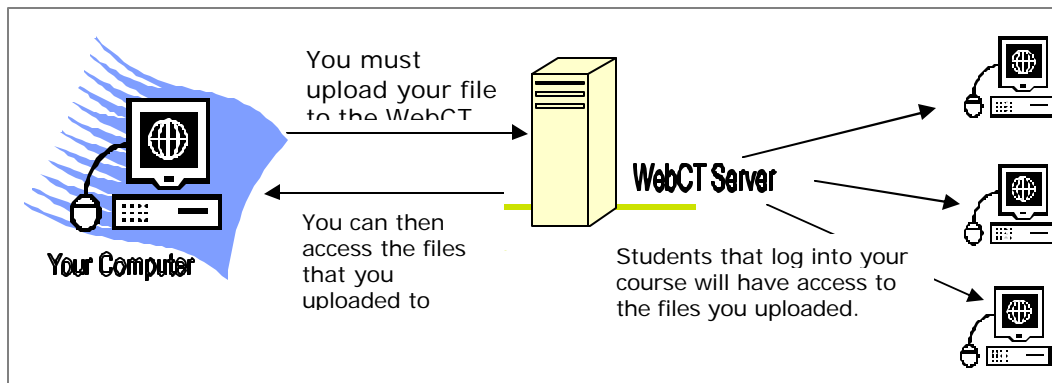


Manage Files

About the Manage Files Area

Manage Files is the central storage area for all the files that make up your WebCT course. This storage area is located on a remote server, which is a networked computer running the WebCT server software. It is important to remember, however, that you and your students interact with this remote computer whenever you access a WebCT course. You use your Netscape or Internet Explorer browser to access WebCT courses on your personal computer.

A WebCT course consists of HTML, text, and graphic files which are used by the various tools within WebCT. Typically, you will prepare files for your course on your personal computer. Then you must transfer these files from your computer to Manage Files, which resides on the WebCT remote server. Once the files are moved to Manage Files, they can be linked to various areas in your course. In Manage Files, files are organized and stored in folders and subfolders.



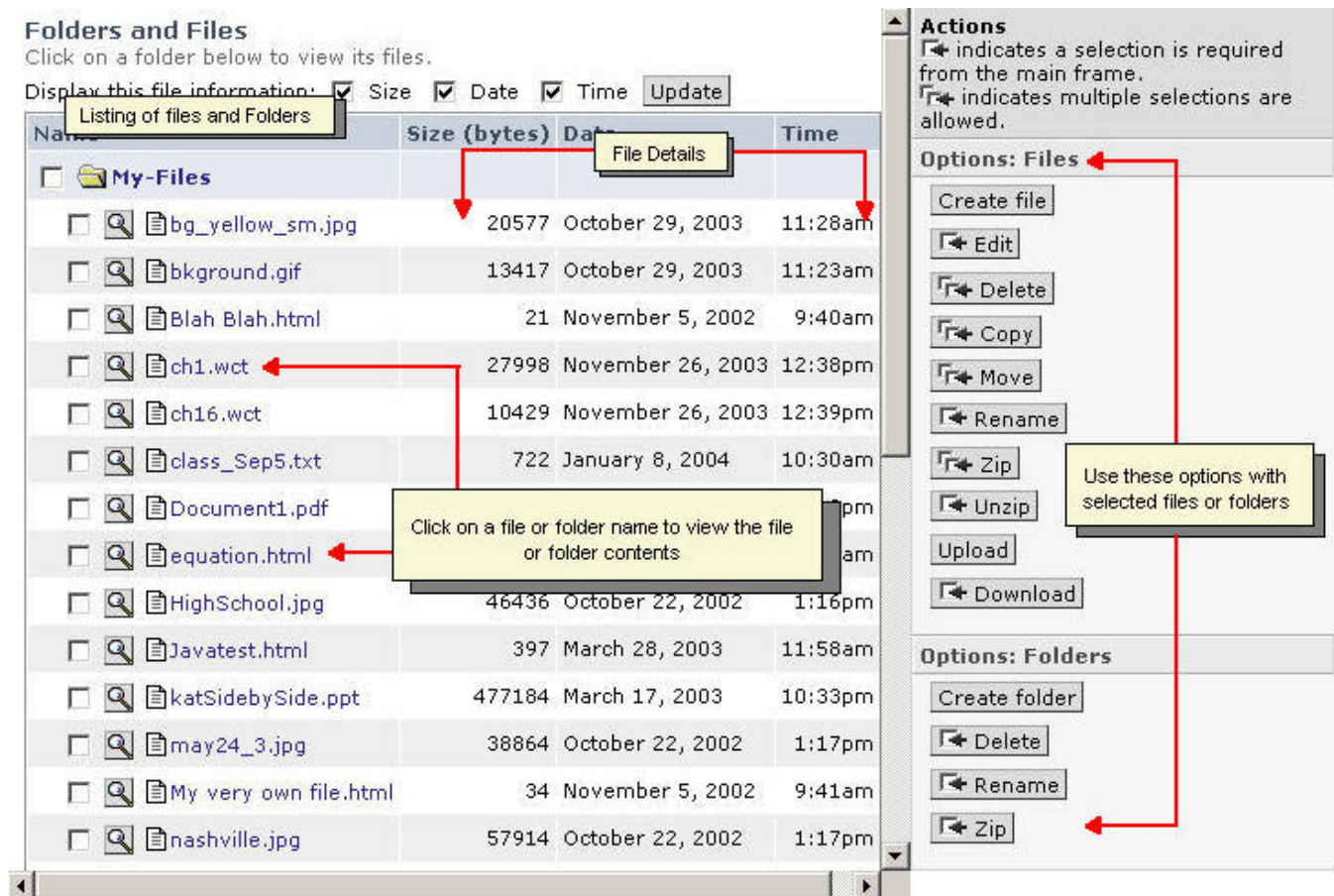
You can use Manage Files to:

- browse through the WebCT built-in files for files and images
- upload your files to the WebCT server
- download files from the WebCT server to your computer
- zip and unzip files on the WebCT server
- copy, delete, rename, and move files
- create folders
- edit files on the WebCT server

The method of transferring files to WebCT differs from that used by the Windows and Macintosh operating systems. You cannot "drag and drop" files and folders to WebCT. You must move files from your computer to WebCT by uploading them.

Access the Manages Files Area

- From the Control Panel, click Manage Files. The Manage Files screen appears.



The following two options do not require any files to be selected:

- Upload file Upload individual or zipped files from your computer to the WebCT course. **NOTE: file names should not contain tabs or special characters such as ~ [] ! @ # \$ % ^ & * () + = ' { } | < > , ? / : ; "**
- Create new file Create a new plain text file or a new Web document (html) in your WebCT course.

The **File Options** and **Folder Options** (on the right hand side menu) are used to edit, modify, copy, move etc, files and folders.

Choose the appropriate action from the pull-down list, then click on . A complete list of all the **File Manager Options** is available on [page 17-18](#)

My-Files: This folder contains all the files that you upload to your course as well as all the folders you create

WebCT-Files: This folder contains icons and other images that you can use to customize your course. These files cannot be deleted or edited.

Organizing Folders.

Creating folders

You can create folders to organize your files. **Note:** You cannot create folders in the *WebCT-Files* folder.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Under *Options: Folders*, click **Create folder**. The *Create Folder* screen appears.
3. In the *Create a folder named* text box, enter a name for the new folder. Folder names can contain any of the following: a–z, A–Z, 0–9, comma, space, `_`, `&`, `()`, `-`, `.`, and `~`. The following cannot be used as the first character in the folder name: dash (-), tilde (~), and space. The following cannot be used as the last character in the folder name: period (.) and space.
4. From the *Within the folder* drop-down list, select the destination for the new folder.
5. Click **Create**. The *Manage Files* screen appears and the new folder appears under *Folders and Files*.

Deleting folders

You can delete one or more folders at a time from *Manage Files*. **Note:** Use caution when deleting the *Chat*, *Student Presentations* or *Whiteboard* folders. You cannot delete folders in the *WebCT-Files* folder.

Warning: Deleted folders cannot be retrieved.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Under *Folders and Files*, select the folder(s) you want to delete.
3. Under *Options: Folders*, click **Delete**. The *Delete Folder* screen appears.
4. Click **Delete**. The *Manage Files* screen appears and each selected folder is deleted.

Renaming a folder

You can rename folders in *Manage Files*. You cannot rename folders in the *WebCT-Files* folder.

Note: Use caution when renaming the *Chat*, *Student Presentations* or *Whiteboard* folders.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Under *Folders and Files*, select the the folder that you want to rename.
3. Under *Options: Folder*, click **Rename**. The *Rename Folder* screen appears.
4. In the *New name* text box, enter a new name for the folder. Folder names can contain any of the following: a–z, A–Z, 0–9, comma, space, `_`, `&`, `()`, `-`, `.`, and `~`. The following cannot be used as the first character in the folder name: dash (-), tilde (~), and space. The following cannot be used as the last character in the folder name: period (.) and space.
5. Click **Rename**. The *Manage Files* screen appears and the folder is renamed.

Zipping folders

You can zip (compress) the contents of a folder into one .zip file. Use this feature first if you want to download an entire folder.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Under *Folders and Files*, select the folder you want to zip.
3. Under *Options: Folders*, click **Zip**. The *Zip Files in Folder* screen appears.
4. In the *Filename of new zip file* text box, enter a name for the zip file.
5. From the *Place the new zip file in this folder* drop-down list, select a destination folder.
6. Click **Zip**. The *Manage Files* screen appears and a new file, with a .zip extension, is added under *Folders and Files*.

File Management

Uploading files

You can upload a file from your personal computer to the WebCT server hosting your course. Files can be in any file format including: .doc, .txt, .html, .htm, .xls, .ppt, .pdf, .jpg, and .gif.

Notes:

- If you want to upload multiple files, zip them with a file compression program and then upload the .zip file.
 - You cannot upload files to the *WebCT-Files* folder.
 - Filenames can contain any of the following: a–z, A–Z, 0–9, comma, space, _, &, (), -,., and ~
 - The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.
1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
 2. Select a destination folder.
 3. Under *Options: Files*, click **Upload**. The *Upload File* screen appears.
 4. To select the file, do one of the following:
 - If you want to search for the file, click **Browse**. Your computer's file manager appears.
 - If you know the filename, enter it in the *Filename* text box.
 5. Click **Upload**. The *Manage Files* screen appears.
 - To view the contents of a folder, click the folder name.
 - To view the file, click the preview icon next to the filename.

Unzipping files in WebCT

You can unzip the contents of a zipped (compressed) file. A zipped file can be identified by the .zip extension.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Under *Folders and Files*, select the file(s) that you want to unzip.
3. Under *Options: Files*, click **Unzip**. The *Unzip File* screen appears.
4. From the *Unzip* drop-down list, select a destination folder.
5. Click **Unzip**. The *Manage Files* screen appears. Each file has been unzipped.

Downloading Files

You can download a course from the WebCT server hosting your course to your personal computer. **Note:** If you want to download multiple files, zip them first and then download the .zip file.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears
2. Under *Folders and Files*, select the file that you want to download.
3. Under *Options: Files*, click **Download**. The *Download File* screen appears.
4. Click **Download**. Your computer's file download dialog box appears.
5. Follow the instructions in the dialog box to save the file to your computer.

Zipping Files

You can zip (compress) several files into one file. Use this feature if you want to download more than one file at a time.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Under *Folders and Files*, select the file(s) that you want to zip.
3. Under *Options: Files*, click **Zip**. The *Zip Files* screen appears, displaying the file(s) to be zipped.
4. From the *Zip the selected files to* drop-down list, select a destination folder.
5. In the *Filename* text box, enter a name for the zip file. Filenames can contain any of the following: a–z, A–Z, 0–9, comma, space, _, &, (), -,., and ~. The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.
6. Click **Zip**. The *Manage Files* screen appears and each file has been zipped.

After you download the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Copying Files

You can copy one or more files from the current folder to another folder.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Under *Folders and Files*, select the file(s) that you want to copy.
3. Under *Options: Files*, click **Copy**. The *Copy Files* screen appears displaying the file(s) to be copied.
4. From the *Copy the selected files to* drop-down list, select a destination folder.
5. Click **Copy**. The *Manage Files* screen appears.

Moving Files

You can move one or more files from the current folder to another folder. If you want to leave a copy of the file in its original folder, use the **Copy** feature.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Under *Folders and Files*, select the file(s) that you want to move.
3. Under *Options: Files*, click **Move**. The *Move Files* screen appears displaying the file(s) to be moved.
4. From the *Move the selected files to* drop-down list, select a destination folder.
5. Click **Move**. The *Manage Files* screen appears.

Manage Files using WebDAV

About WebDAV

Web-based Distributed Authoring and Versioning (WebDAV) allows you to use a remote web server as though it were a local file server. This means you can upload and download multiple WebCT course files and folders through your computer's file manager. WebDAV supports local access to both the WebCT *Manage Files* folder and the *Course Backup* folder.

To use WebDAV, you must set up a Web folder on your computer. For instruction on setting up and using WebDAV, click **Help** from your *myWebCT* screen and see WebDAV.

Please note that at this time, there is limited support from LTRC staff on this feature.