

## File Manager

Public Files	A place where you can put information for public use on the Course Preview Page. Similar to Welcome Page in CE. Please be aware however that anyone can see this page whether they are logged in or not.
My Files	To edit or delete files in the My Files area, I find it easiest to go to your My WebCT page, then click on Content Manager. You should then be able to edit/delete/move files in this area. The design of the my files area is a way to separate your personal content from that of the course.
Repository	<p>This is the place in space where information is shared. I will be able to link to a document, which was loaded on a specific level, but I will not be able to put information on a specific level without admin rights. The repositories exist only on the Institution, Division, Group &amp; Course levels, NOT on the section level.</p> <p>Repositories are created for Designers only to share content (since a Section is unique, there is no need to have a repository at this level). You will need designer rights at the specific level if you would like to add/edit content already located in that area.</p>
Template Manager	This is a place for designers who have created templates to store their common files/content. Once a template is assigned to a section, the template files should show up in the File Manager. Template flow is designed to flow from Top -> Bottom (i.e. if you make changes at the Institution template, it should flow all the way down to the assigned sections). At the section level, if you need to make changes to the template files, you will need to break the link association first in the file manager. Section level changes should not affect the original templates that the section was assigned with. If you need the file again, you should be able to copy it back from the Original Template provided you know the location in the learning context. But please be careful. If the template copy is linked, changes at the Course Level and up may impact the original template unless the link is broken first in the File Manager.
Class Files	When you click on the File Manager link, it displays the Class Files for that module. These files are specific for the module/section. This is the folder that is similar to My Files in CE. It displays all the folders of the sections that I have access to. You should be able to share content for sections you are a designer in which is why you are able to copy from one section to another.

My Computer	<p>This is a tool to browse to my computer's hard drive and copy files from the hard drive to the server. When I select files from My Computer, where is it loaded? In the class files? I also saw that when I want to override a file and I use the File Manager, it asks me if I want to override the file. BUT when I am on the Course Content page and I select the Add File and Browse functions and select a file, which already exists, then it just adds a 0 after the filename. See image attached. This is quite confusing! Why does it not ask to override the file?</p>
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