

Oncourse: Using Resources, For Students

How to store and organize your files in My Workspace and access files made available to you in other sites

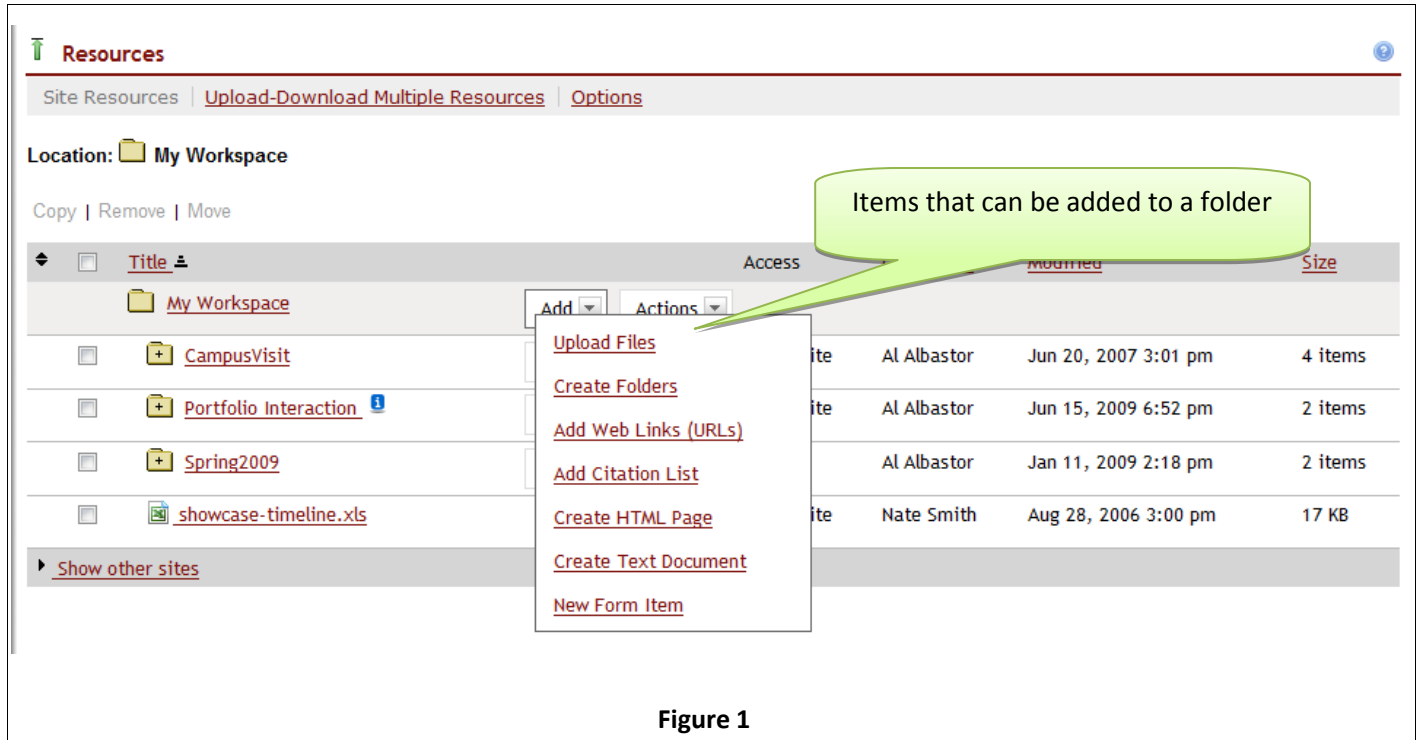


Figure 1

Adding folders to My Resources

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

1. In the list of tools to the navigation pane at the left of the page, **Click Resources**.
2. To the right of the My Workspace folder, **Click Add**.
3. In the list of items to add, **Click Create Folders**.
4. In the new folder window, **Type a name for the folder**.
5. To add other folders, **Click the Add Another Folder link**.
6. To complete the addition of the folder(s), at the bottom of the screen, **Click Create Folders Now**.

Adding files to My Resources

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

1. In My Workspace, **Click Resources**.
2. To the right of the folder where you want to add a file, **Click Add**.
3. In the list of items to add, **Click Upload Files**.
4. **Click Browse**.
5. **Navigate to the file's location on your computer**.
6. To select the file, **Double-click on the file**.
7. **Click Upload Files Now**.

Adding a URL to My Resources

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.

1. To the right of a folder, **Click Add**.
2. In the Add drop-down list, **Click Add Web Links (URLs)**.
3. In the Web Address (URL) field, **Type the desired URL beginning with http://**.
4. In the Website Name field, **Type a meaningful name**.
5. **Click Add Web Links Now**.

Retrieving Files from a Site

In order to make changes to a file you first need to download the file. Downloading files is the same whether you are in My Workspace Resources or another site's Resources.

1. **Go to the site where the file was stored**.
2. **Click a site's Resources tool**.

3. **Right-click [Mac: Control-click]** the name of a Resource item.
4. Click **Save Target As...** (in Internet Explorer) or **Click Save Link As...** (in Firefox).
Note: Once you make changes to the file, remember to upload the new version to Resources as covered in Adding Files above.

Sharing Files in My Resources with Others

Any item stored in the Resources tool has a unique URL. Sharing a file with someone else requires that the file be made publicly accessible and that the file's URL be provided to the recipient.

1. **Find the folder or file you wish to make public.**
2. To the right of its name, from the Actions menu, **Click Edit Details.**

Edit Details
 Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

* Name
 Description

Availability and Access
 Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.
 This folder and its contents are publicly viewable.

Folder Details

Created by	Al Albastor
Created	Jan 11, 2009 2:15 pm
Last changed by	Al Albastor
Last changed	Jan 11, 2009 2:18 pm
Web address (URL)	Select URL (for copying) Open
	<input type="text" value="https://oncourse.iu.edu/access/content/user/demo1/Spring2009/"/>

▸ [Optional properties](#)

Figure 2

3. Under Availability and Access, Select the option that will make the file or folder publicly viewable.
4. **Click Update.**
5. Next to the item to which you want to link, from the Actions menu, **Click Edit Details.**
6. Next to Web Address (URL), **highlight the URL of the item.**
7. **Copy the URL.**
8. **Paste it in an email message you've composed.**