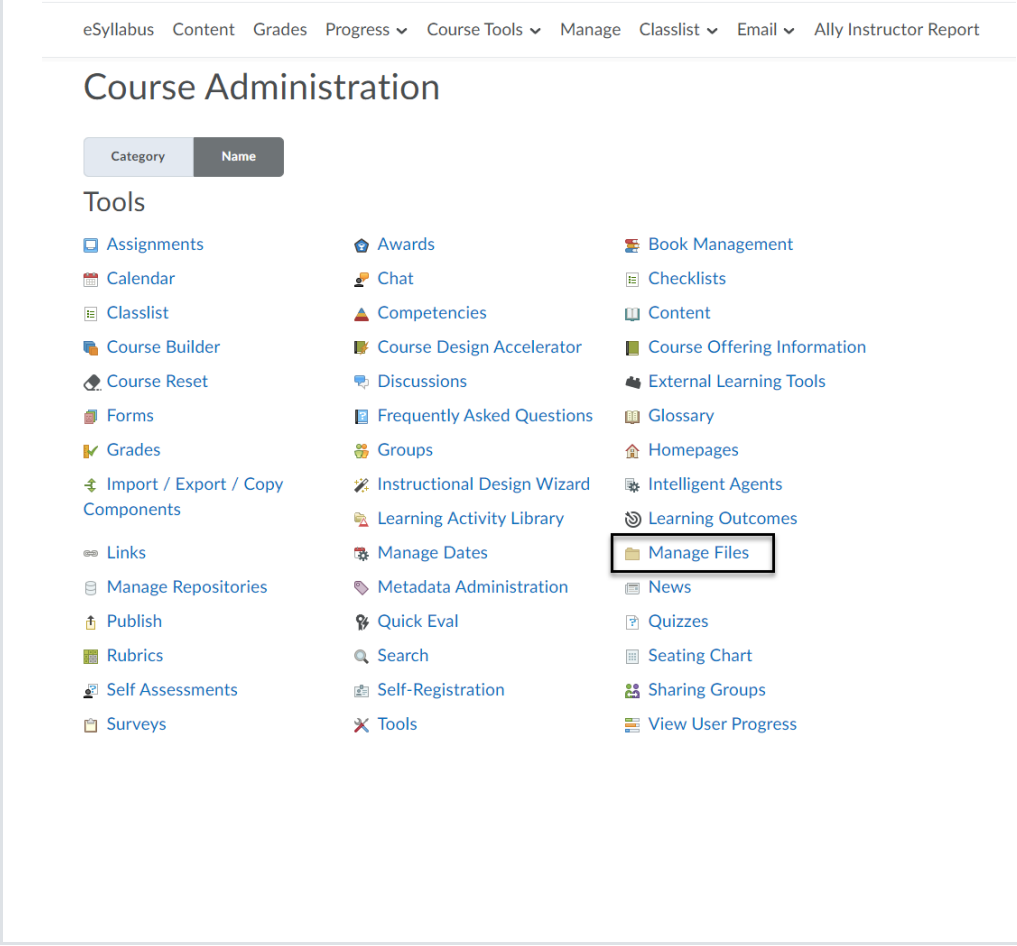
The Manage Files area of a course shell, sometimes called the "back end," is the area where you can add, delete, organize, and access the files within your course shell. The files are organized and accessed by folders, very similar to how your files on your computer are organized and accessed. Similar to your computer, you can create or edit files first and then save the file in a chosen folder, or create a new folder to save the file in. Your computer, like your course shell, establishes a "path" for each file, like a bread crumb trail of where it is saved. Since your course shell is essentially a website, instead of using document files like Word or PDF, most course content is created in page files known as HTML files or HTML pages. You can use other document and image files as well.

## Use Manage Files to manage *your* files

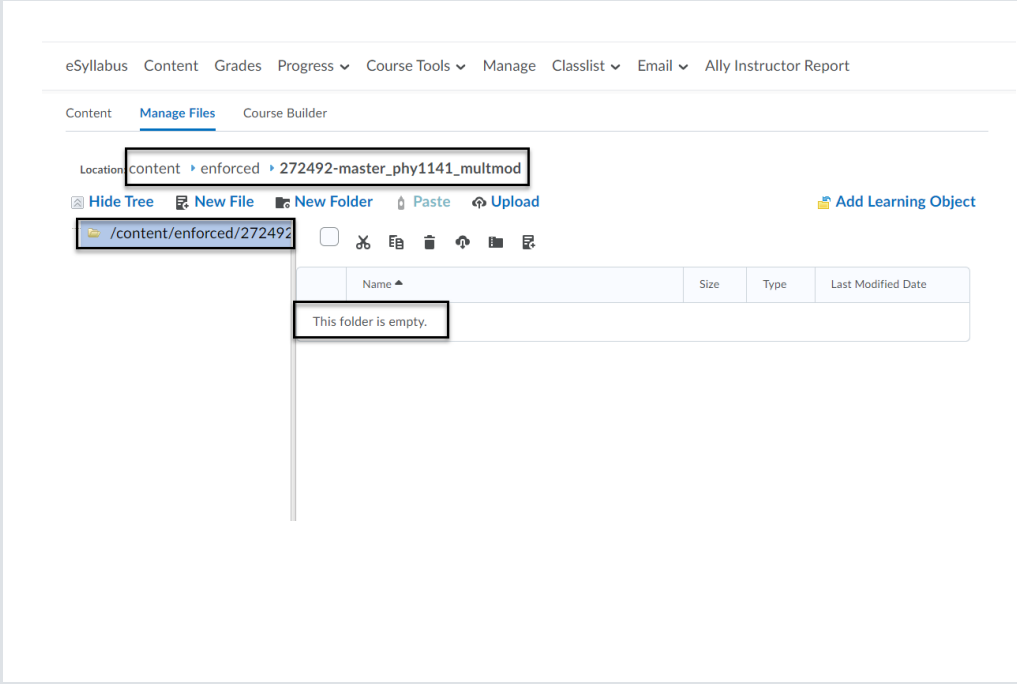
### ➤ What and where is Manage Files?



Once logged into eLearn and in the Content area of your course shell, click the Manage tab in the navigation bar (upper part of the Content area).



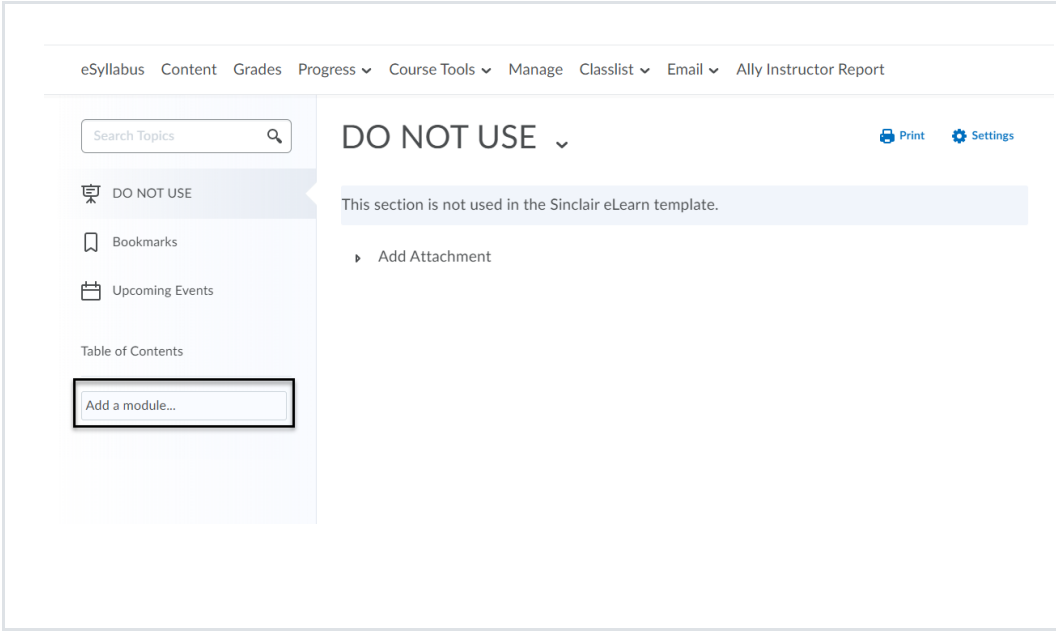
Then click the Manage Files link.



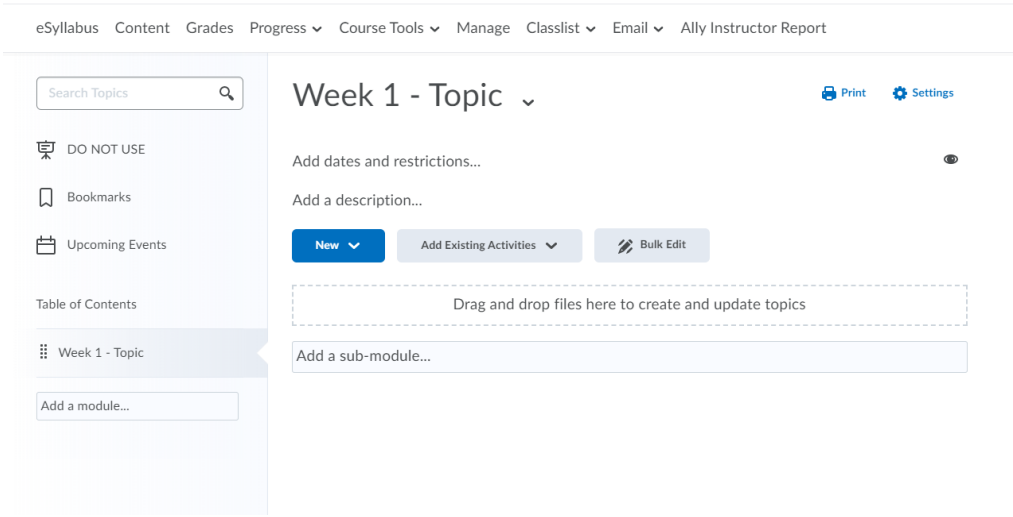
You are now in the Manage Files area. You will see the location (also called the root folder) of your course in the upper left. The name of the location/root folder starts with "content" then "enforced" followed by a number unique to the course shell, last is the course shell title. This name is also located in the left navigation column of the Manage Files area, which is the [directory tree](#) for the files. There is a right navigation window that states "This folder is empty," meaning this is a new shell without any files.

If your course shell has our template in it, there will already be files organized in folders in the Manage Files area. Folders and files are listed in alpha-numeric order.

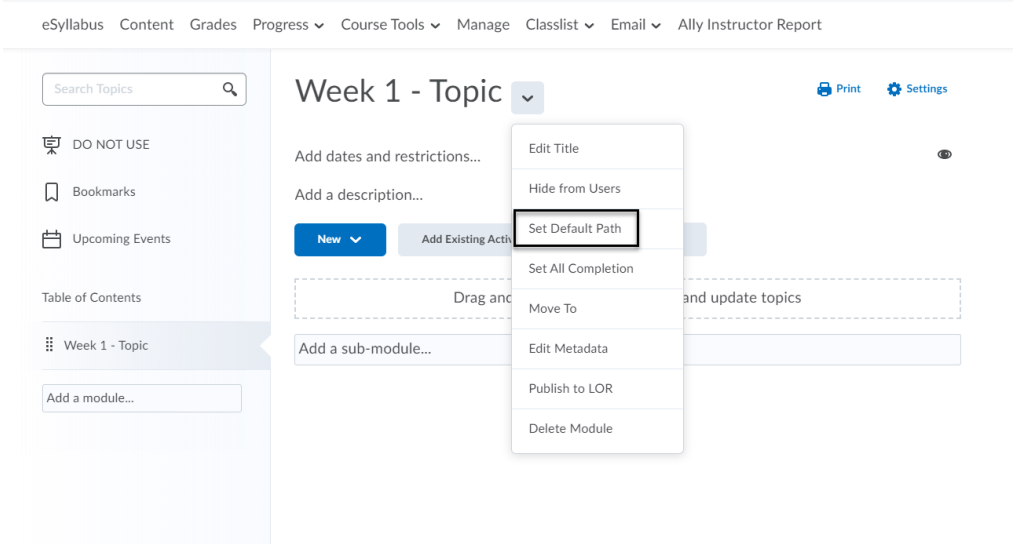
➤ Add a module with a corresponding Manage Files folder



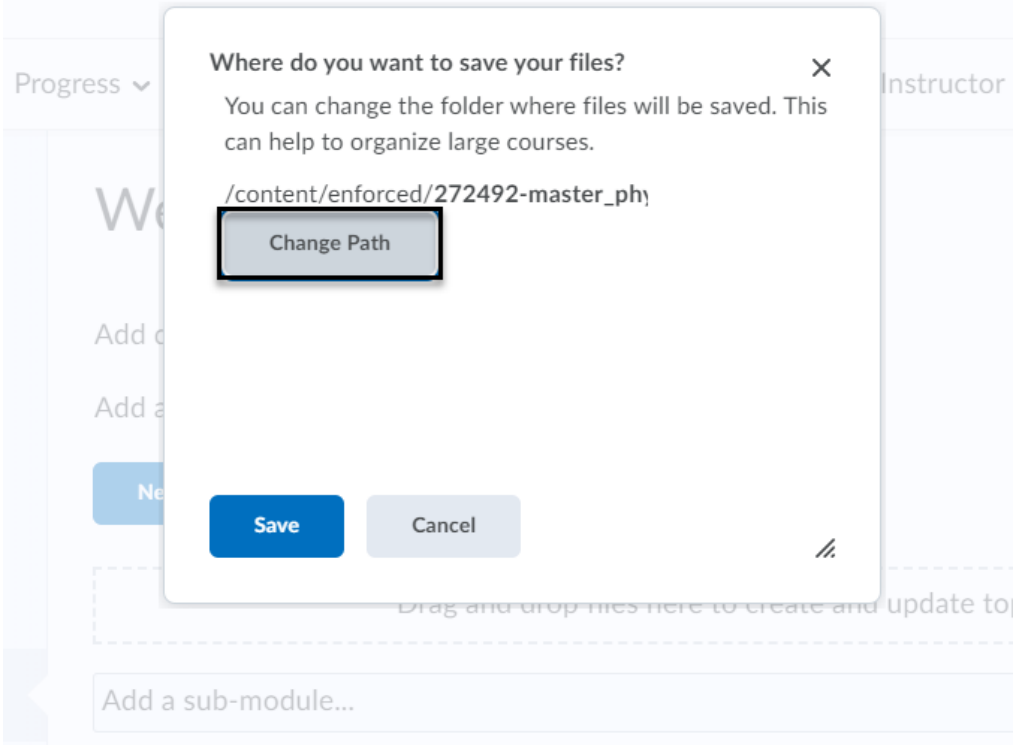
Return to the Content area (click Content in the navigation bar). Click Add a module in the left column to create a new module (modules are sometimes called "topics").



Title the module by typing in the title field and pressing enter. Here it is titled a generic "Week 1 - Topic".

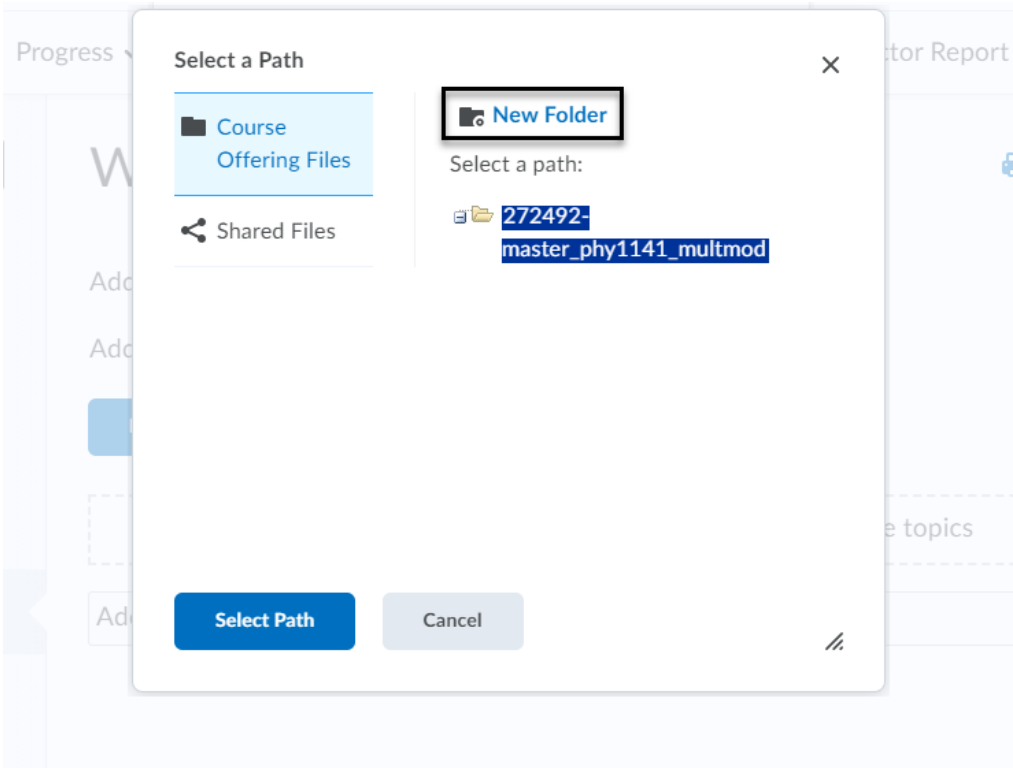


Using the dropdown arrow just right of the module title, click Set Default Path.

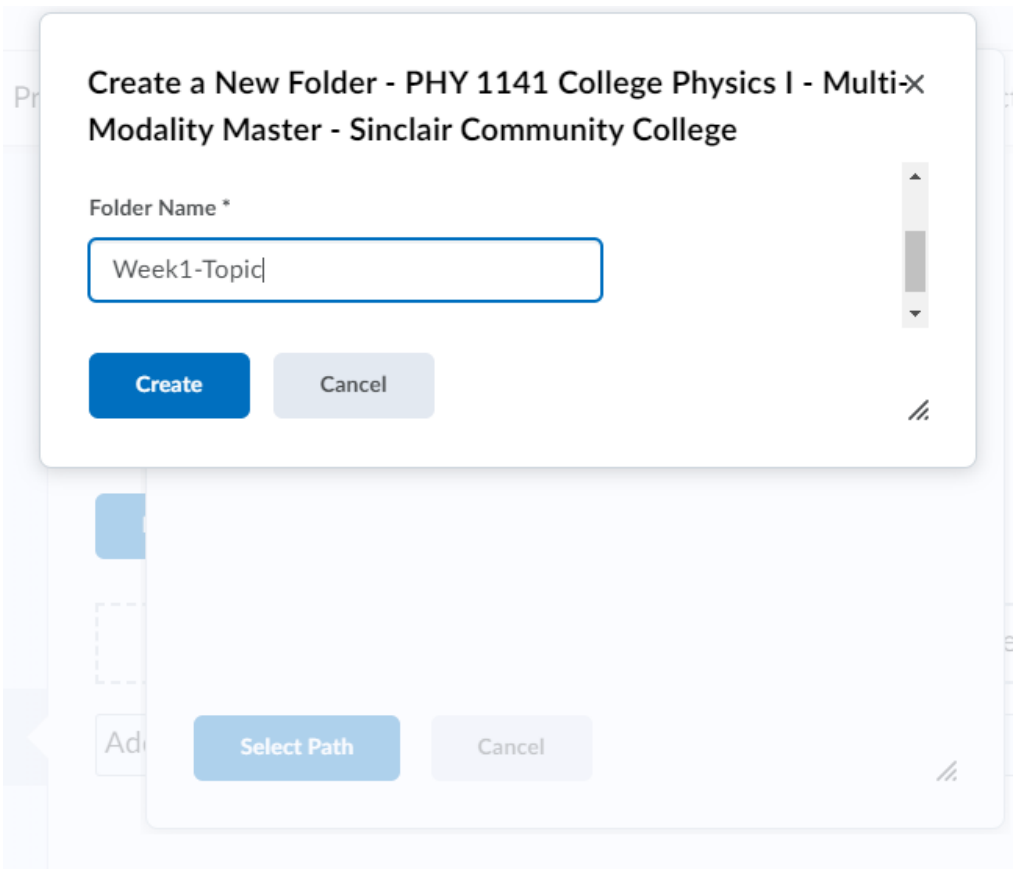


You will be prompted with a "Where do you want to save your files?" window. Click Change Path.

Note: You won't be able to see the entire name of the root folder unless you hover your mouse over it.

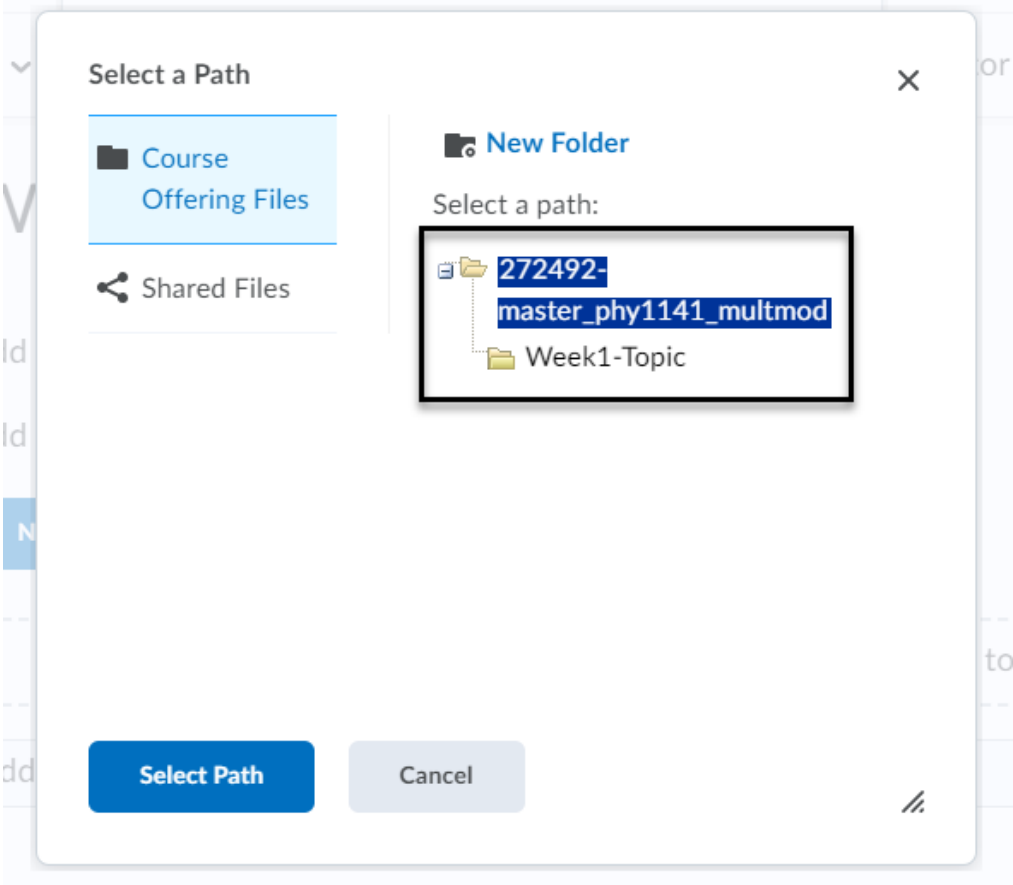


You will be prompted with a different window, "Select a Path" where the Course Offering Files (the course shell's Manage Files area) and the root folder are already selected. Click New Folder to create a new folder. If you had other folders in Manage Files, you could select one of them to place the new folder in, making the new folder a subfolder.

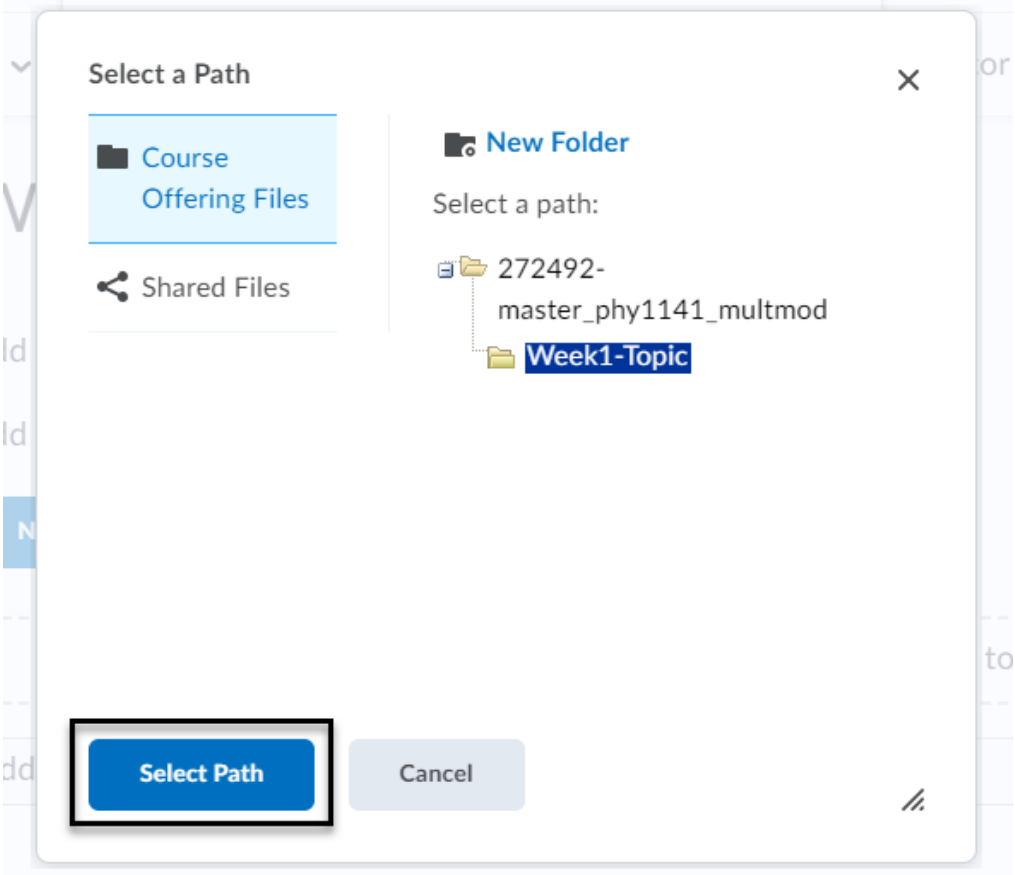


You will be prompted to type in a name for the new folder, then click Create.

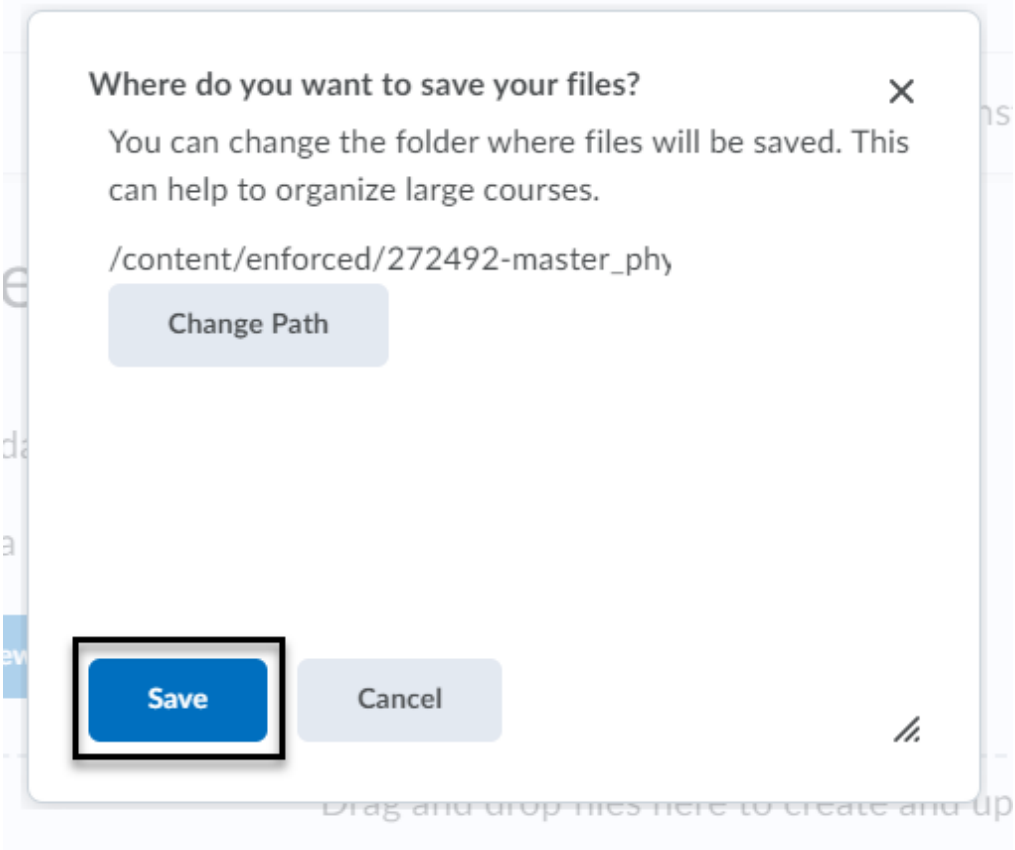
Note: It is best to keep the folder name close to the module title, such as this example here: "Week1-Topic".



The "Select a Path" window reappears, now you can see your new folder as an option.



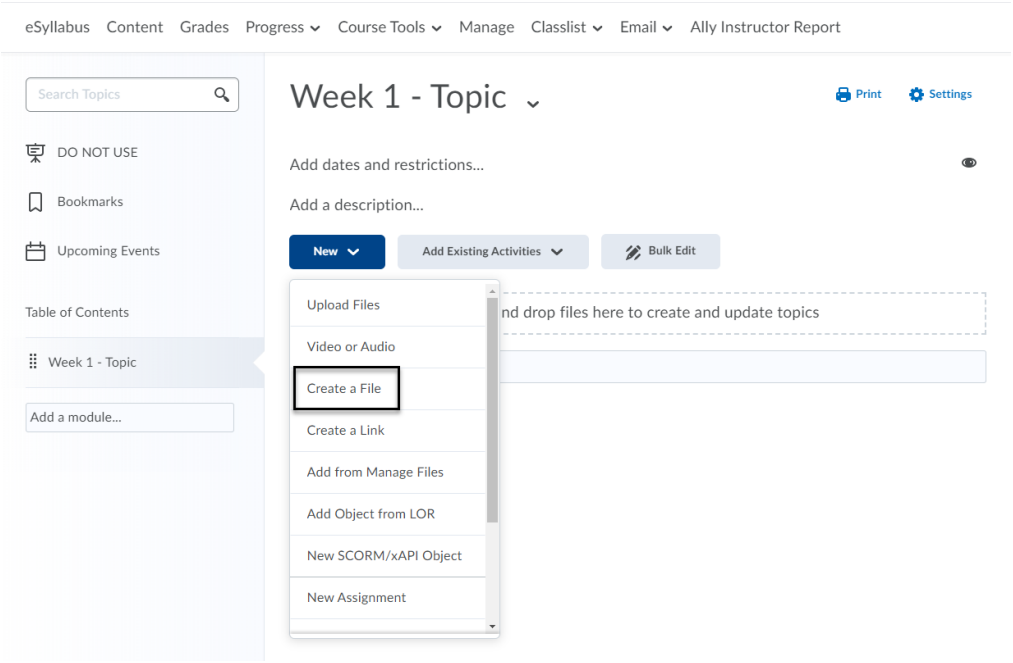
Click the new folder name and then click Select Path.



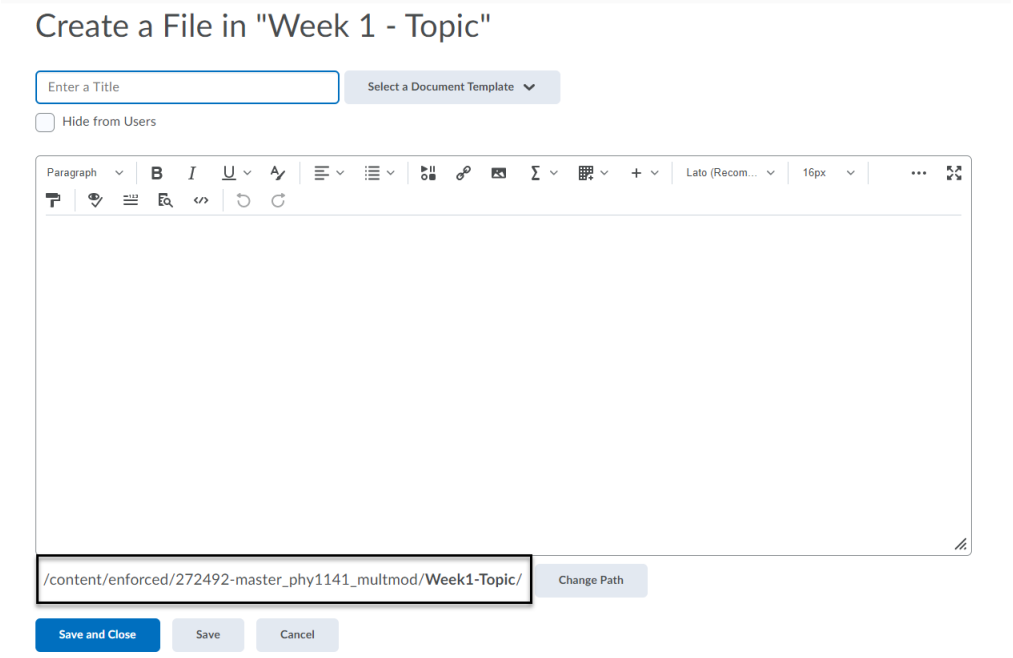
The "Where do you want to save your files?" window reappears. Click Save.

From here on out, whenever you create an HTML file in this module, it will automatically be saved in this designated folder, or "path."

➤ Add a page to that module folder



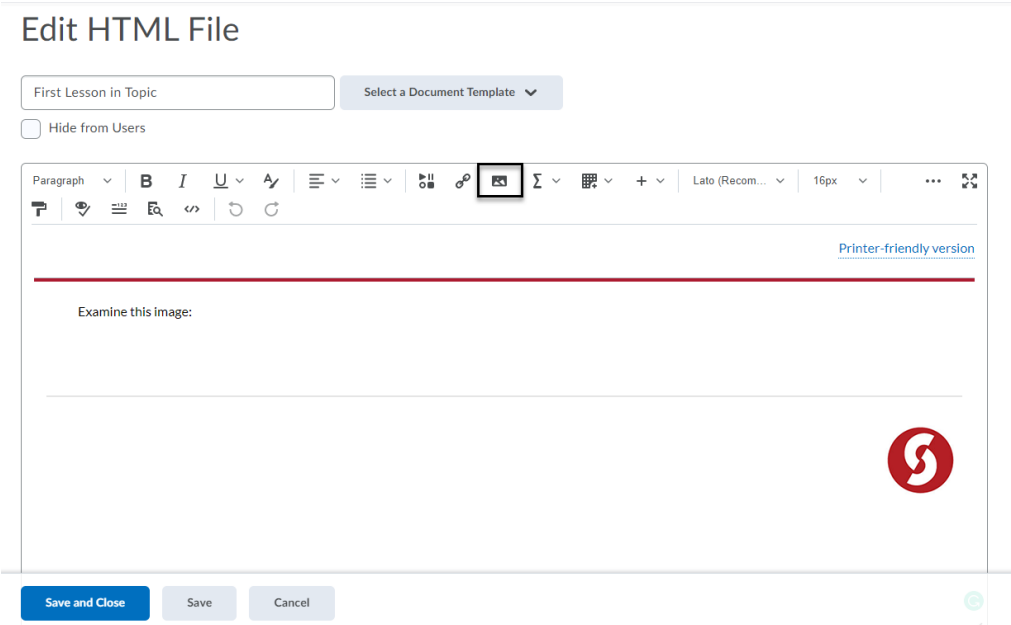
Visit your newly "pathed" module in the Content area, click New which will provide a dropdown menu. Click Create a File to create a new page in the module which is an HTML file.



At the bottom of the edit window, you will see the root folder name which now includes the name of the newly created folder at the end in bold font. Just right of the root folder name is a Change Path button where you can change which folder this page resides in if you wish.

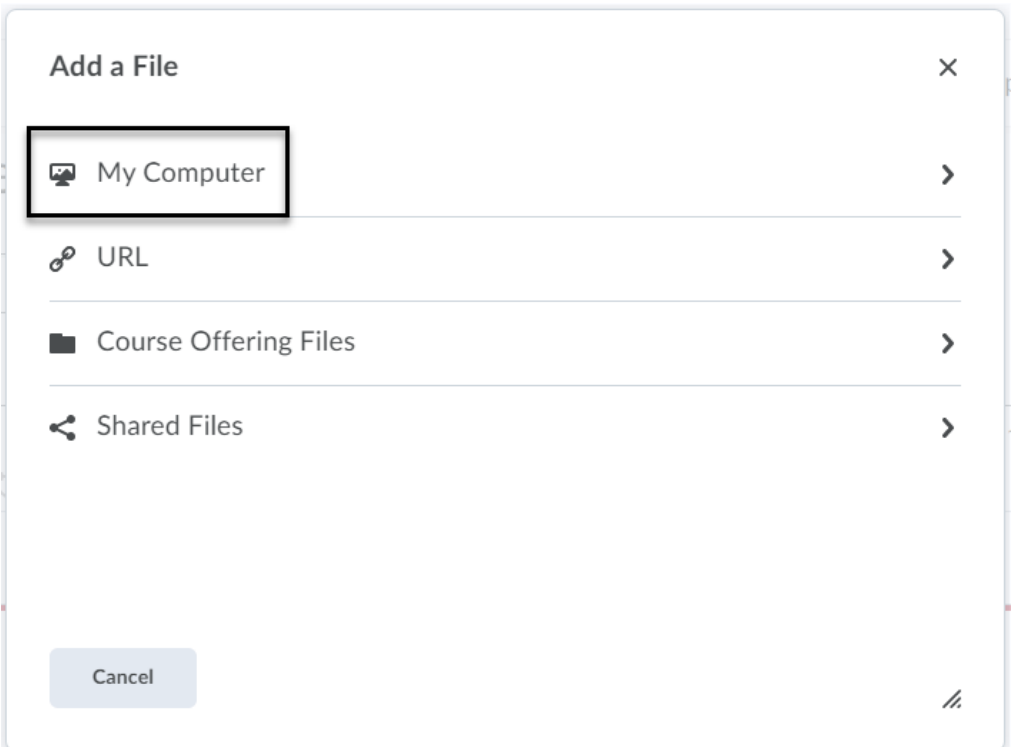
Be sure to type in your desired title for the page in the title field. Also, click the Select a Document Template to include a dropdown menu of more readable formatting and visual elements for your page. Click your desired template, then click Save and Close.

> Add an image to that page



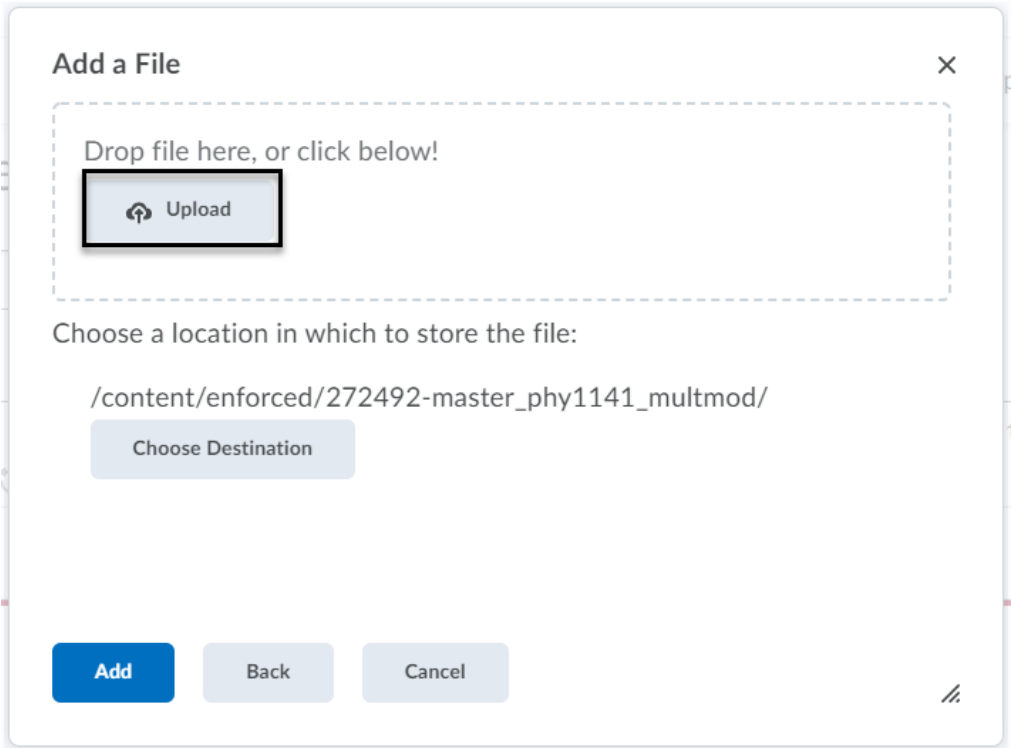
Click the dropdown arrow next to the new page's title and select Edit HTML. This is how you access the edit window for the HTML files in your course (also called "edit mode"). The document template selected here is the Basic Page template.

Click the Insert Image icon in the toolbar, the upper part of the edit window.



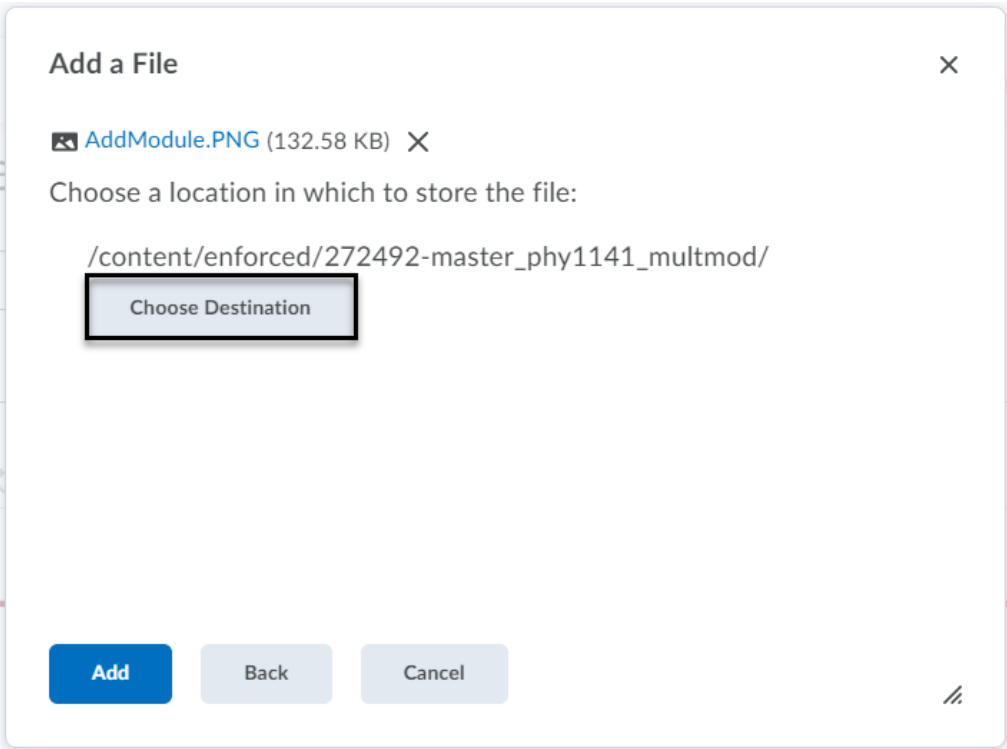
The "Add a File" prompt window will appear which lists location options of where to retrieve the image file from. Select My Computer.

Note: Remember that "Course Offering Files" refers to the Manage Files area of the course shell. If you are a rockstar and previously uploaded the image file to Manage Files, then select Course Offering Files instead. It is best to use image files saved in the Manage Files area as opposed to URL links.

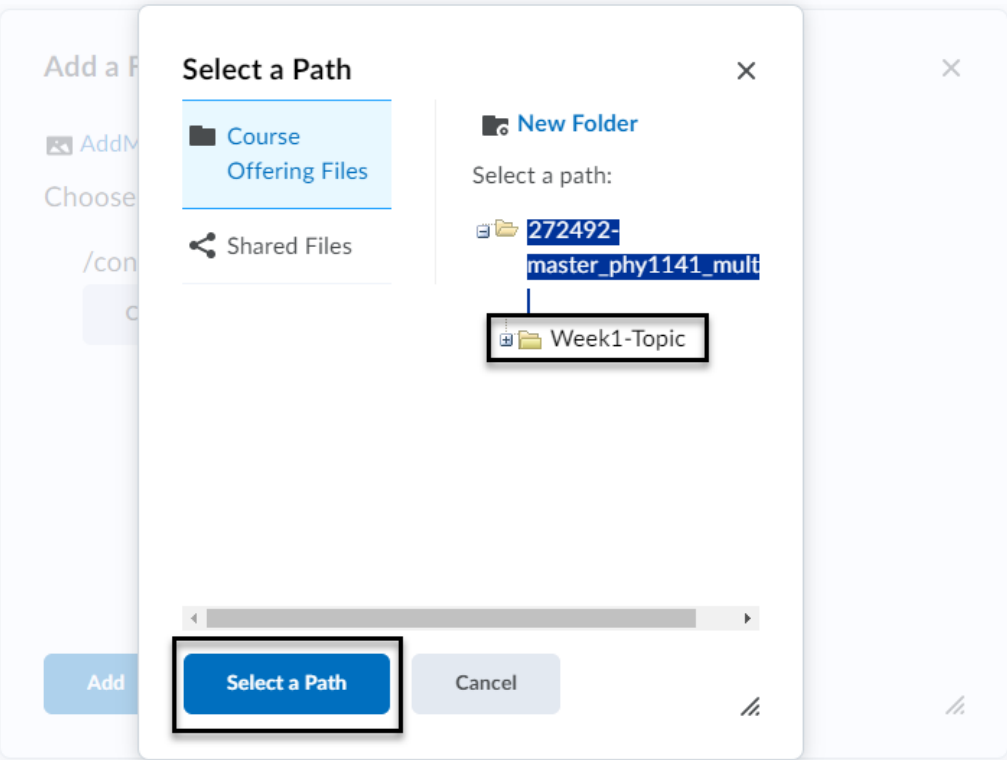


Click Upload to select the image file from a folder on your computer. Alternately, you can drag and drop the file from your computer folder into the prompt window.



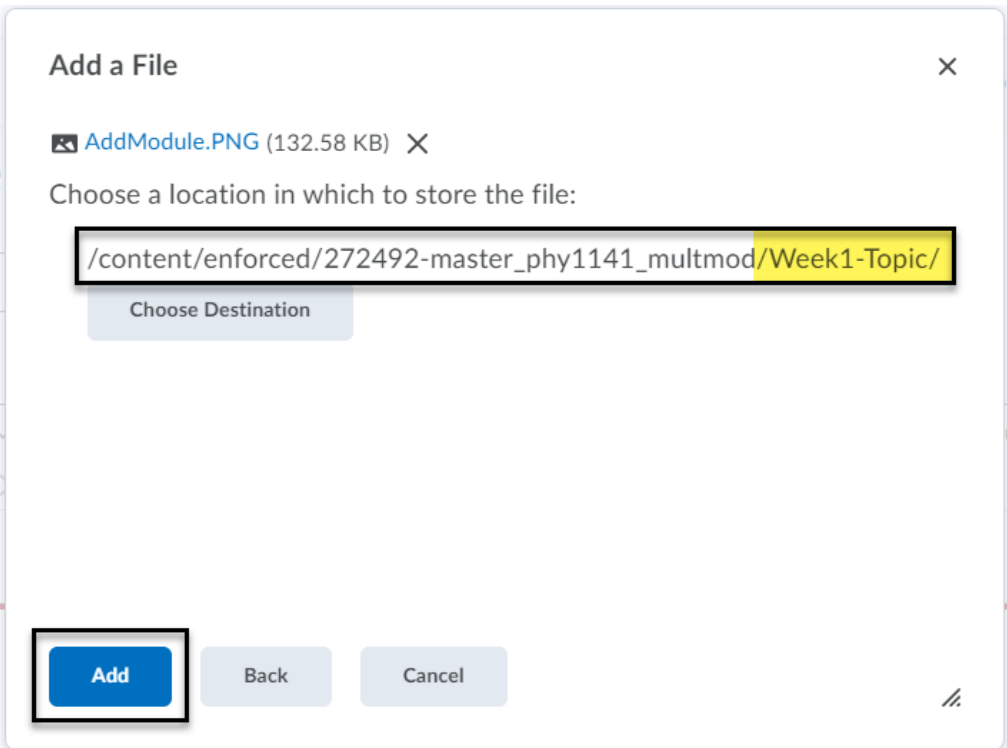


You will then see the image file name listed in the prompt window. Under "Choose a location in which to store the file," click Choose Destination.

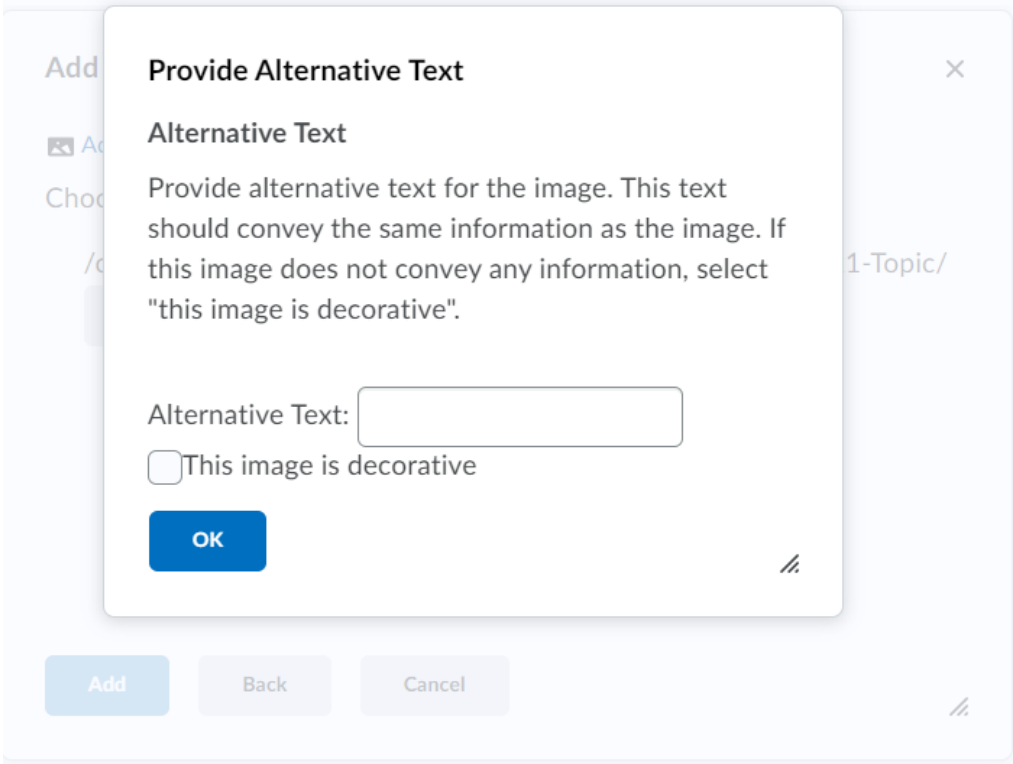


The "Select a Path" prompt window will appear. Click the folder you wish to save the image file in, then click Select a Path.

Note: It is recommended to save image files in a specific images folder or the folder where the HTML file is saved (the HTML file you are currently adding the image into); depends on how you want to organize your files.

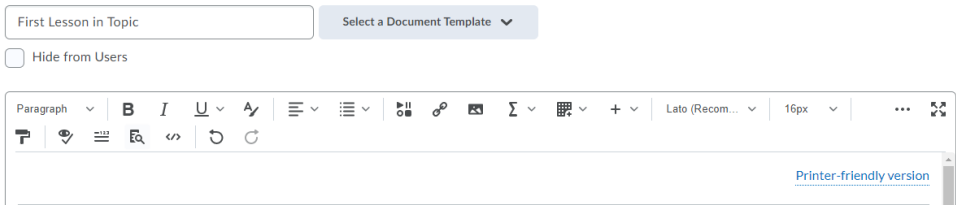


In the "Add a File" prompt window, you will see the root folder name with the selected folder name at the end. Click Add.



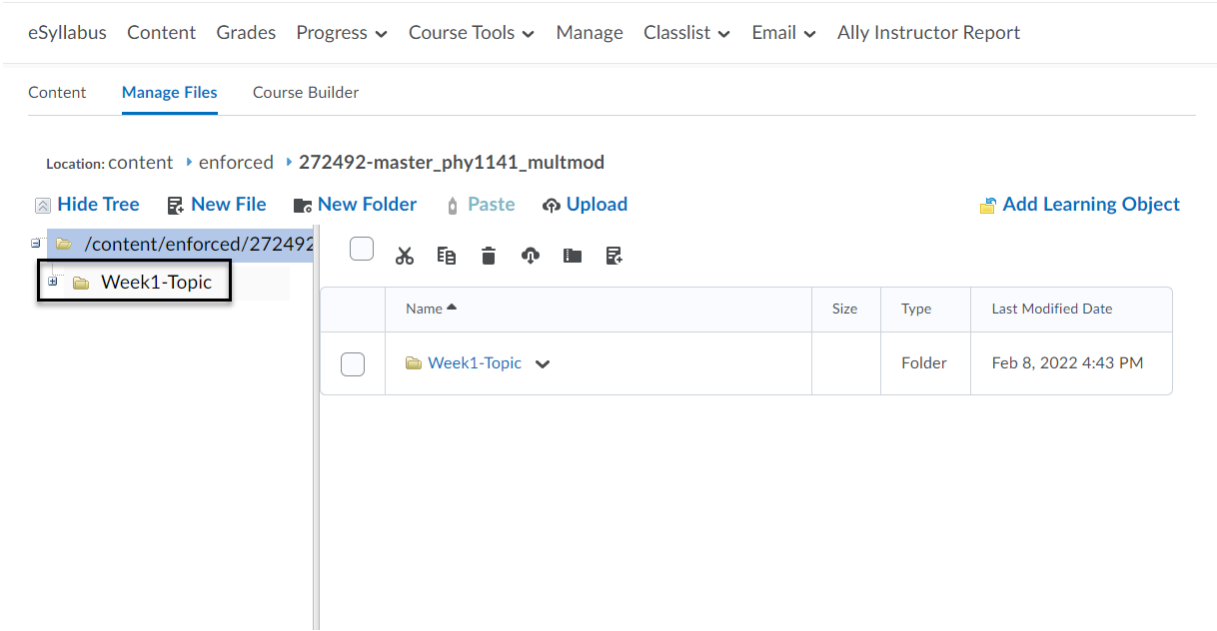
The "Provide Alternative Text" prompt window will appear. If the image is decorative only, click the checkbox for "This image is decorative." If not, type a description of the image in the Alternative Text field. Click OK when done.

Edit HTML File



The edit window will reappear and you will see the image you added to the page. You can resize and utilize other editing features on the image. Click Save and Close when done.

› What does my Manage Files area look like now?



Return to the Manage Files area. Now you will see the new folder listed in the left navigation column (the directory tree) and in the right navigation window. Click on the new folder name in the directory tree at the left.

eSyllabusContentGradesProgress▼Course Tools▼ManageClasslist▼Email▼Ally Instructor Report

ContentManage FilesCourse Builder

Location: content ▶ enforced ▶ 272492-master\_phy1141\_multimod ▶ Week1-Topic

Hide TreeNew FileNew FolderPasteUploadAdd Learning Object

/content/enforced/272492Week1-Topic

	Name ▲	Size	Type	Last Modified Date
<input type="checkbox"/>	AddModule.PNG ▼	132.58 KB	Image	Feb 8, 2022 4:35 PM
<input type="checkbox"/>	First Lesson in Topic.html ▼ 🔗	2.96 KB	Web Page	Feb 8, 2022 4:47 PM

You will see the two newly created files in the right navigation window; the image file and the HTML file.

If our template is in your course shell, you can see how the folders can be accessed by scrolling between both the left navigation column (the directory tree) and the right navigation window.

