



Build Teach Student View

Each course has a **File Manager**. You can use **File Manager** to create and store files used in a clickUP course. This is the file structure “behind” your course content.

The **File Manager** allows you to:

- Locate and view files and folders
- Create and edit files and folders
- Manage files and folders
- Create and use WebDAV

MANAGE COURSE

The screenshot shows the WebCT File Manager interface. On the left, a tree view displays the folder structure of the course, including folders like 'Public Files', 'Collab Model', 'images', 'Scans', 'WebCT notes', 'Library', 'tweede kwartaal', and 'media library_test'. A red box highlights this tree view with the text 'Folder structure of the course'. The main area shows a list of files and folders with columns for 'Title', 'Type', 'Last Modified', and 'Size'. A red box highlights this list with the text 'Files and folders in the course'. Above the list, there are buttons for 'Create File', 'Get Files', and 'Create Folder', and a dropdown menu for 'WebDAV'. A red box highlights these buttons with the text 'Options available to manage the area'.

CREATE FILES

Create new HTML files in the system by using the HTML creator.

GET FILES

You can get files from locations within the clickUP system **or** from your computer and add them to your current location in **File Manager**.

If you are getting files from a file-sharing location, such as *Repository* or *Template Manager*, you can either copy the files or create subscriptions to the files.

The Get Files button opens the Content browser utility.



REMEMBER

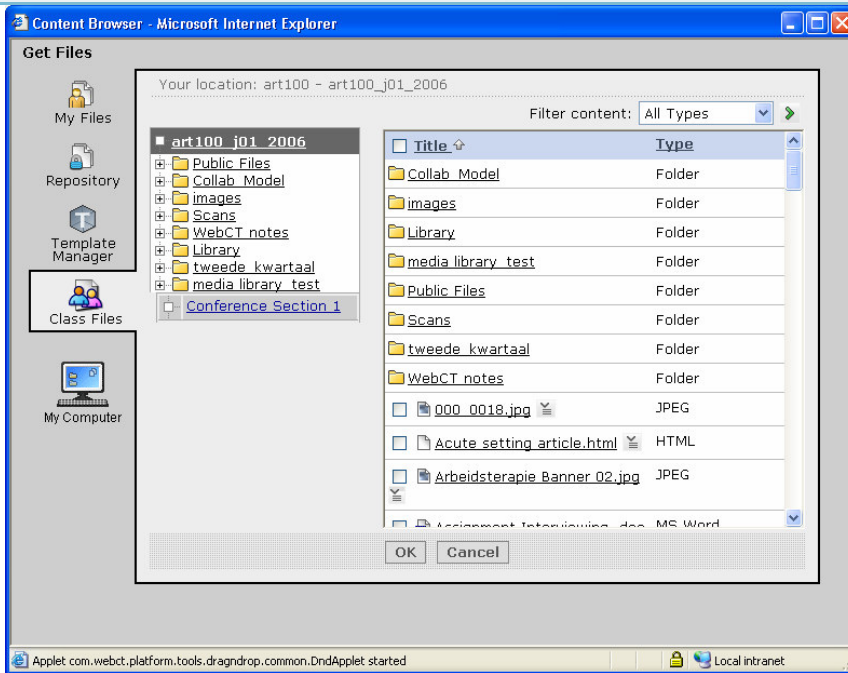
Roles:

The file manager is on the Build tab, because you will use this utility while creating a course.

The Department of Education Innovation (EI) recommends: Always use the File Manager when you are adding new content to the course.

If you want more information on WebDAV contact your instructional designer at EI.

Before you start to upload files, first look at the file sizes of the files you want to upload. EI recommends that all files should be smaller than 1MB! We can help you shrink your files!



My files is an area for storing private files that you do NOT want to share with students. Note that these files are deleted at the end of an active period (e.g. end of the semester).

Repository is a location where users can create and store files for re-use in other learning contexts. These files are on a “higher level” in the Learning Context Hierarchy and can be shared.

Template Manager contains the files and folders that are used to design templates. This area will only be used when designing new templates.

Class Files is the area where all the content files are stored that make up part of your course. You will work mostly in this area.

My Computer: When you want to upload files from your computer to the clickUP system, click the **My Computer** icon. A popup window with the contents of your computer will open and you can browse to the content you want to upload.

CREATE FOLDER

Create folders to structure your content better.

GENERAL FUNCTIONS



At the bottom of the list these functions help you to manage your files and folders in the File Manager. Select a file(s) or folder(s) by clicking in the checkbox next to it and click on the button below to perform the action.

Wait until the My Computer icon shows before you click on the area. If you click on it before it is fully loaded – it will not work!

You can upload 1 – 15 files at a time by holding Shift or Control while selecting the files you want to upload.