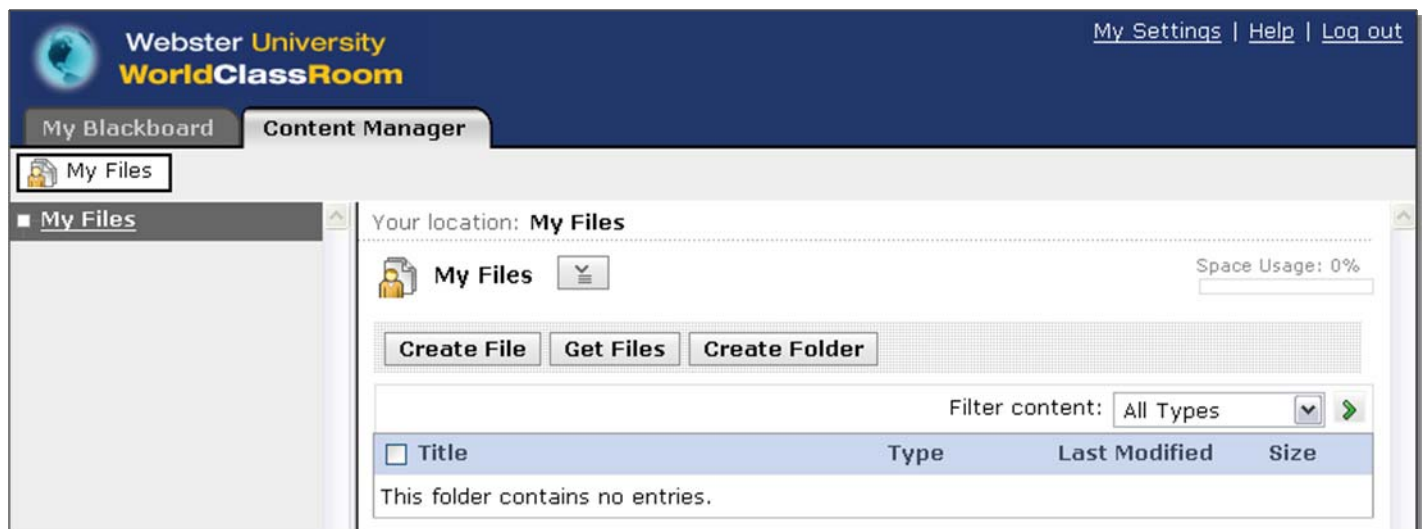


# MANAGING FILES WITH THE CONTENT MANAGER

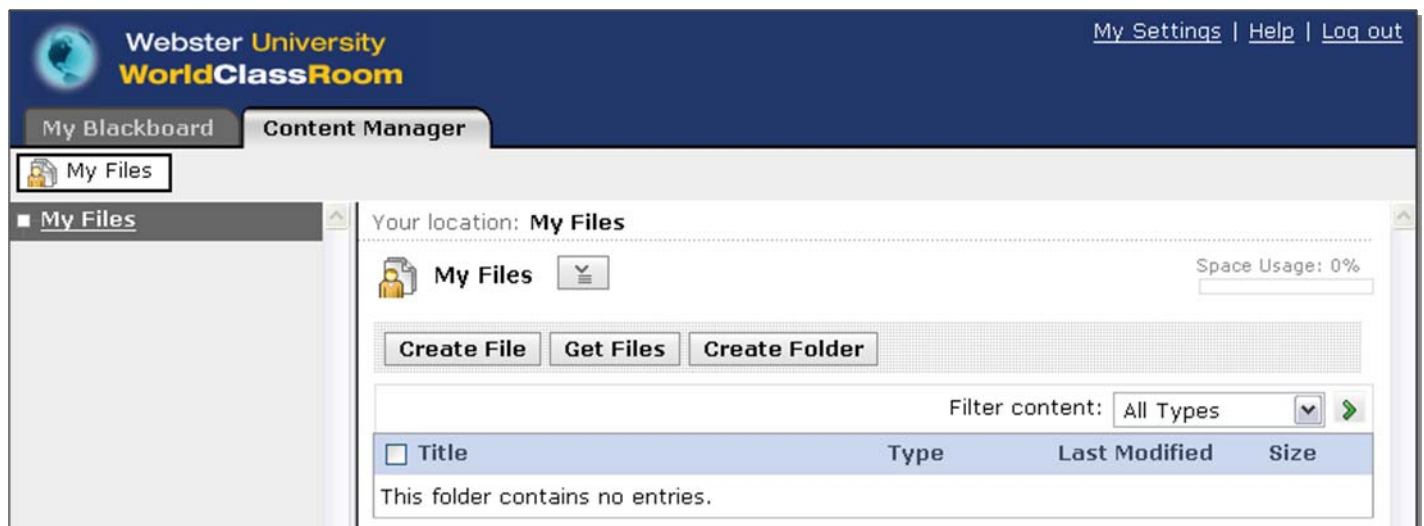
The Content Manager can be used to upload and organize files that you will use in your classes. The My Files section lets you manage files that you can access from all your courses every semester, and the Class Files lets you manage files for a single class.

Before you can begin adding content to your course home pages, you will want to know how to manage your files. The tool for doing this is called the Content Manager, and we'll cover the ins and outs of using this tool here.

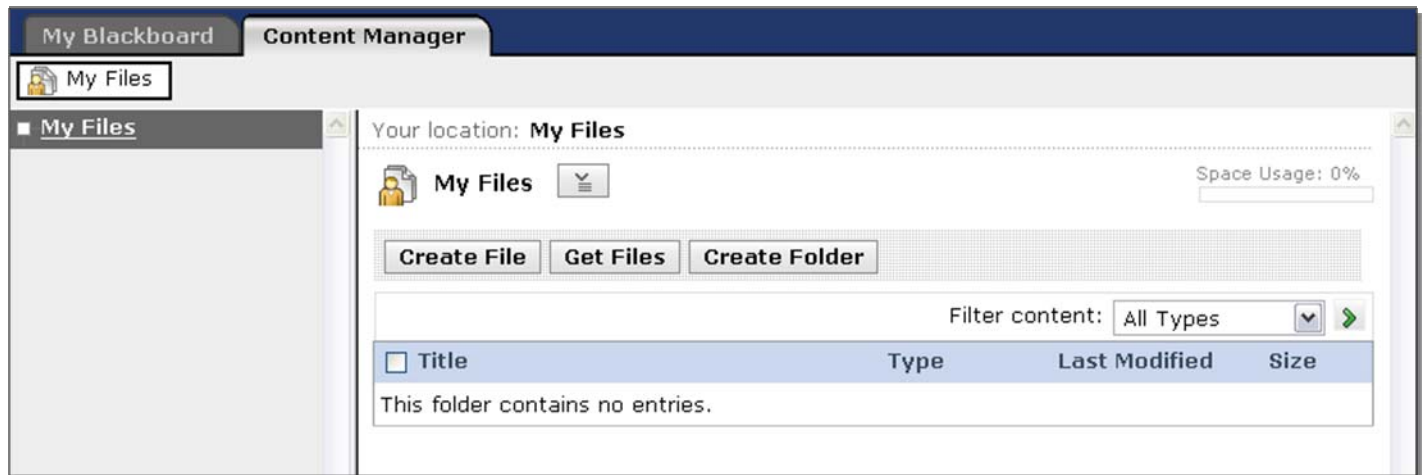


First, it is important to know that EVERY USER and EVERY CLASS has its own place in WorldClassRoom for organizing files. You can upload files from your own computer to either of these areas.

From the My Blackboard page, there is a tab called Content Manager. Selecting the Content Manager tab will allow you to browse what are called My Files.



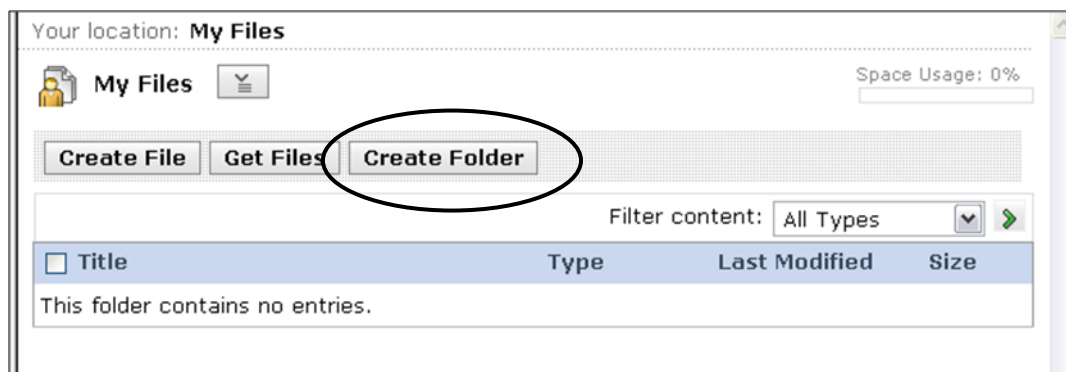
# MY FILES



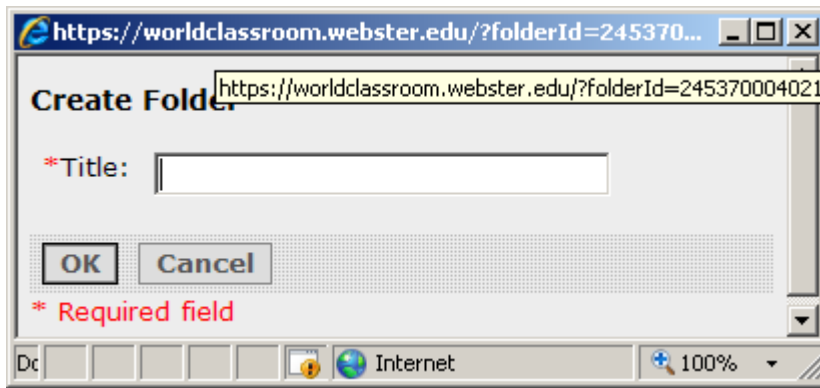
My Files are a file storage area that every user has to manage files that will be used for one or more courses. My Files never go away. They remain available to you from term to term, and even between terms when you might not be teaching a class. Just like your personal computer, files can be organized into folders. Since you're My Files are yours to use from term to term, it is a good idea to be as organized as possible. It is best to make a folder for each of the classes you teach.

## FOLDERS

1. Click **Create Folder**.



2. Name the folder.



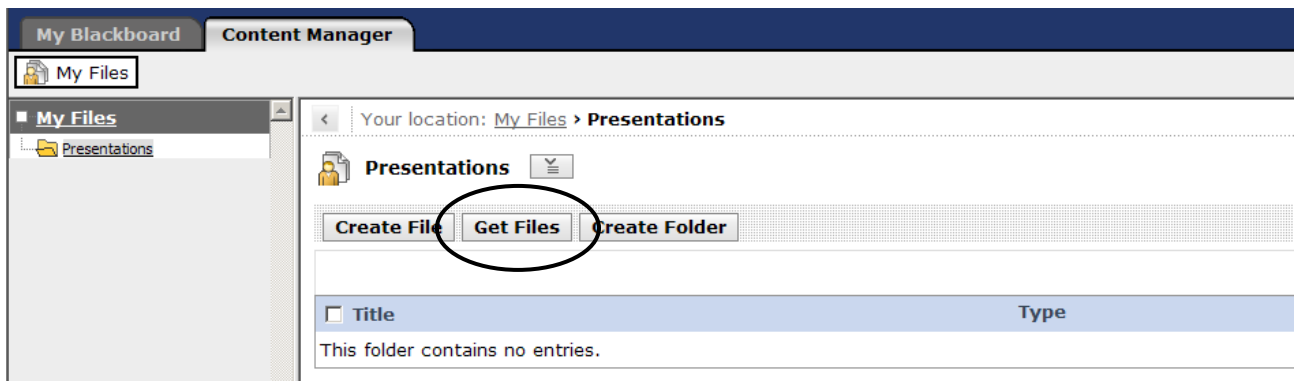
3. Click **OK**.

## FILES

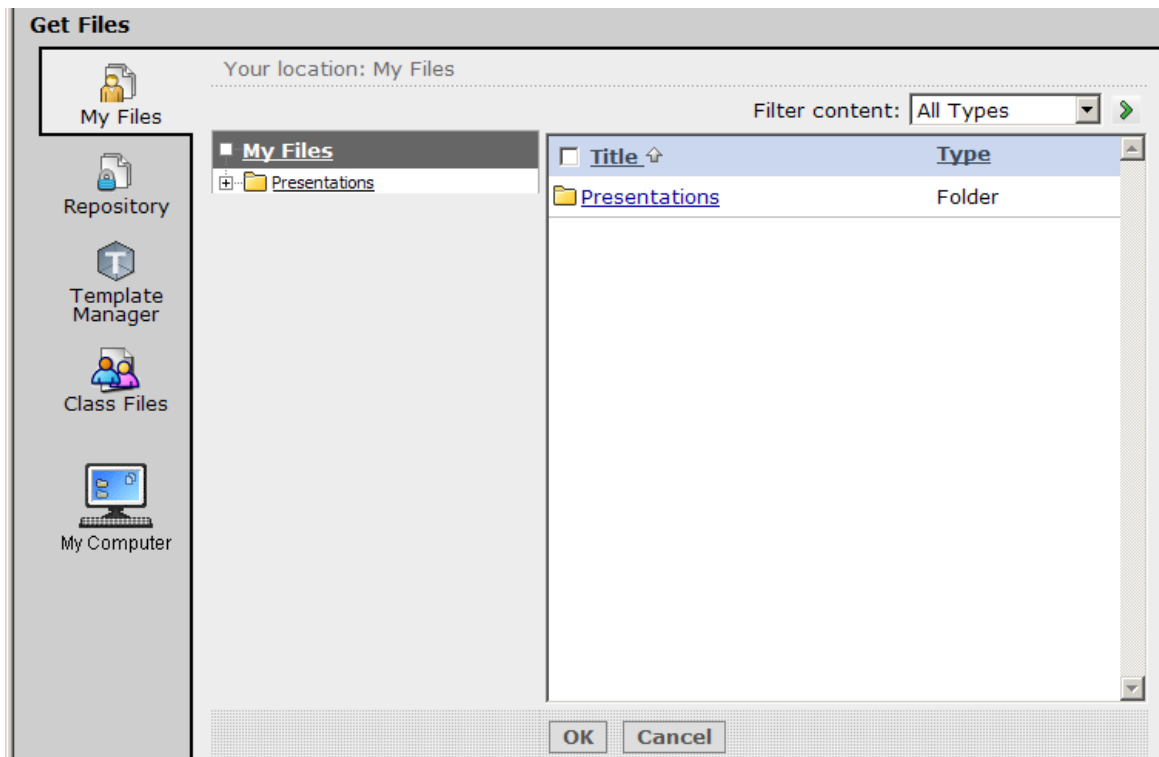
Now that I have made some folders, I can get files to keep in them.

### FILES ALREADY CREATED

1. Open the desired Folder.



2. Browse to the location of the file.



- **My Files:** The root to the My Files location. This is used often to move files to a folder.
- **Repository:** The Repository is a place where files are placed to be made available to teachers in the same department, school, or even for the entire University.
- **Class Files:** Just like every person has a My Files area to manage files, every Class has an area too. Files that have been added to your classes can be accessed here.
- **My Computer:** Selecting this option will open another window that allows you to browse your computer for files to upload. This is how you would find files on your local hard drive, or to a flash drive or other device connected to your computer.

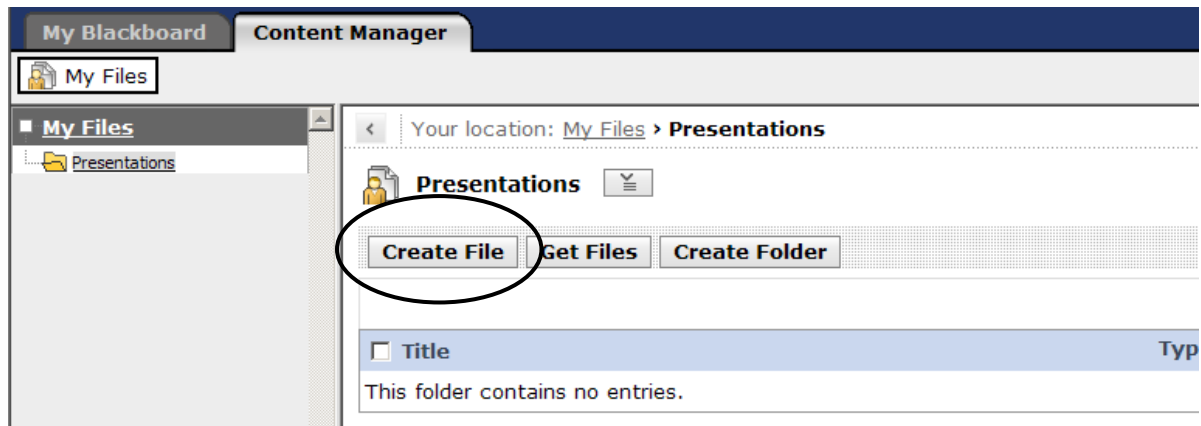
**Note:** One useful trick is to hold the control key on a PC, or the Command or Apple on a Mac to select multiple files to upload at once.

3. Click **OK** once the file has been located.

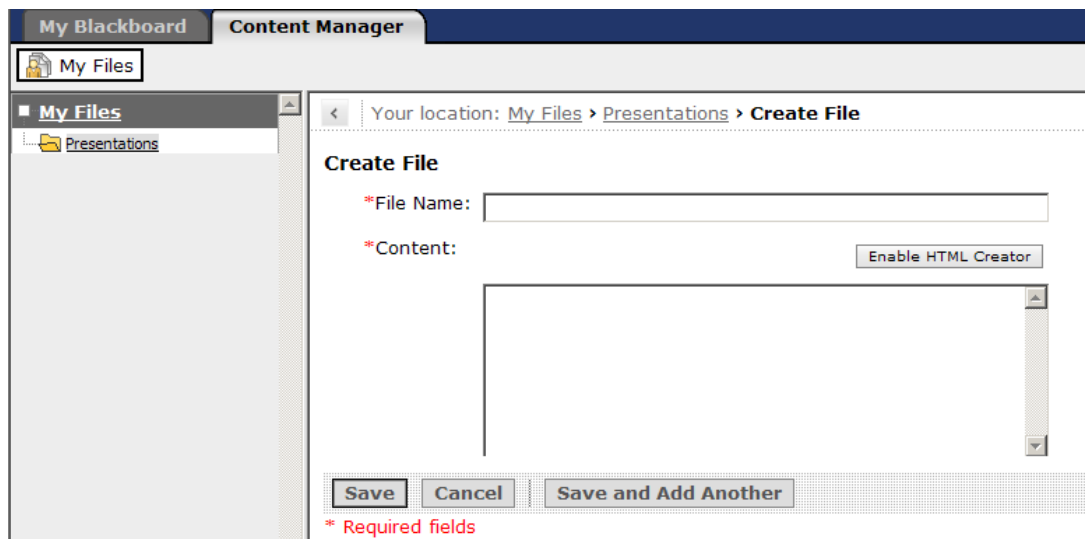
## FILES FROM SCRATCH

WorldClassRoom allows you to create files within the program.

1. Open the folder the file should be located.
2. Click **Create File**.



3. Name the file.
4. Add the content.



**Note:** If the file is a web page, click the Enable HTML Creator.

5. Click **Save** if you only have one file. Click **Save and Add Another** if you have more than one to created.

**Note:** You can preview what you have created by clicking the box next to the file's name and selecting 'preview.'

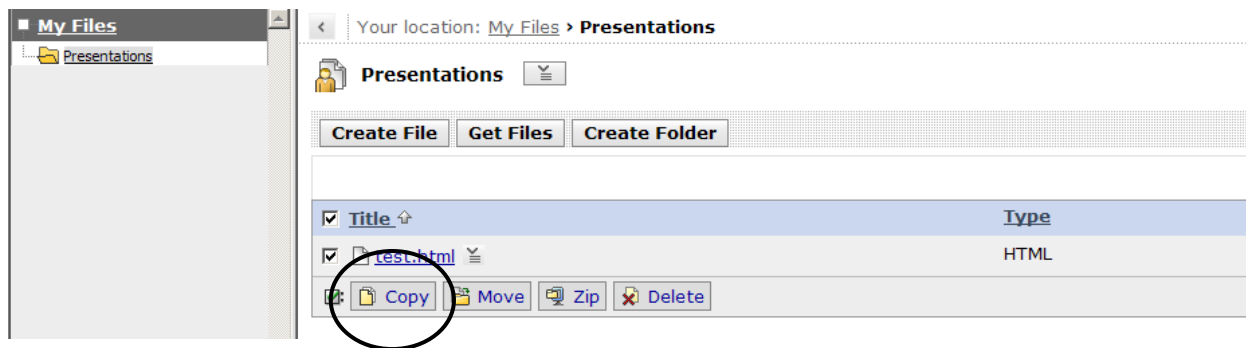
## MANAGE FILES

The options Copy, Move, Zip, and Delete at the bottom of the file list will help you manage your files.

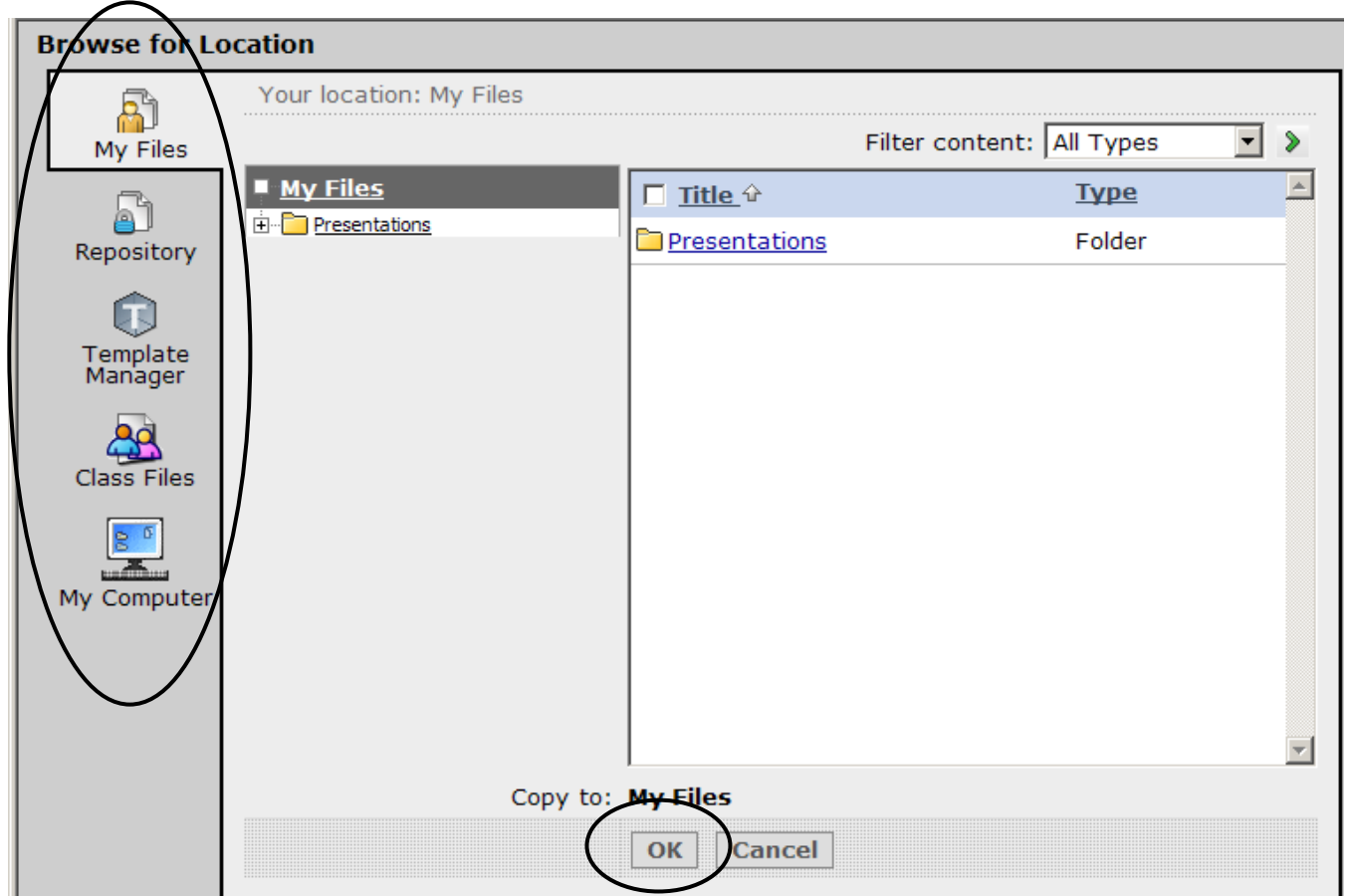
### COPY

Copying a file will leave the original file in its location and copy it to a different location.

1. Click the checkbox next to the file that needs to copy.
2. Click **Copy**.



3. Browse to location.

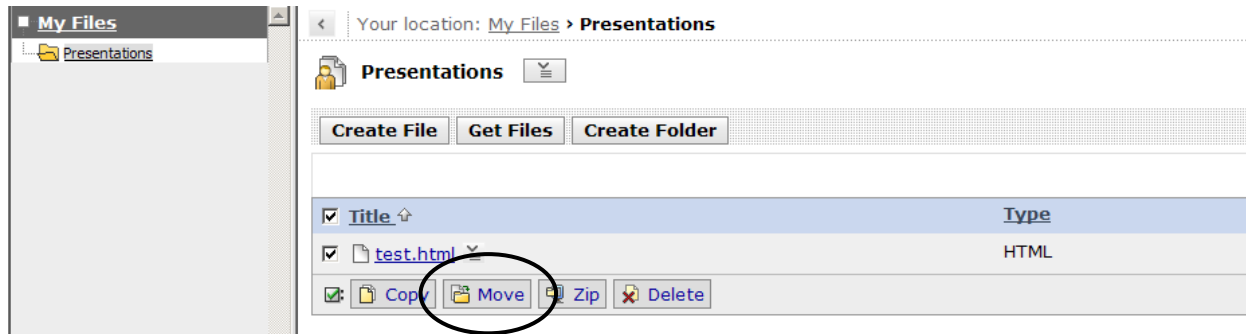


4. Click **OK**.

## MOVE

Moving a file will take the file from the original location and move it to a different location.

1. Click the checkbox next to the file that needs to be moved.
2. Click **Move**.

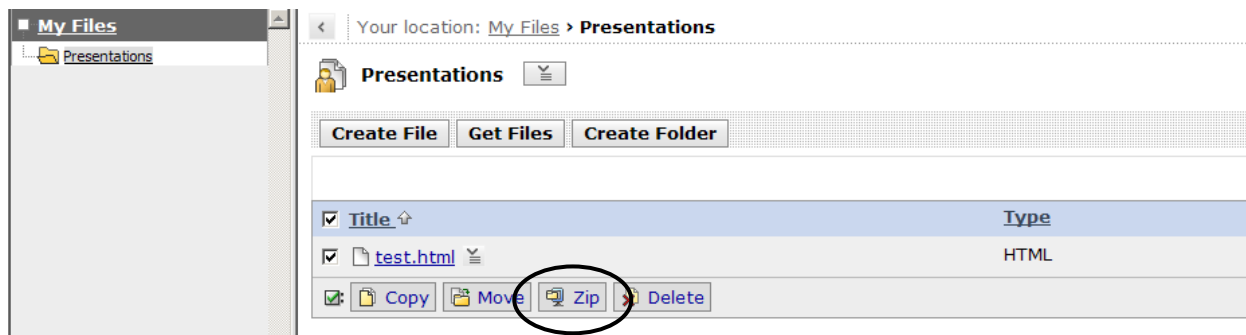


3. Browse to location.
4. Click **OK**.

## ZIP

Choosing Zip will zip the file so it is more compact and will place it in a location you desire.

1. Click the checkbox next to the file that needs to be zipped.
2. Click **Zip**.

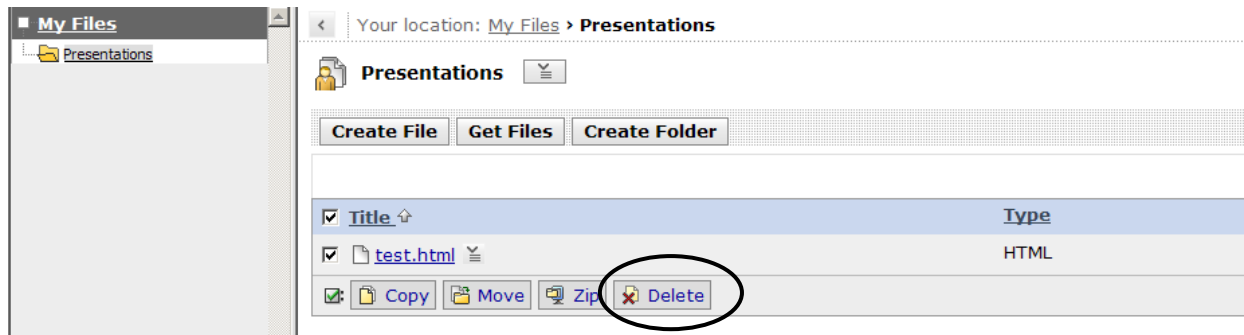


3. Browse to location.
4. Click **OK**.

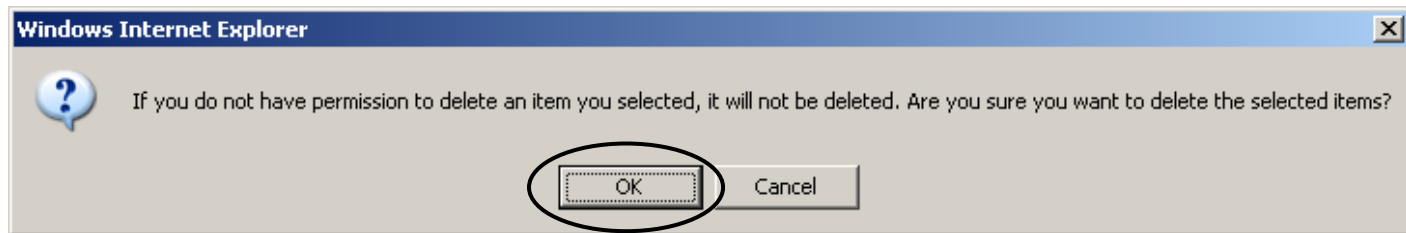
## DELETE

Choosing Delete will permanently delete the file from WorldClassRoom.

1. Click the checkbox next to the file that needs to be deleted.
2. Click **Delete**.



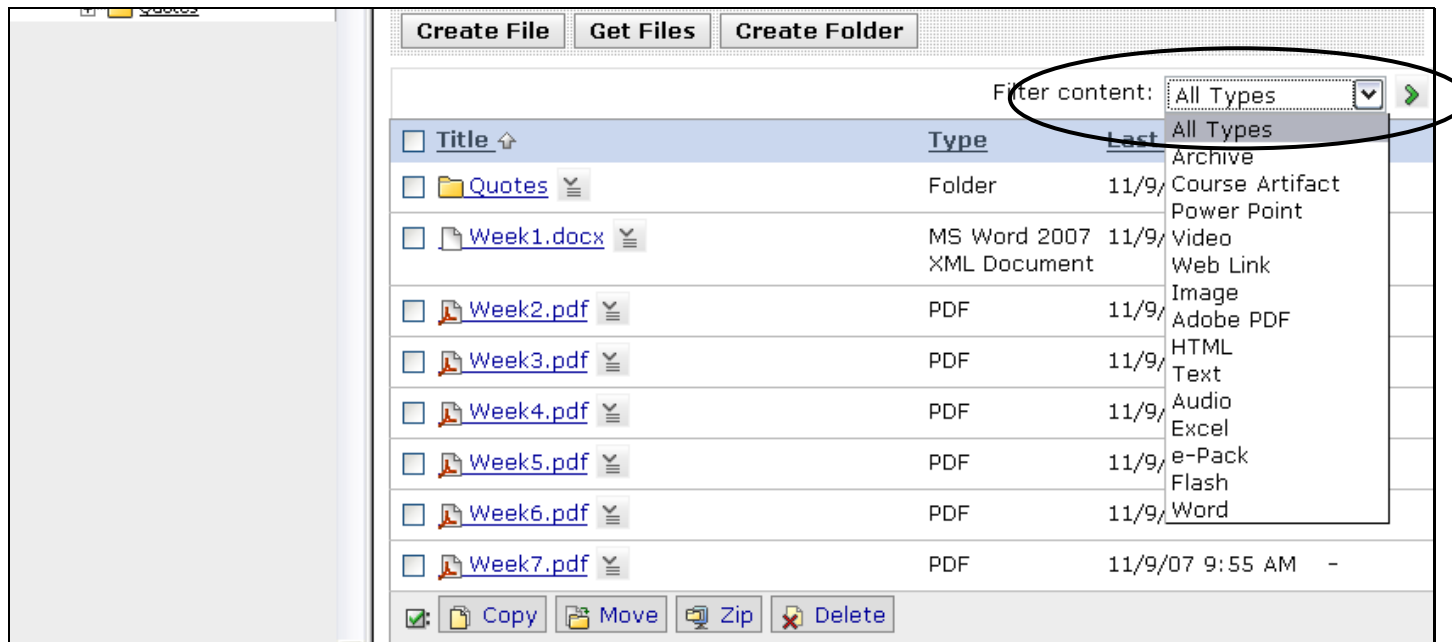
3. Click **OK** to the message window.



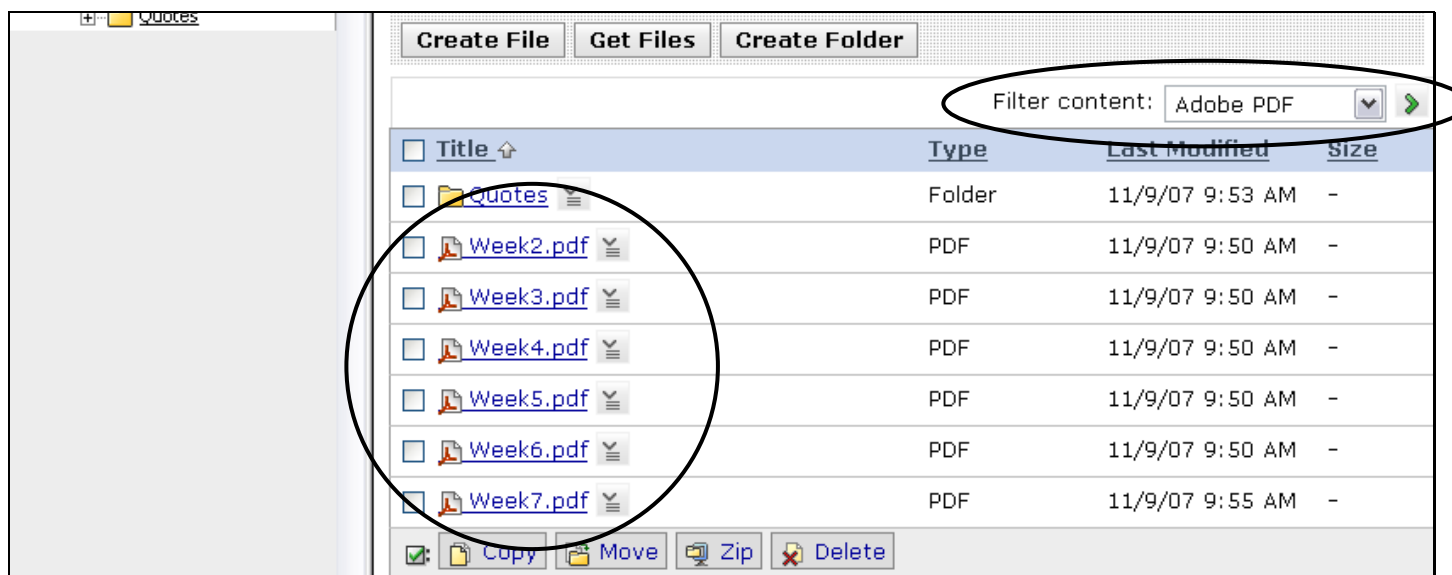
## FILTER

As you start to have lots of files, you might need some help finding what you are looking for. The filter content option can help by only showing files of a certain type.

Your folders may have both Adobe PDF and Microsoft Word files.



By selecting **Adobe PDF** in the filter content option, only the PDF files will be shown.



You can return to seeing all files by selecting **All Files** in the Filter Content list.

Filter content: All Types

Title	Type	Last Modified	Size
Quotes	Folder	11/9/07 9:53 AM	-
Week1.docx	MS Word 2007 XML Document	11/9/07 9:50 AM	-
Week2.pdf	PDF	11/9/07 9:50 AM	-
Week3.pdf	PDF	11/9/07 9:50 AM	-
Week4.pdf	PDF	11/9/07 9:50 AM	-
Week5.pdf	PDF	11/9/07 9:50 AM	-
Week6.pdf	PDF	11/9/07 9:50 AM	-
Week7.pdf	PDF	11/9/07 9:55 AM	-

## SIZE

There is a space usage indicator on the right above the Filter content option. Your My Files area does have a space limit. You can keep an eye on this bar to see what percentage of your allotted space you are using.

Space Usage: 0%

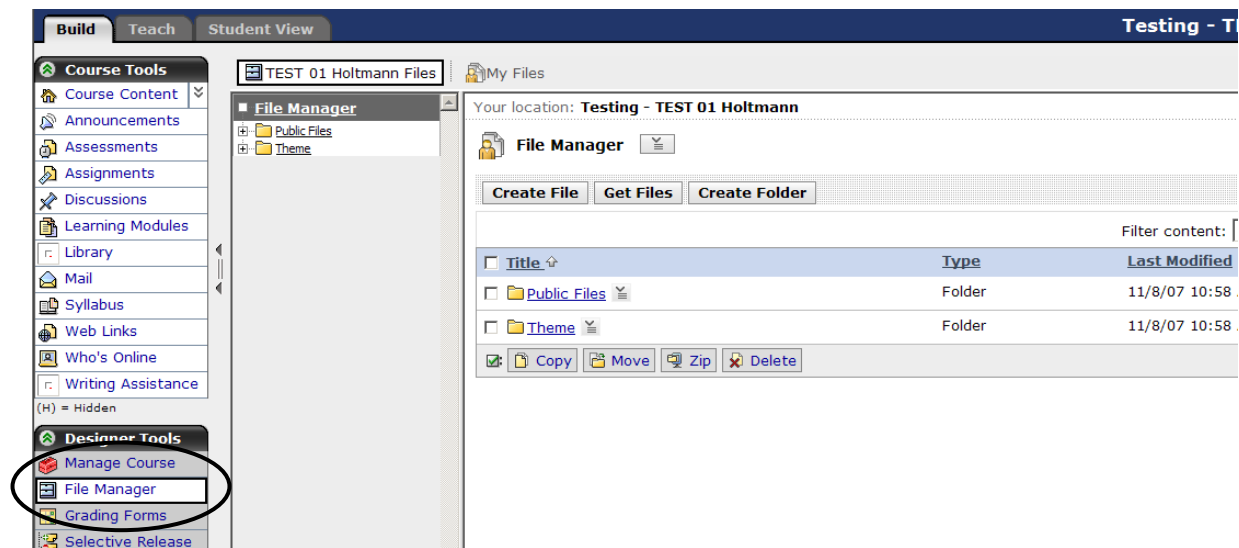
Filter content: All Types

Title	Type	Last Modified	Size
Quotes	Folder	11/9/07 9:53 AM	-
Week1.docx	MS Word 2007 XML Document	11/9/07 9:50 AM	-
Week2.pdf	PDF	11/9/07 9:50 AM	-
Week3.pdf	PDF	11/9/07 9:50 AM	-
Week4.pdf	PDF	11/9/07 9:50 AM	-
Week5.pdf	PDF	11/9/07 9:50 AM	-
Week6.pdf	PDF	11/9/07 9:50 AM	-
Week7.pdf	PDF	11/9/07 9:55 AM	-

## ACCESS FROM THE HOME PAGE

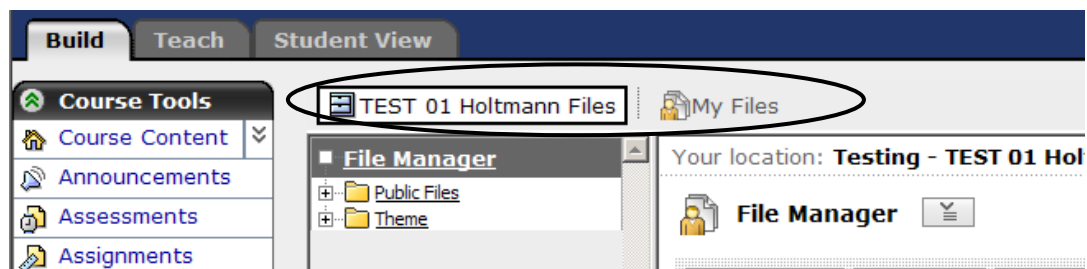
The Content Manager can also be accessed from a course home page.

1. Click the *Home Page* for your class.
2. Click the **Build** tab.
3. Select **File Manager** from the Design Tools.



- 4.

**Note:** You can use the buttons at the top of the content window, under the role tabs, to switch between My Files, and the files for this class.



**Note:** As you begin to build your class, you will become more used to working with the Content Manager. There are some important things to remember about the Content Manager.

- First, every person has a place to store files, and that every course has a place to store files.
- Second, Files can easily be copied or moved from these different file storage areas.
- Third, organization pays. If you plan on using a file or files again in the future, knowing that it is safely filed away in the appropriate place in my files will help greatly.

