HOW TO CREATE A FILE AND UPLOAD SINGLE FILES OR ZIPPED PACKAGES

You can use the file content type to create a simple link to a file in a course area. No description appears with the link. You can choose whether users view it as a page within the course or in a separate browser window.

You can upload a single file or a single zipped package. For example, uploading a zipped package would be an effective way to provide students a group of images needed for a lab project.

1. Change **Edit Mode** to **ON**.

2. Access a content area, learning module, lesson plan, or folder.

3. On the action bar, point to **Build Content** to access the drop-down list.

4. Select **File**.

5. On the **Create File** page, attach a file using one of the following options.

   - To upload a file from your computer, click **Browse My Computer**.

   - To upload a file from the course's storage repository:

     o If Course Files is the course's storage repository, click **Browse Course**.

       -OR-

     o If your institution licenses content management, click **Browse Content Collection**.

6. After you have selected a file, you can click **Select a Different File** to delete the file you linked and replace it with another.

7. Type a **Name** for the file. You can overwrite the file name that automatically appears in the box. This name appears in the course area as a link. You can also select the font color.

8. Select **Yes** for **Open in New Window** to display the content in a new browser window outside of the course's content frame.

Create File

* *Indicates a required field.*

1. Select File

* **Name**: Meet the Explorer

Color of Name: ■ Black

* **Find File**: Browse My Computer | Browse Course

Selected File:
File Name: **Maury_Portrait.jpg**
File Type: **JPG**
Select a Different File

2. File Options

Open in New Window ⦿ Yes ○ No

9. Select **Options** for the item.

   - Select **Yes** to **Permit Users to View this Content**.

   - Select **Yes** to **Track Number of Views**.

   - For **Select Date and Time Restrictions**, you can set items to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect item availability, only when it appears.

10. Click **Submit**.

ZIPPED CONTENT PACKAGES

If you have worked offline to create a lesson with several interrelated HTML pages with navigation, images, web links, and cascading style sheets (CSS), the best method for presenting the package to users is for you to unzip the package in Course Files or the Content Collection and provide students a link to the start page. This enables students to view the lesson contents in order with all links intact. The start page will open in a new window or tab and can be closed to return to the course area.

1. Create a package of content offline on your computer.

2. Access **Course Files** or the **Content Collection**. Select **Upload Package** so that the package is unzipped automatically.
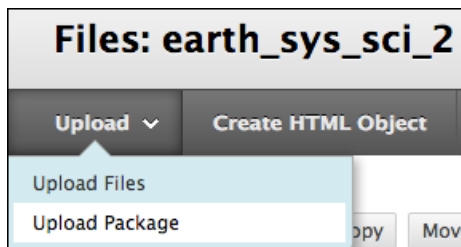
3. Access the content area, learning module, lesson plan, or folder where you will provide the link to your lesson.

4. Point to **Build Content** and select **File**.

5. On the **Create File** page, click **Browse Course** or **Browse Content Collection** to select the file that is the start page for your content package. This is the first page users see and should contain navigation to the other pages in your package.

6. Set options for the file link in the course area.

7. Click **Submit**.

If you want the packaged file to remain zipped, simply attach the zipped file in a content item by using the Attach options or use the function in the content editor. When a zipped package remains intact, students click the link for the zipped package in the course area and download the zipped package to their computers where it can be unzipped. This method is useful if you want to provide students with several files to work with or edit on their computers.

LINKING TO HTML FILES

You can use the file content type to embed HTML files for a website you have created. After uploading your HTML files to Course Files or the Content Collection, you select which file is the starting point, such as index.html or page_1.html. The file name appears in the Name box. Edit the name to help users access the content. For example, change the name to "Start Here" or "View Lesson 1."

When you select an HTML file, the Manage Access section appears so you can define the access users are granted. You have three options:

- **Give users access to all files and folders in the folder**: Choose this option to give users access to all files and sub-folders within the parent folder of the file being linked. This option is appropriate for users who are linking to a website with a typical hierarchical structure with sub-folders for CSS, Javascript, and images contained in the parent folder.

- **Give users access to this file only**: Choose this option when you are linking to one HTML file that has all the formatting within the page itself and does not reference other files or images.

- **Give users access to selected files in folder**: Choose this option if you want to embed a website with a more complicated structure. If some of the content exists outside of the parent folder in other folders in Course Files or the Content Collection, you need to browse for and manually select the parent folder and the additional files and folders. This ensures users have access to all the content in your website.