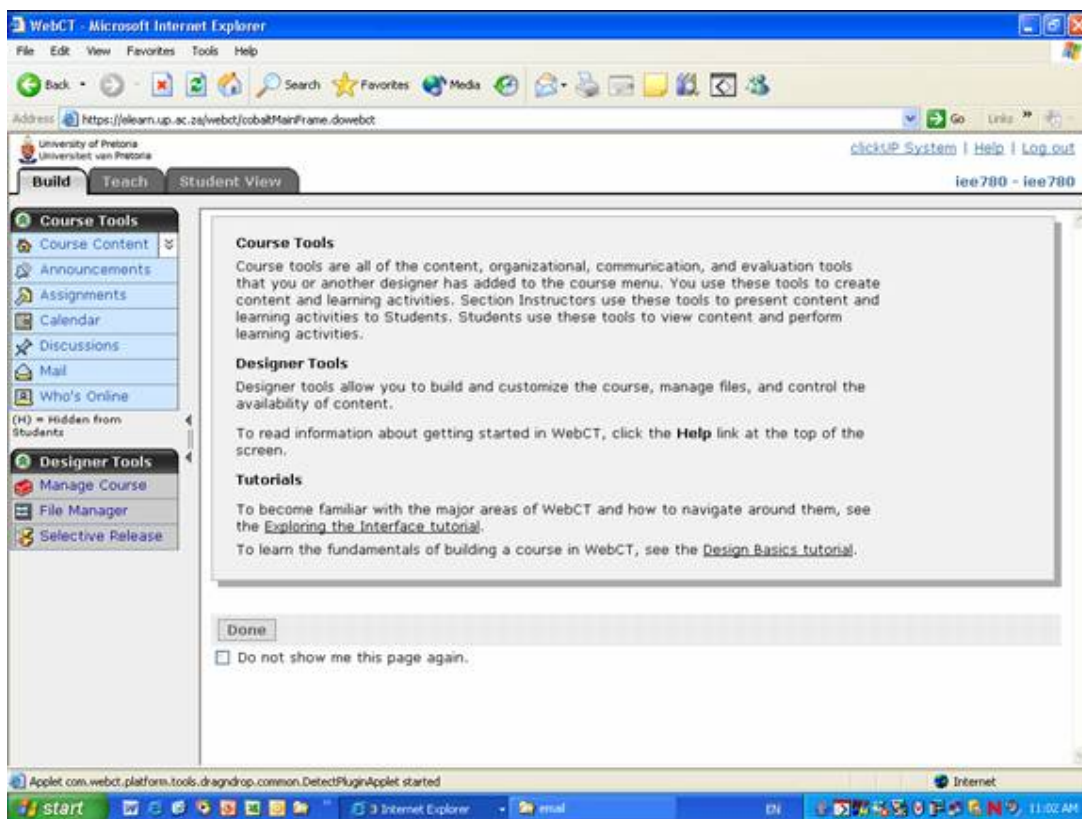
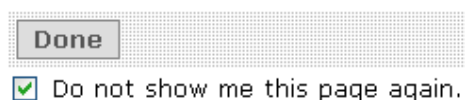


How do I upload my AIS Reference page into the clickUP system?

The first screen you will see when you enter a clickUP module for the first time is:



Switch the grey block off, by clicking on the tick-box beneath the Done button.



The Build Tab is used to create and load content.

The Student View Tab is used to display the course from a Student's perspective.

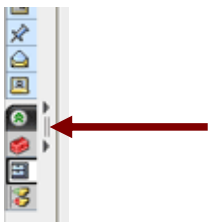
In order to make your AIS files available on the clickUP system, you have to use the Build Tab.

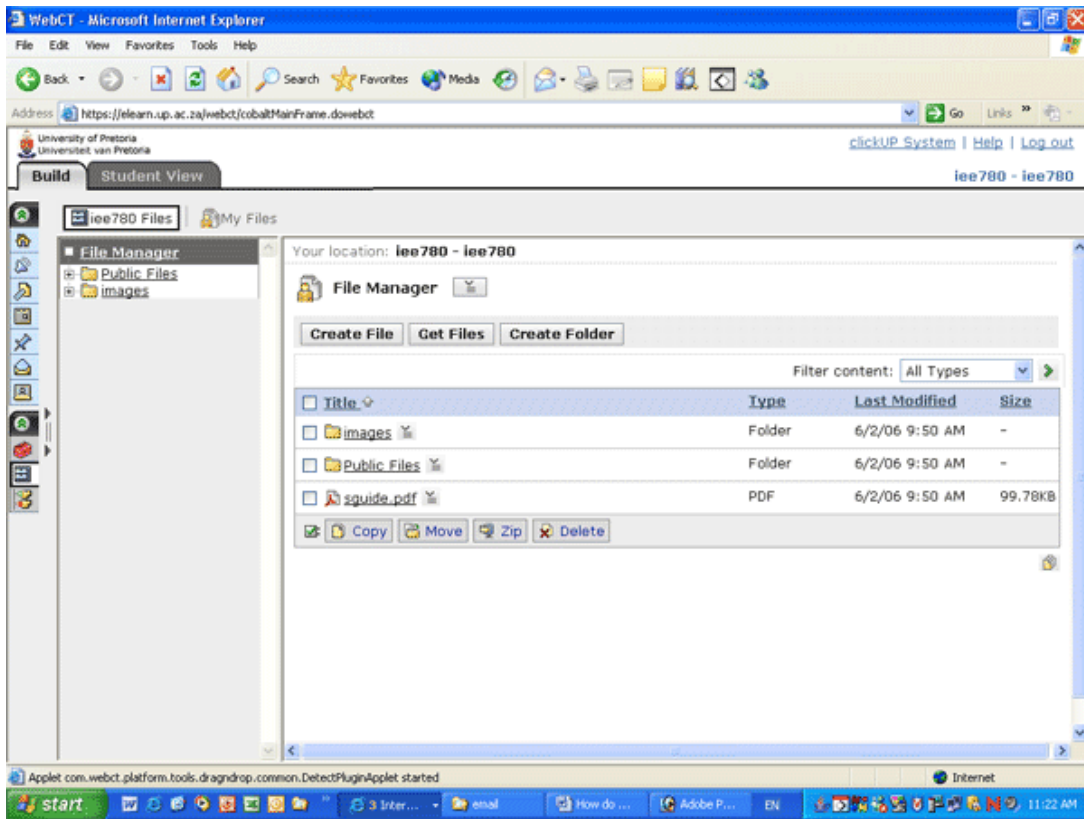
Step 1



Use the File Manager under Designer Tools to upload the file from your computer's hard drive to the clickUP system.

Select **File Manager**. The File Manager screen is displayed. Note that the left hand navigation has now disappeared. In order to switch it back on again, click on the side arrows:

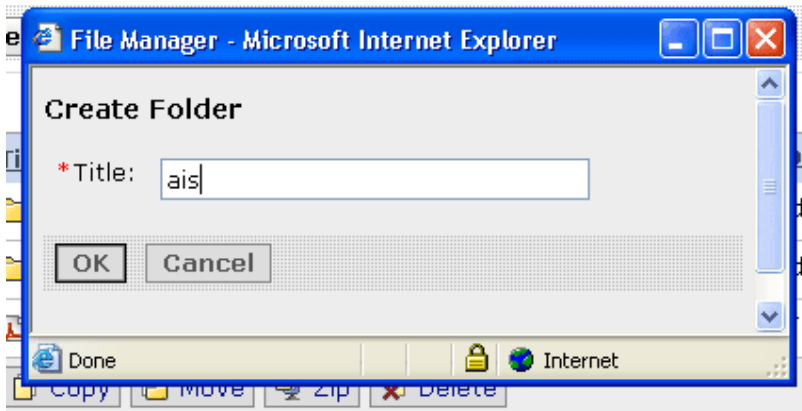




Step 2

Create a Folder called **ais** if it does not already exist by clicking on the **Create Folder** button.

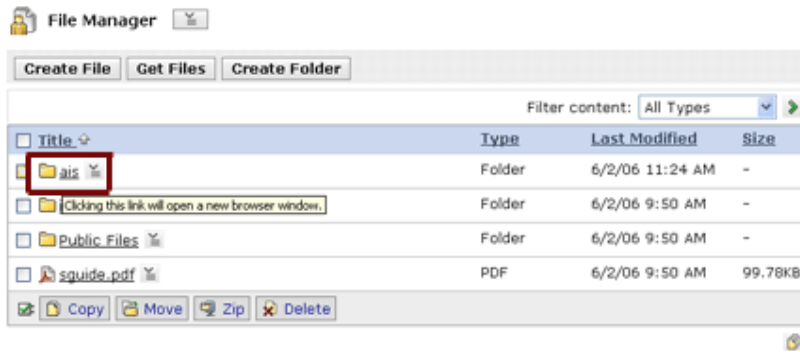
Create Folder



Click on **OK**.

Step 3

You now want to upload the HTML page into the **ais** folder.



Therefore you have to click on the **ais** folder. The following screen will be displayed:



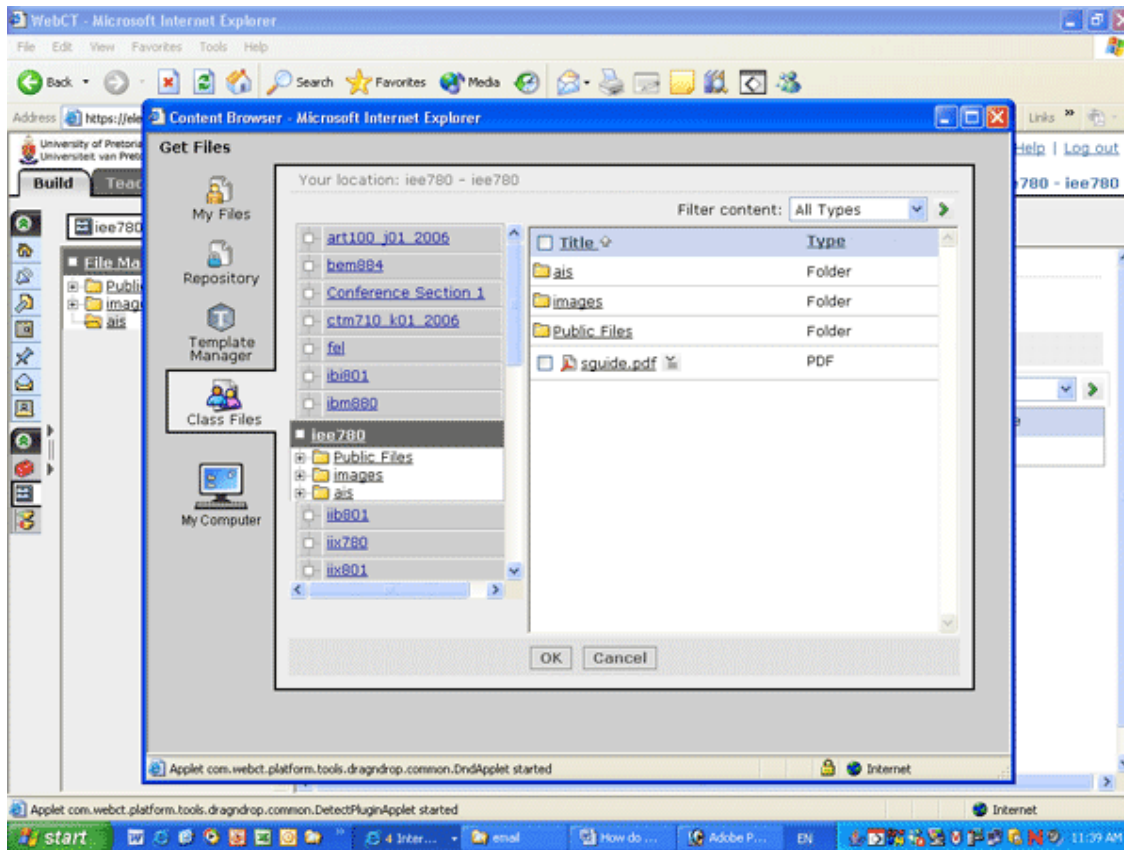
Step 4

Get the file that you want to upload by clicking on the Get Files button.

Get Files

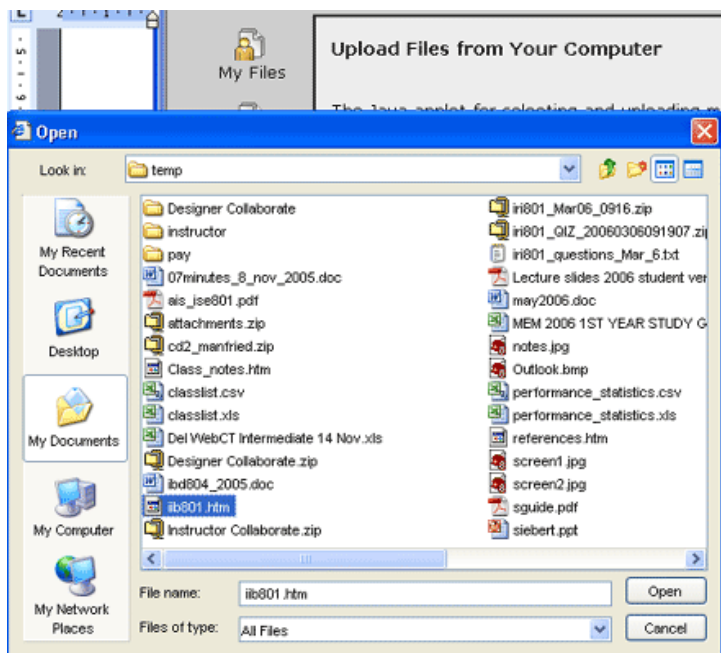
Step 5

The Content Browser screen will be displayed. **Please wait for the computer to completely load. If you click on it before it has finished loading, your computer will hang up.**

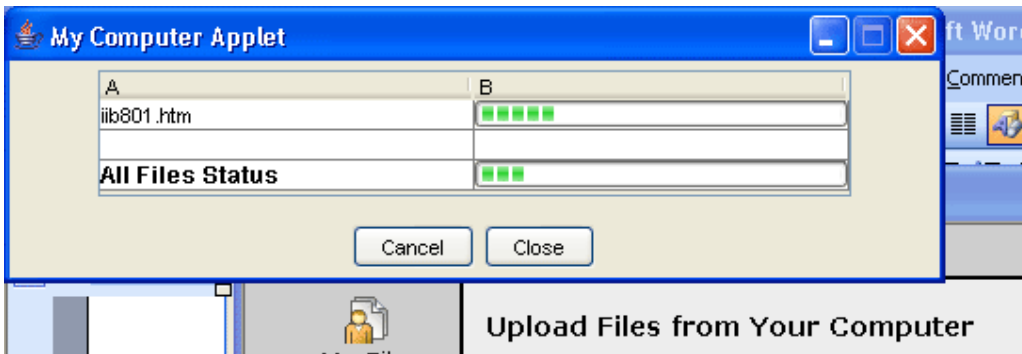


Click on the My Computer icon.

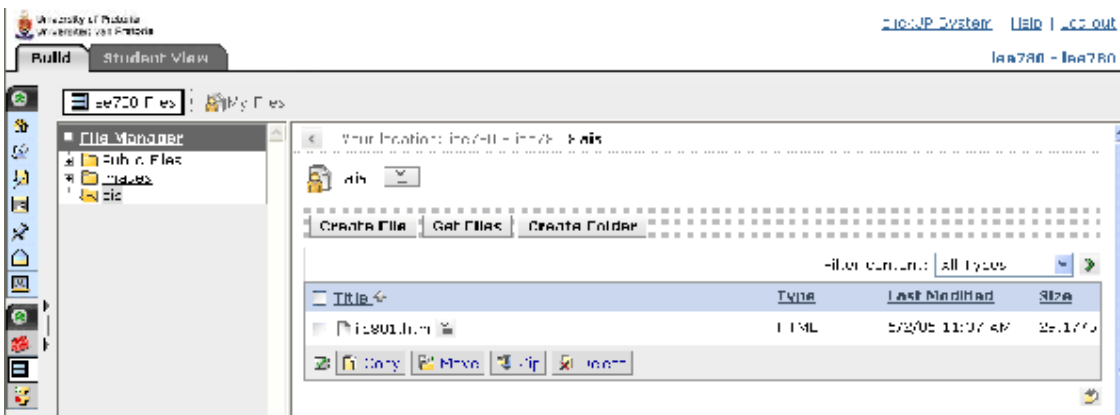
Step 6



Browse to the place on your computer where the htm files have been stored. Select the file you want to upload and click on **Open**.



After the file has been loaded the following screen will be displayed:



Step 7

Now you need to create a link from the Course Content Page to the References page. Click on the Course Content Page icon:

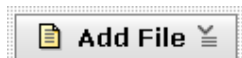


You are now here:



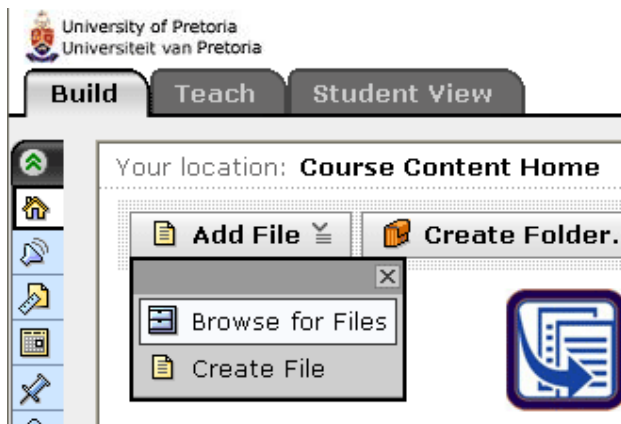
Step 8

Select the Add file button on the Course Content Page:



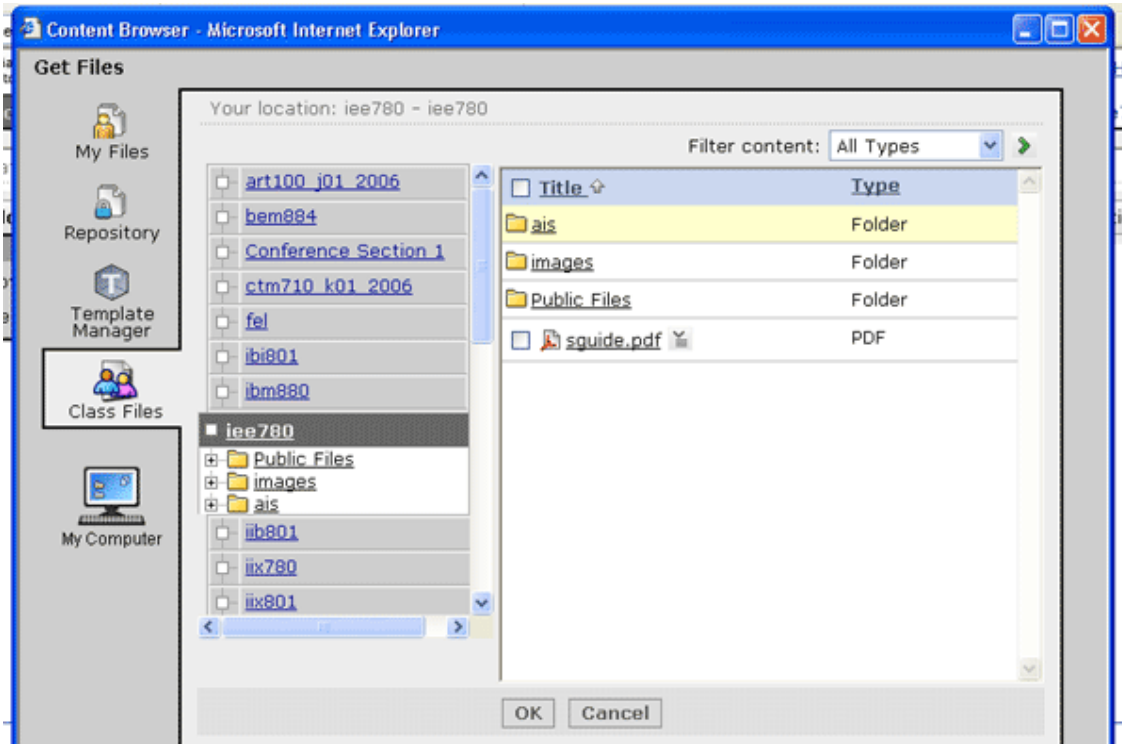
Step 9

Select the **Browse for Files** option



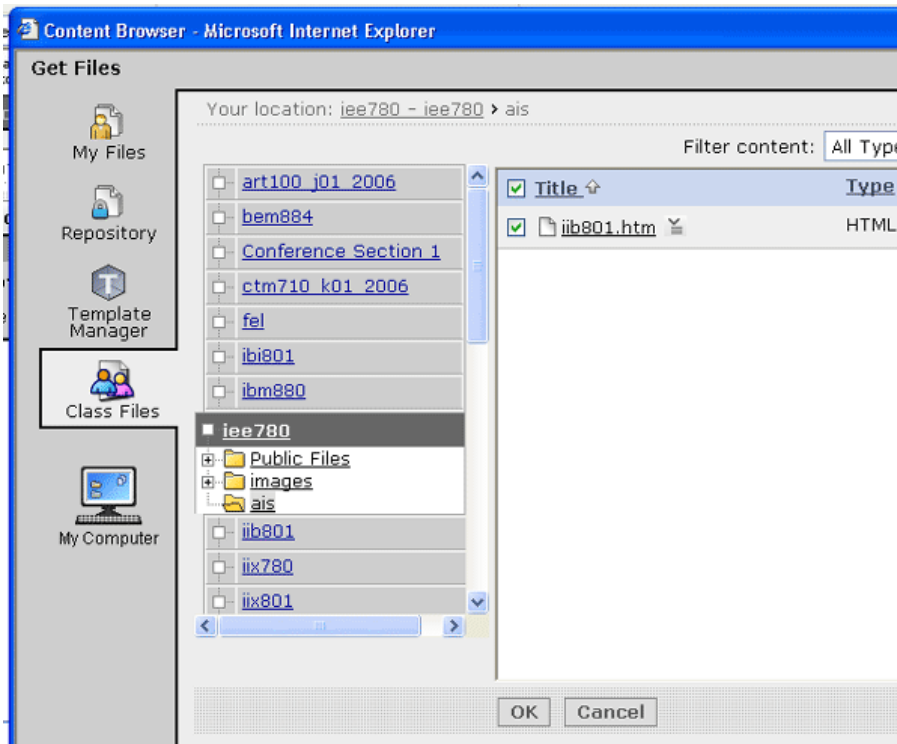
Step 10

Select the **ais** folder.



Step 11

Select the htm file within the ais folder and click on **OK**.



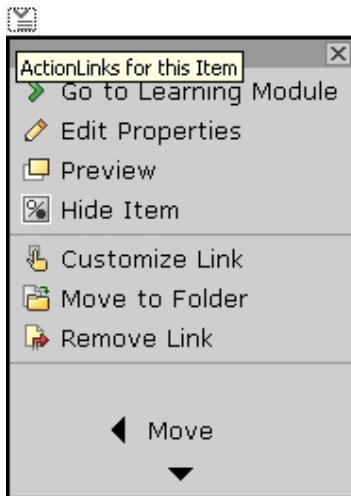
The link has now successfully been made to the AIS page. Please make sure that you change the Title of the htm page in Dream Weaver to AIS References.



Step 12

When you open the AIS Reference page on the Student View tab, the AIS reference page will open within the clickUP system. But this is not a good design principle, therefore you need to change the settings of the page so that the page will open in a new window. In order to change this:

Click on the action links icon (), next to the AIS References name. The action links will display.



Select the Customize Link option and click in the tick box next to Open in a new browser window. (see screen below)

Your location: **Home Page**

Link Settings

Linked To

Case studies (Learning Module)

Custom Title for this Link

* Case studies

Open in a new browser window

Custom Description for this Link

Your clients for 2006

Custom Icon for this Link



Replace Icon

Save

Cancel

* Required field

Click on **Save**.

The link has now successfully been changed so that the AIS page opens in a new window.

If you encounter any problems during these steps, please contact the e-support office at x 4121.