

Faculty Directions: Organizing and Uploading Materials to Your Course



In Educator, the area that you will use the most to upload materials for your students is the **Course Materials** navigation area. Before you begin to create folders and upload files in the **Course Folder** area, you need to think about the organizational structure you will use for your course files. For instance --- you might think of creating folders for each class (Class 1, Class 2, etc) or you might want to create folders to group your files by file types – for instance – an Assignment folder for copies of all of your assignment directions, a Handouts folder for your handouts, etc. The important point is to **think** about your structure **ahead of time**. I usually group my work by classes, so for the following examples I will use the Class 1, Class 2 idea.

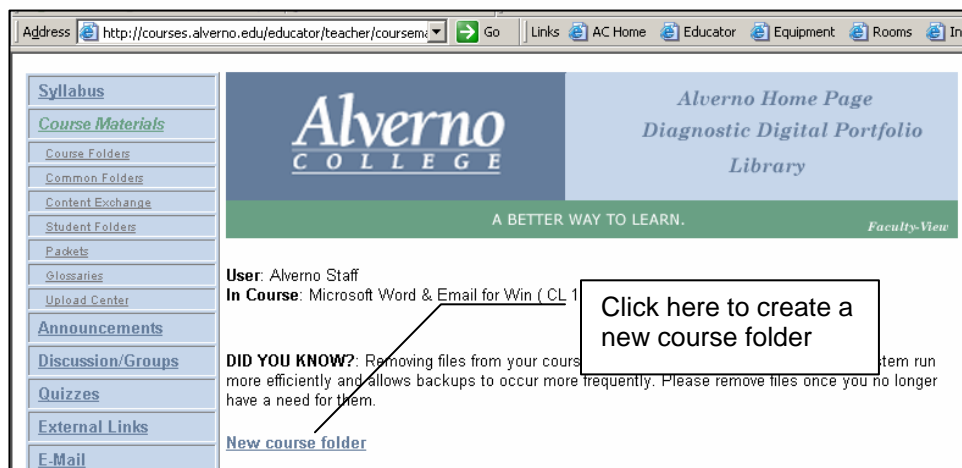
The other aspect of folders you need to understand is the naming convention. Folders have:

- **A Folder Name** –
 - can only contain letters and numbers
 - NO SPACES or special characters (#%\$) are allowed; any spaces or special characters will be removed from the name
 - Folders are sorted by the folder name (not the label). Folder names that are capitalized will appear first. For example, a folder named “Class1” will come before a folder named “assignments”
- **A Label** –
 - This name is the label that appears to you and the students and can have capitalization and spaces

Once you have an idea of your organizational structure --- you can begin to create folders and upload files.

Organizing and Uploading Materials to Your Course

1. Make sure you are logged into Educator and have entered the course you want to work with. Click on the **Course Materials** navigation area. The default page in Course Materials for instructors is the **Course Folder Area**.
2. Click the **New course folder** link and you will be taken to a general new folder screen



- Give your folder a name (remember that all spaces will be removed) and a label. The label can have spaces and upper and lower case letters.

New Folder Location

↑ New Course Folder

Folder Name	Class1
Label	Class 1
Status	Unlocked
Comments	The materials for the first class can be found in this folder.

Spell Check

Reset Submit

- The Status of the folder determines whether or not the students can see the folder. If the folder is **Locked**, students will **not** be able to see it. You might want to keep folders locked if you are adding to them or if the students do not currently need access to them. If the folder is **Unlocked**, it is visible to the students.
- You can add a description for the folder in the comments area. Once you have finished, click **Submit**.
- The next screen will give you options to manage the folder you created, and to upload files to the folder. (You may need to scroll down to see all the options.)

[New SUBFOLDER](#)

↑ Class 1

FOLDER SETTINGS

Folder Name: Class1
 Label: Class 1
 Status: Unlocked
 Comments: The materials for the first clas

[Download folder](#) to desktop

[Copy folder to other course\(s\)](#)

[Export folder](#) to Common Folders

[Modify folder settings](#)

[Remove folder](#)

[Upload files](#)

[Add Text or HTML File](#)

[Remove files](#)

[Lock/unlock files](#)

[Copy folder to students](#)

[Copy/move files](#)

Item	Item Type	Size
There are no items in this folder		

From this screen you can

- create subfolders
 - upload files to the folder you just created
 - remove files from the folder
 - download the entire folder to your own computer
 - copy the folder to another course
 - export the folder to the Common Folder area to share with other Alverno faculty
 - modify the folder settings (change the folder name, label, comments and if it is locked or unlocked)
 - remove the folder
7. Click **Upload Files** to add files to the folder
8. On the next screen click the **Browse** button to upload a single file. You can upload multiple files at one time by clicking on the **Upload multiple files link**. You must specify the number of files you want to upload before you begin (maximum is 50). Depending on the number of files you said you were going to upload, you will receive a file box similar to the one below for each file you want to upload. This makes uploading multiple files much faster.

9. Let's upload a file to the new folder. Click the **Browse** button and locate the file you want to upload from your computer, disk or network drive. Once you have located the file, click **Open** or double click the file to select it. You will see the file name in the **File Box** in the picture above. Click the **Upload File!** Button and the file will be uploaded to your folder.

WARNING:

- File names cannot contain any non-alphanumeric characters (#, \$, %, -) other than periods, spaces and underscores
- When you are uploading multiple files, if a file name includes a space, the portion of the name before the space will be truncated. This can cause problems if you use similar names. For example, if you try to upload two files at the same time, one named "assignment 1.doc" and the other named "outline 1.doc", Educator will try to change both names to "1.doc", and only the second file will be uploaded. To avoid

this, either rename your files before you upload them, or upload the files one at a time.

10. After you upload the file, you will see a screen that allows you to view or manage the file.


You may need to scroll down to see all the options. You can

- Click on the file name to view the file (Click the link that is next to the file size (in bytes))
- Make the file the Course Syllabus
- E-mail the file
- Remove the file
- Copy or move the file to another folder in this course
- Copy the file to another course, to a Common folder or to the Content Exchange
- Copy the file to Student (This gives you a list of your students, and you can copy the file to one or more student folders)
- use the **Details** Area to add comments to the file
- set the file **Status** (Locked or Unlocked) If you unlocked the folder the file is in, the status should be Unlocked

The screenshot shows a file management interface for a course. At the top, there is a navigation menu with options like Quizzes, External Links, E-Mail, and Chatroom. Below this, a folder named 'Class 1' is expanded to show a file named 'assignment1.doc' (10752 bytes). A callout box points to the folder name with the text: 'Click the folder name to return to the upload area for this folder'. Another callout box points to the file name with the text: 'Click the file name to view the file.'. A third callout box points to a list of actions (Scan file for viruses, Make this the Course Syllabus, E-mail this file, Remove file, Copy to other folder, Move to other folder, Copy file to other course(s), Copy to common folder, Copy to content exchange, Copy to student, Build object link, Build api link) with the text: 'Email, delete, copy or move the file'. A fourth callout box points to a 'U' icon in the left sidebar with the text: 'Click the U to move to the top level of your Course Folders'. Below the file list, there is a 'Details' section for the file. A callout box points to the 'Details' text area with the text: 'Add a description for the file'. Another callout box points to the 'Status' dropdown menu (currently set to 'Unlocked') with the text: 'Change the file status to Locked or Unlocked'. A final callout box points to the 'Submit' button at the bottom of the details section with the text: 'Click Submit after you make any changes'.

Viewing a File

You may want to verify that your students can see a file. If they can't, check that you have the status for both the folder and the file set to Unlocked. A locked (🔒) or unlocked (🔓) icon next to the folder or file name in the Instructor view will show you the current status.

1. Enter the course
2. Click the  icon in the toolbar at the bottom of the screen.
3. Click **Course Materials**
4. Click **Course Folders**
5. Click the name of the appropriate folder
6. Scroll down to see the list of files in the folder and click the name of the appropriate file

Instructor View

Item	Item Type	Size
File Name: assignment1.doc Label: Assignment 1 Last Modified: Sat Apr 16 14:40:42 2005 Object ID: 478	MS Word Document	10752 Bytes
File Name: assignment2.doc Label: Assignment 2 Last Modified: Sat Apr 16 15:21:39 2005 Object ID: 482	MS Word Document	10752 Bytes

Student View

Folder: Class 1
Comments: The materials for the first class can be found in this folder.

Item	Item Type	Size
File: Assignment 1 Last Modified: Sat Apr 16 15:20:13 2005	MS Word Document	10752 Bytes
File: Assignment 2 Last Modified: Sat Apr 16 15:19:46 2005	MS Word Document	10752 Bytes

7. Click on the file name to view the file (Click the link that is next to the file size (in bytes))

Instructor View

Class 1 --> [assignment1.doc](#)

[assignment1.doc](#) (10752 bytes)

Student View

Class 1 --> [assignment1.doc](#)

File Name: [assignment1.doc](#)
File Type: MS Word Document

[assignment1.doc](#) (10752 bytes)

Click on the file name to view the file (Click the link that is next to the file size in bytes)

8. Click the  icon in the Toolbar to return to the Instructor view.