



Upload and display files fact sheet

Part 1: Upload files to File Manager

1. Make sure you are on the **build tab**.
2. Click on the **File Manager** – under Designer tools.

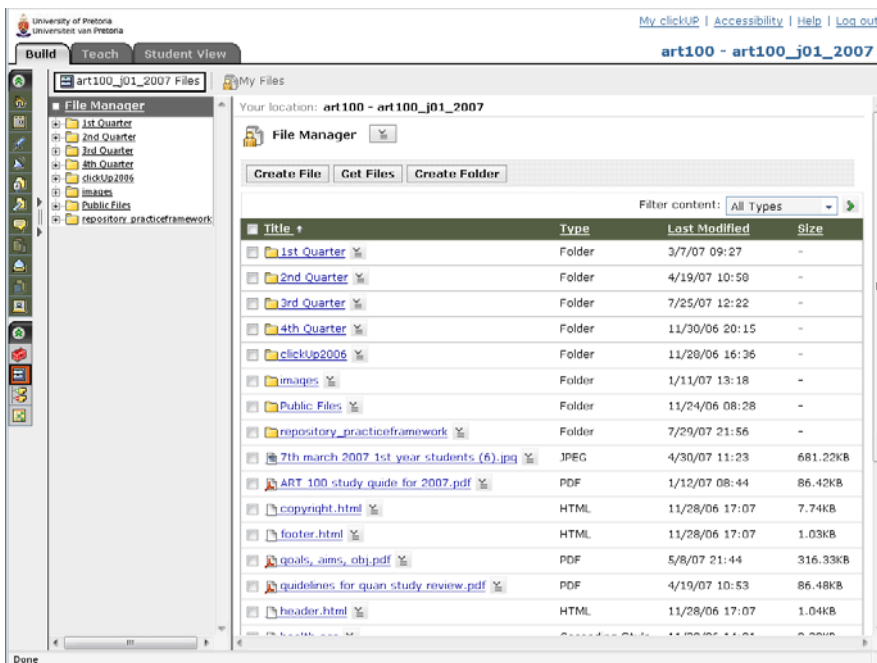
You are now viewing the files that are stored on the server for your course.



REMEMBER

When you click on file manager, your Course Menu will shrink to show only icons. Click on the || to open it up again.


Before you start to upload files, first look at the file sizes of the files you want to upload. EI recommends that all files be smaller than **1MB.**

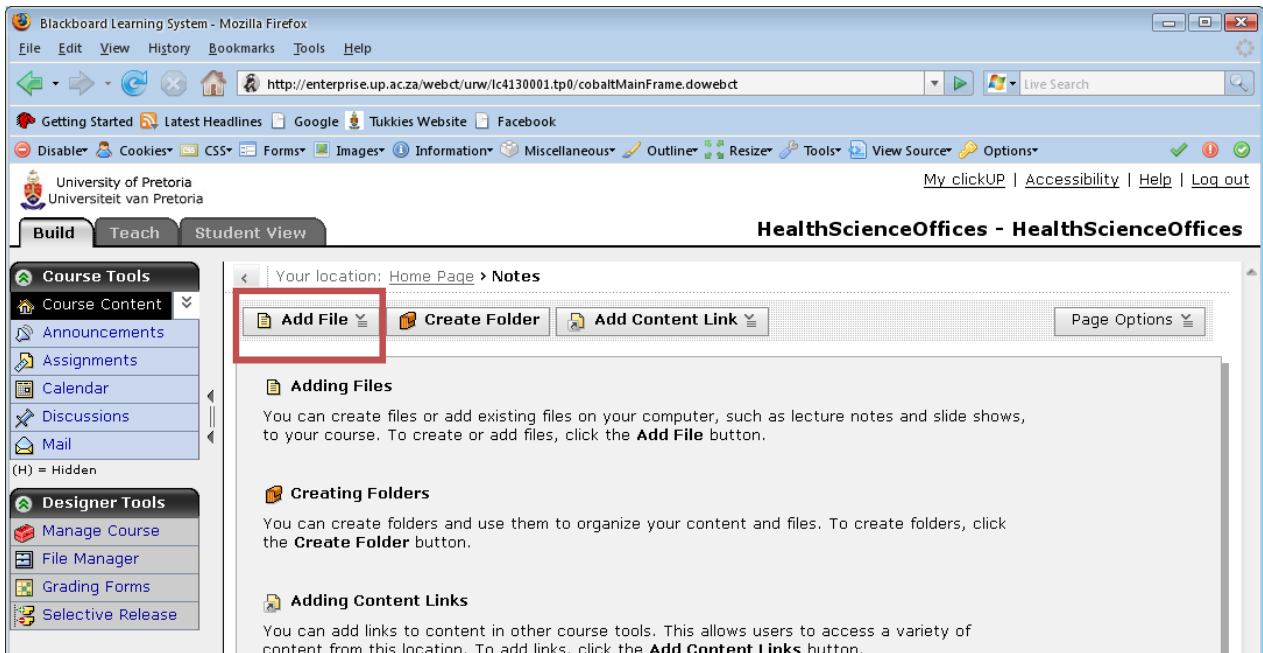


3. **Create Folder:**
You should make sure that your folder structure is logical and easy to understand. A good idea is to keep it similar to what you have on your computer.
4. Click on the folder where you want to upload the file(s).
5. Choose the **Get Files** button. This will open up the content browser that will assist you in selecting the files.
6. Click on the **My Computer** icon to navigate to the current computer you are working on.
7. Click on any of the **browse** buttons. This will open your computer's Open menu functions. Navigate to the appropriate place and choose the file you want to upload. Click Open.
8. Repeat step 7 if you want to upload more files.
9. Click on **Ok** button at the bottom of the list.
10. You have uploaded the file(s) to the file server of clickUP. Your students cannot see the file(s) yet

Turn page for part 2 in the process

Part 2: Making content available to students

1. Click on the course content homepage () to exit the File Manager.
2. Navigate to the folder / learning module where you want the students to access the material.
3. Click on Add Files button at the top of the page. A drop-down menu will open.
4. Choose Browse for Files. In the Class Files area search for the folder and the files that you uploaded in step 1.




The screenshot shows the Blackboard Learning System interface in Mozilla Firefox. The browser address bar shows the URL: <http://enterprise.up.ac.za/webct/urw/lc4130001.tp0/cobaltMainFrame.dowebct>. The page title is "HealthScienceOffices - HealthScienceOffices". The navigation menu on the left includes "Course Tools" (Course Content, Announcements, Assignments, Calendar, Discussions, Mail) and "Designer Tools" (Manage Course, File Manager, Grading Forms, Selective Release). The main content area shows the "Add File" button highlighted in a red box. Below it, there are instructions for "Adding Files", "Creating Folders", and "Adding Content Links".

5. Tick the checkbox next to the files that you want to make available. You can select as many as you want, (but they must be in one folder).
6. Click Ok.
7. Repeat these steps when you want to make files available in another location or from another folder.



The files are now available to students.
Click on Student View tab to see what your students see.

Note:

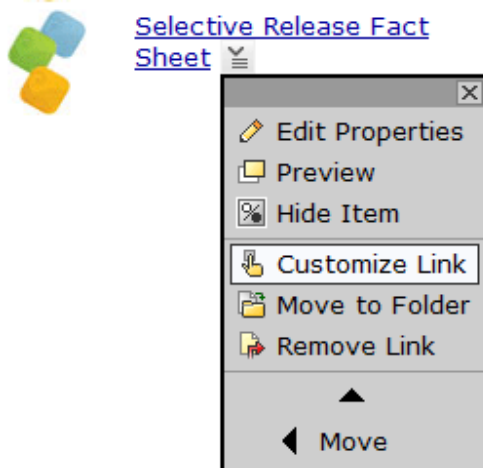
- The original file names will display to the students. If you want to change those names to be more descriptive, use the **action link** () next to the file link to edit the titles.
- In a learning module you can also use the **Edit link titles** command to change the displayed file names.

Open files in a new window

It is your own personal preference as to when to open a link on the homepage in a new browser window and when not to do so. Please also refer to the navigation fact sheet which will explain the impact of the way you setup your links.

In order to open a file in a new browser window, do the following:

1. Click on the action link (☰) next to the file. The menu below will be displayed.



2. Click on **Customize Link**.
3. Click in the tick box in front of **Open in a new browser window** to do just that.

Custom Title for this Link

* Open in a new browser window



REMEMBER

When you create a web link, ALWAYS open it in a new browser window