



Laurel Painter

# Manage Files for eLearn

Manage Files training



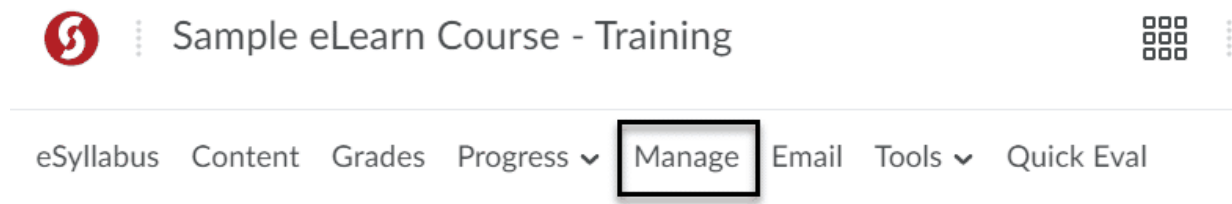
Manage Files

# Manage Files



## The Manage Files Interface












































Manage Files is your friend, it houses all editable files within your eLearn course. Access the area via the Manage link in the Nav Bar and then select Manage Files. Organizing your files within the Manage Files interface will save you headaches in the future as you maintain and revise your courses.



# Course Administration

Category	Name
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## Tools

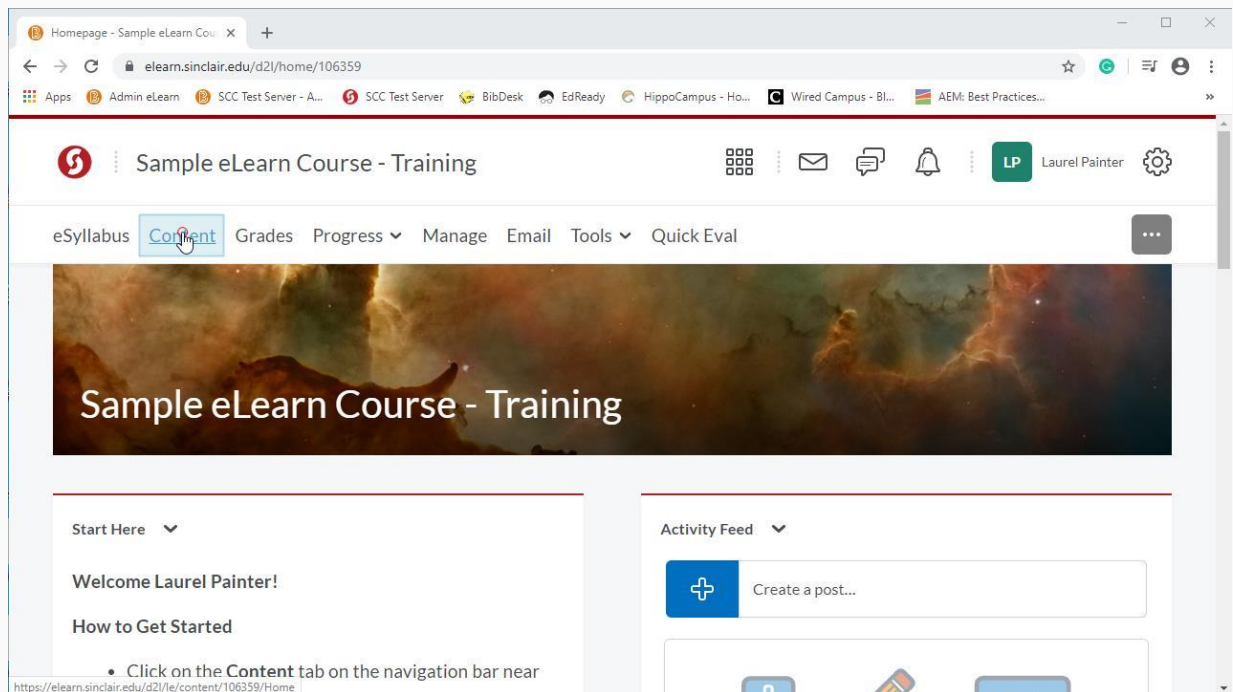
 Attendance	 Awards	 Book Management
 Broken Links	 Calendar	 Chat
 Checklists	 Classlist	 Competencies
 Content	 Course Builder	 Course Design Accelerator
 Course Offering Information	 Discussions	 Dropbox
 External Learning Tools	 Forms	 Frequently Asked Questions
 Glossary	 Grades	 Groups
 Homepages	 Import / Export / Copy Components	 Instructional Design Wizard
 Learning Activity Library	 Links	 Intelligent Agents
 Manage Files	 Manage Repositories	 Manage Dates
 Navigation & Themes	 News	 Metadata Administration
 Quizzes	 Rubrics	 Publish
 Seating Chart	 Self Assessments	 Search
 Sharing Groups	 Standards	 Self-Registration
		 Surveys



Before engaging in this training you should be comfortable with eLearn and the Manage tab. If not, visit the eLearn Training shell.

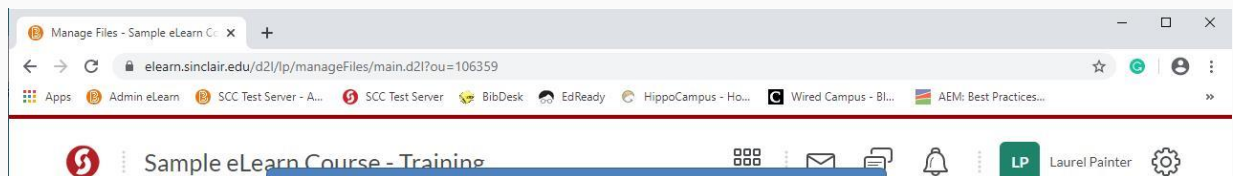
## Blank eLearn Shell

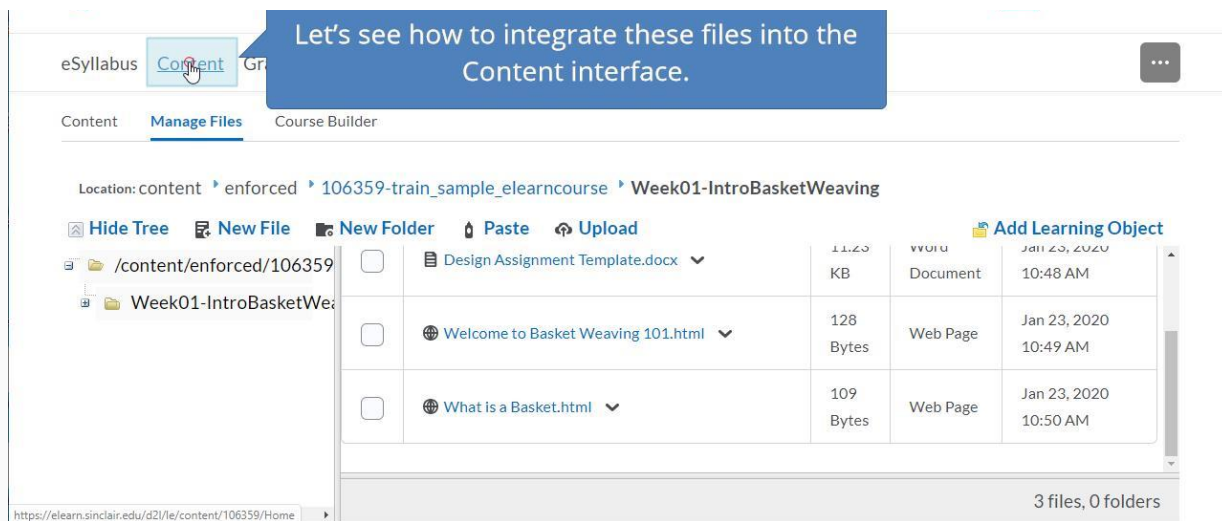
If you use an eLearn shell for your face-to-face course, or a brand new shell has been generated by IT, the Manage Files is empty except for one folder. There are templates available, contact your division ID for more information.



## Integrating files into the Content interface

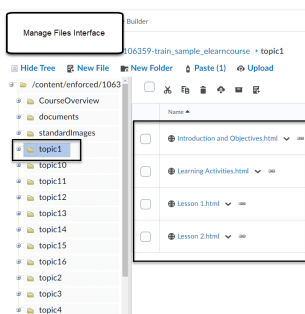
Once you have created or uploaded files into the Manage Files interface, place them where you want students to access them (the Content interface). The video below shows you how to integrate files in the Content interface. You can also integrate them from the Manage Files interface by selecting "Add Content Topic" within an individual file's drop-down menu.



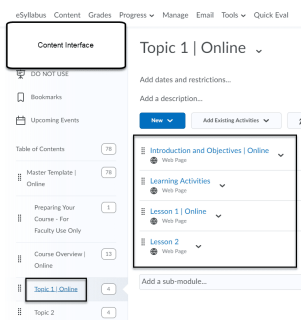


## Manage Files and Content interfaces

The Instructional Design department has built templates by creating folders and files in Manage Files and then integrating them into the Content area using the same methods illustrated in the videos above. Below are screenshots of the Manage Files interface and the Content interface of a course shell where a template has been imported in. The two interfaces are directly next to each other.



Manage Files Interface



Content Interface

## Confirm file pathways with files created in the Content interface

When creating or moving files within the Content interface, you will need to confirm that the pathways lead to the appropriate folders in the Manage Files interface.

