

Oncourse: Resources, Adding and Removing Files

Resources is the tool used to add and remove files, folders, and URLs in your course or project site.

Adding New Folders

Creating folders to hold files of a similar topic makes items easy to find and makes the tool work more efficiently.

1. From the list of tools to the left, **Click Resources**.
2. To the right of the folder title in the **Add drop-down list**, you will see these options:
 - a. **Upload Files**
 - b. **Create Folders**
 - c. **Add Web Links (URLs)**
 - d. **Add Citation List**
 - e. **Create HTML Page**
 - f. **Create Text Document**
 - g. **New Form Item**
3. In the **Add drop-down list**, **Click Create Folders**. You will see a screen something like this:

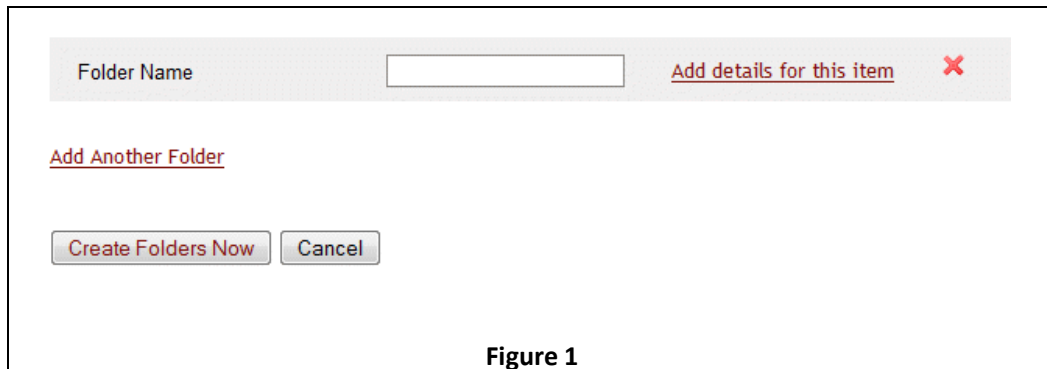


Figure 1

4. In the **Folder Name** field, give a name to the folder.
5. To add another folder, **Click the Add Another Folder** link and Give a name to that folder.
6. Optionally, **Click the Add details for this item** link.

Note: Here you can add a description, make this folder publicly viewable or viewable to selected groups, or schedule folders to be viewable between certain dates.
7. To complete the addition of the folder(s), at the bottom of the screen, **Click Add**.

Uploading New Files

Storing files in My Resources means that the items are available to you anywhere you can connect to the internet.

1. To the right of the folder title, in the **Add drop-down list**, **Click Select Upload Files**. You will see a screen as follows:

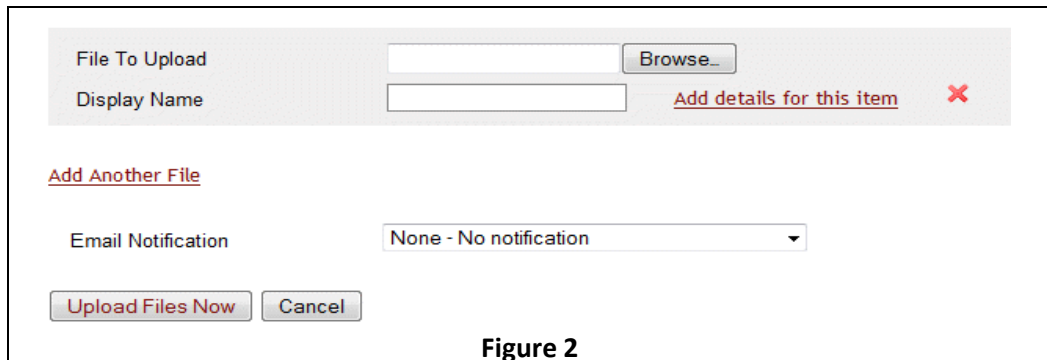


Figure 2

2. In the File to Upload field, **Click Browse...**
3. Navigate to and select the file you wish to upload.
4. In the **Display Name** field, Type a display name if desired.

This display name appears in the Resources list. The name of the file appears if you don't provide a display name.

5. Optionally, **Click the Add details for this item** link.

Note: Here you can add a description, make files publicly viewable or viewable to selected groups, or schedule files to be visible between certain dates and times only.

6. Optionally to send an email notification, in the **Email Notification drop-down box**, **Select on option:**

a. **High - All participants** – email will be sent directly to participants' email addresses (overrides Low so that all participants receive the notification)

b. **Low - Only participants who have opted in** – will be subject to each participant's notification preferences

c. **None - No notification** – no email will be sent

7. Click **Upload Files Now**.

Removing Files and Folders

To delete an item from Resources:

1. Mark the corresponding checkboxes to the left of the folders or files, and then **Click Remove**.

2. To confirm the deletion(s), **Click Remove**,

Or **Click Cancel**.

Note: If a folder contains other folders or files, you will receive a warning that those will also be deleted.

Adding a URL

Items other than files can be added to Resources. These items include URLs, HTML pages and Text Documents. The process for adding each of these is similar, but the exact steps vary.

3. To the right of the folder title, in the **Add drop-down list**, **Select Add Web Links (URLs)**.

4. In the **Web Address (URL)** field, **Type the desired URL** beginning with **http://**

5. In the **Website Name** field, Type a meaningful title.

6. **Click Add Web Links Now**.