

Oncourse: Resources, Organizing Resources

Resources allow you to share, copy, move, reorder, and set permissions on files/folders in your course or project site.

Sharing Files

When you place a file in Resources, you are giving it a URL. So sharing the file is simply a matter of sharing the URL of a file that has been set to public access.

Copying the URL Using Edit Details

1. To open the set of properties for one of your uploaded files, to the right of the file name, mouse-over Actions, and click Edit Details
You see the details of the file.
2. Scroll as necessary to see the complete list of properties.
The URL is shown near the bottom of the screen.
3. To share this information with anyone else who needs the file, Copy and paste the URL into an email or browser window.
4. To exit the details screen, at the bottom of the screen, Click Cancel.
5. You are returned to the Resources list.

Copying the URL Using a Context-Sensitive Menu

1. To see a menu of choices associated with one of your uploaded files, in the list of Resources items, **Right-click one of your folders or uploaded files.**
You see a list of choices.
2. To capture the URL for this file, **Click Copy Shortcut.**
Note: Other browsers would have a similar menu choice but with slightly different text. For example, the Firefox choice is "Copy Link Location."
The URL is now on the computer's clipboard ready to paste into a browser window or into an email message.


Reordering Resource Items

By default, files contained in folders in Resources are organized alphabetically. It may be useful to be able to re-organize files so that the files you access the most are near the top of the list. Let's see how to reorder Resource items within a folder.

1. To access the reordering window, to the right of the topmost folder, **Mouse-over Actions.**
2. Click Reorder.
The items within this folder are displayed in their current order. On the left-hand side of the screen you see a series of arrows pointing up and down to allow us to move a particular item up or down one step at a time in the order. Another, perhaps easier, option is to look at the right side where there is a numeric indicator of the current position of each item.
3. To switch the order of items, to the right of a resource, **Click on the drop-down arrow.**
4. **Select the appropriate number.** This automatically moves that file to the selected position.
5. To complete the reordering step, at the bottom of the form, **Click Save.**
The list of resources appears again.

Copying Files from Site to Site

Each site in Oncourse has a Resources tool. Copying files from one site to another allows you to replicate that space in any other site's Resources space, still completely within the Oncourse environment.

1. To select the resource to copy, in the list of resource items, **Click the checkbox before the file.**
2. To copy the file, at the top of the resource list, **Click the Copy link.**
Each folder in the Resources tool now shows a clipboard icon in front of the Add drop-down.
3. If you wish to copy the resource to another site, **Scroll as necessary** and **Click Show other sites.**
Note: You should have an instructor role in the site in which you wish to copy the resource.
4. Scroll as necessary to the bottom of the list of resources to view the list of all sites in which you are a member. A paste icon appears next to each folder for which you hold Add permissions.
5. To paste the chosen file into the practice course site's Resources tool, to the right of your site's resources, **Click the paste icon.** 
The file is added to Resources in your practice course site.
6. To hide the folders from other sites, on the gray bar below the My Workspace Resources list, **Click Hide other sites.**
You see just the list of resources in My Workspace.

Dragging and Dropping Multiple Files - WebDav

In the Upload Files form you saw how to add more than one item by clicking the link to add another file. But there is another way to move a group of files into Resources. **WebDAV** is a technology that enables easy transfer of files and folders from a local computer to the Resources tool in **My Workspace** or in a course or project site. Once WebDAV is set up, the computer treats Resources like any other folder on the local system. The user can drag and drop multiple files quickly and easily from a location on the computer to Resources. Setting up WebDAV can differ according to several variables including the operating system in use and the browser chosen. Detailed articles on this subject can be found in the Knowledge Base at <http://kb.iu.edu/> but also by following the link at the top of this site's Resources page.

1. To see information about WebDAV, at the top of the Resources window, **Click Upload-Download Multiple Resources**.
2. Scroll to see the documentation available for WebDAV.

Note: If you are using Internet Explorer in Windows XP, you can take advantage of the link available on the page. If you are using a different browser or a different operating system, you may not have success with the rest of the steps in this section. You will want to read more about the use of WebDAV and your setup. For more information on using WebDAV see the Knowledge Base article at: <http://kb.iu.edu/data/araf.html>

3. As directed, **open My Network Places**, and follow the steps to set up WebDAV on your computer.
Note: The address of the resources location would be the link <https://oncourse.iu.edu/dav/site ID>. The link on the Upload-download multiple resources site will show the actual site ID of the site you are using.

4. **Copy this site ID** to add to the field in the dialog box.

You see a prompt for User name and password.

5. **Type your User name and password** to complete the authentication fields.

A window opens displaying the contents of the Resources tool.

6. To minimize the Oncourse window, in the upper right corner, **Click the minimize button**.

7. To enable a better view of the desktop, **Resize the Resources window** as necessary.

8. Open the folder holding the files you want to move.

9. To navigate to a folder containing files you can move, **Resize the new window** so the two windows can sit side by side on the screen.

Note: You can add all the files in the folder you've chosen to the Resources storage area at once by simply dragging and dropping them in the new window.

10. To place the folder in your practice course site Resources, Press and drag the folder from your computer location's window to the site Resources window

11. To see the files that have been moved, in the Resources window, Double-click the name of the added folder.

You see the files that were added all at once.

12. **Close the two windows** you just opened for drag and drop.

Now let's view these files as they appear in the Resources list.

13. To return to the list of resources, on the gray bar near the top of the screen, **Open the Oncourse browser window** and **Click on Site Resources**.

You see the new folder you added using the drag and drop method. The plus sign on the folder indicates that there are files inside the folder.

14. To view the files in the folder, to the left of the folder, **Click the folder icon**.

You see the files listed below the folder.

Viewing Folder Permissions in Resources

Because this kind of site can have varying membership roles (instructor, assistant, student, observer, etc.), permissions regulate which members can read, add, modify, or delete items in the Resources tool and its folders. The Edit Permissions tool is available in the Actions list.

1. To set permissions for a folder, to the right of the folder name in the Resources list, **Point to Actions, and click Edit Folder Permissions**.

You see the default permissions for folders in course sites.

2. To allow students to add, revise and delete files from this space, in the student row, **Click checkboxes under new, revise.any, revise.own, delete.any, and delete.own**.

3. To save these permission settings, below the list of roles, **Click Save**.

Because students have the new and delete permissions, they will be able to add, remove, or move the items of this folder. With the revise permissions, they will be able to revise the properties of the folder and any of its files.