

# Resources

# What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal My Workspace area.

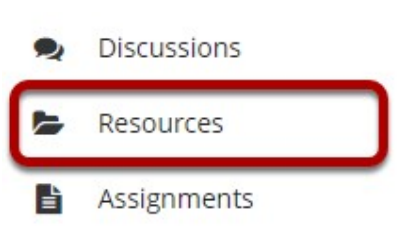
Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another.

Files and folders can display contextual remarks, and can be set to be shown, hidden, or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources.

Resources also allows users to upload multiple files using the [Drag and Drop](#) interface, or using the [WebDAV](#) protocol.

**To access this tool, select Resources from the Tool Menu in your site.**



# Example of a Resources Page

All site files ▾ / TEST 002 025 Spring 2020 Resources

Move Copy Move to Trash Show Hide Display Columns ▾

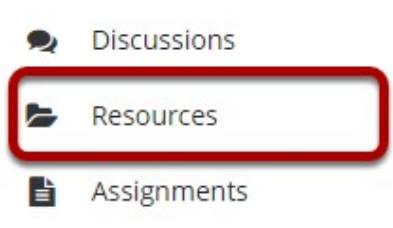
<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
	TEST 002 025 Spring 2020 Resources	<span>Actions ▾</span>			
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Class Notes-1.pdf	Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	Class Notes.pdf	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	dove-2516641_640.jpg	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	Owl - 18244-1.mp4	Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	Owl - 18244.mp4	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB
<input type="checkbox"/>	Podcasts	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Episode 1: Welcome	Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
<input type="checkbox"/>	Episode 2	Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
<input type="checkbox"/>	Episode 3	Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
<input type="checkbox"/>	TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	download.gif	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	rating-postem-test002025.csv	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

[Copy Content from My Other Sites](#)

# How do I navigate the Resources tool?

There are a number of controls and breadcrumbs that determine the display of the Resources tool, making it easier to maneuver about within the tool.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Folder View

All site files ▾ / TEST 002 025 Spring 2020 Resources / Lessons

Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	<a href="#">Title ▲</a>	<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions ▾</a>				
<input type="checkbox"/>	<a href="#">Class Notes-1.pdf</a>	<a href="#">Actions ▾</a>	Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	<a href="#">Class Notes.pdf</a>	<a href="#">Actions ▾</a>	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	<a href="#">dove-2516641_640.jpg</a>	<a href="#">Actions ▾</a>	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	<a href="#">Owl - 18244-1.mp4</a>	<a href="#">Actions ▾</a>	Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	<a href="#">Owl - 18244.mp4</a>	<a href="#">Actions ▾</a>	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB

Clicking on the name of any folder will isolate the display to just the contents of that folder.

# Breadcrumb Trails

## Tool-Level Breadcrumb Trail

All site files ▾ **TEST\_002\_025\_Spring\_2020\_Resources** Lessons

Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	<a href="#">Title ▲</a>	Access	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	Lessons <span>Actions ▾</span>				
<input type="checkbox"/>	<a href="#">Class Notes-1.pdf</a> <span>Actions ▾</span>	Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	<a href="#">Class Notes.pdf</a> <span>Actions ▾</span>	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	<a href="#">dove-2516641_640.jpg</a> <span>Actions ▾</span>	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	<a href="#">Owl - 18244-1.mp4</a> <span>Actions ▾</span>	Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	<a href="#">Owl - 18244.mp4</a> <span>Actions ▾</span>	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders. Clicking the root folder will return the Resources display to the root level with all the folders closed.

# Open/Close

All site files ▾ / TEST 002 025 Spring 2020 Resources

Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
	TEST 002 025 Spring 2020 Resources	<span>Actions ▾</span>			
<input type="checkbox"/>	Lessons	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Class Notes-1.pdf	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	Class Notes.pdf	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	dove-2516641_640.jpg	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	Owl - 18244-1.mp4	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	Owl - 18244.mp4	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB
<input type="checkbox"/>	Podcasts ⓘ	<span>Actions ▾</span> Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Episode 1: Welcome ⓘ	<span>Actions ▾</span> Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
<input type="checkbox"/>	Episode 2 ⓘ	<span>Actions ▾</span> Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
<input type="checkbox"/>	Episode 3 ⓘ ⓘ	<span>Actions ▾</span> Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
<input type="checkbox"/>	TEST 002 025 Spring 2020	<span>Actions ▾</span> Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	download.gif	<span>Actions ▾</span> Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	rating-postem-test002025.csv	<span>Actions ▾</span> Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

[Copy Content from My Other Sites](#)

Folders containing content will display as a closed folder icon with a white plus sign. Clicking a closed folder will open it and display a minus sign. Clicking an open folder will close the folder again.

# Expand All/Collapse All

All site files / TEST 002 025 Spring 2020 Resources

Move Copy Move to Trash Show Hide Display Columns ▾

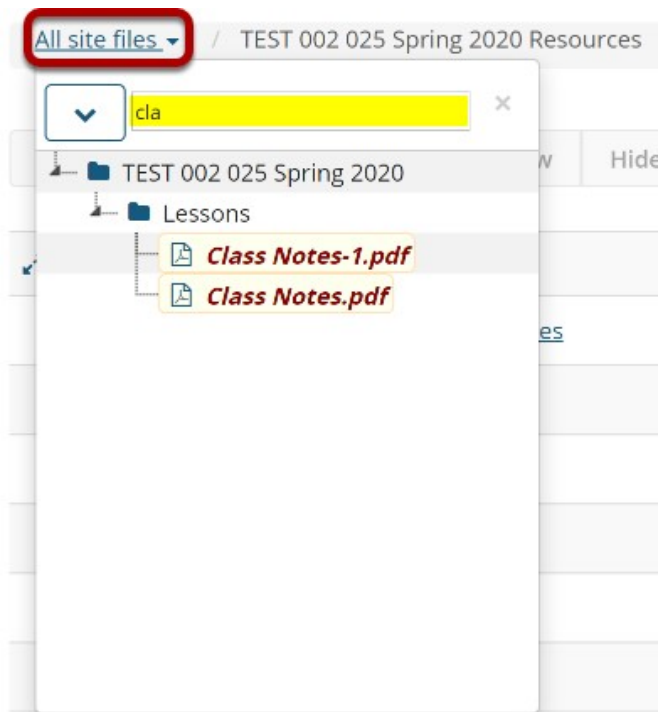
<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
	TEST 002 025 Spring 2020 Resources				
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Class Notes-1.pdf	Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	Class Notes.pdf	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	dove-2516641_640.jpg	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	Owl - 18244-1.mp4	Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	Owl - 18244.mp4	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB
<input type="checkbox"/>	Podcasts	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Episode 1: Welcome	Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
<input type="checkbox"/>	Episode 2	Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
<input type="checkbox"/>	Episode 3	Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
<input type="checkbox"/>	TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	download.gif	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	rating-postem-test002025.csv	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

[Copy Content from My Other Sites](#)

Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All/Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.

## Search



Clicking the **All Site Files** link will display a search field. Enter keywords to locate a specific file or files.



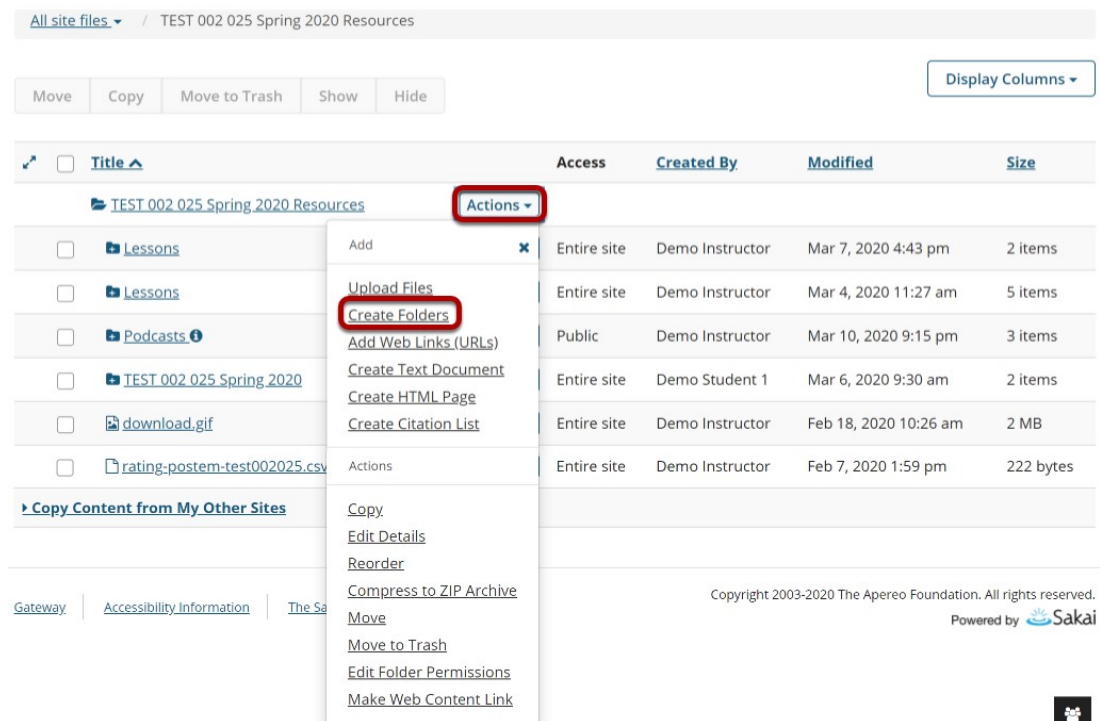
# How do I create folders?

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Create Folders.



To the right of the site's root folder, from the **Actions** drop-down menu, and select **Create Folders**.

This displays the Create Folders page.

# Enter the name of the folder.

## Create Folders

Location: / TEST 002 025 Spring 2020

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name	<input type="text" value="Syllabus and Guidelines"/>	<a href="#">Add details for this item</a>
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[Add Another Folder](#)

Enter the name of the folder into the Folder Name text box.

# Add multiple folders. (Optional)

## Create Folders

Location: / TEST 002 025 Spring 2020

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name	<input type="text" value="Syllabus and Guidelines"/>	<a href="#">Add details for this item</a> ✕
Folder Name	<input type="text" value="Reading"/>	<a href="#">Add details for this item</a> ✕
Folder Name	<input type="text" value="Websites"/>	<a href="#">Add details for this item</a> ✕

[Add Another Folder](#)

If you would like to create multiple folders, click **Add another folder**.

*Note: You can add as many folders as you want by clicking "Add another folder."*

# Click Create Folders Now.

To create the folder(s) in Resources, click **Create Folders Now**.

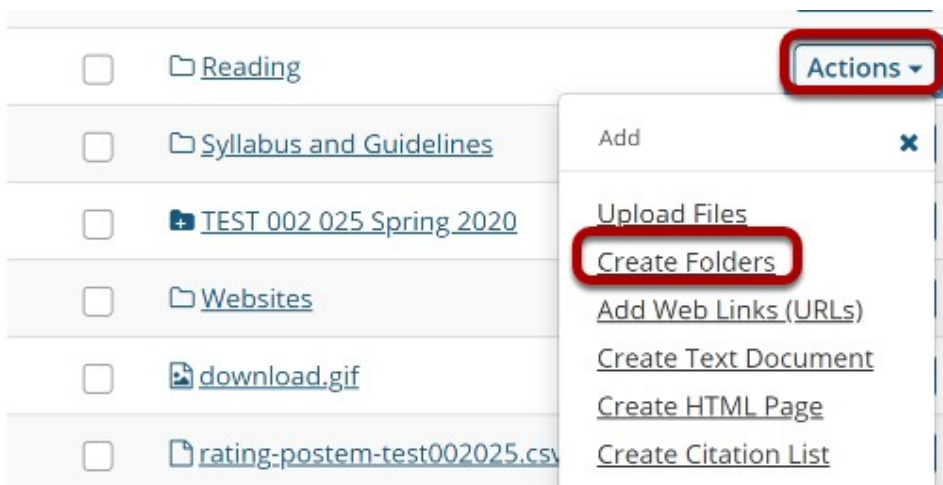
This returns the display to the Resources page with the newly created folder(s) displayed.

## View folders in Resources.

<input type="checkbox"/>	<a href="#">Title</a> ^		<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	<a href="#">TEST 002 025 Spring 2020 Resources</a>	<a href="#">Actions</a> ▾				
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	<a href="#">Podcasts</a> ⓘ	<a href="#">Actions</a> ▾	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	<a href="#">TEST 002 025 Spring 2020</a>	<a href="#">Actions</a> ▾	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	<a href="#">download.gif</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	<a href="#">rating-postem-test002025.csv</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

Notice that the folders are displayed slightly indented to the root folder.

## Create subfolders. (Optional)



To create a subfolder within a folder, from the **Actions** drop-down menu to the right of the parent folder, select **Create Folders**.

This displays the Create Folders page.

# Enter a title for the subfolder.

## Create Folders

Location: / TEST 002 025 Spring 2020 / Reading

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name	<input type="text" value="Unit 1"/>	<a href="#">Add details for this item</a>
-------------	-------------------------------------	---

[Add Another Folder](#)

# Create multiple subfolders. (Optional)

## Create Folders

Location: / TEST 002 025 Spring 2020 / Reading

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name	<input type="text" value="Unit 1"/>	<a href="#">Add details for this item</a>
-------------	-------------------------------------	---

[Add Another Folder](#)

If you would like to create multiple subfolders, click **Add Another Folder**.

*Note: You can add as many subfolders of a folder as you want by clicking "Add Another Folder."*

# Click Create Folders Now.

## Create Folders

Location: / TEST 002 025 Spring 2020 / Reading

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

[Add details for this item](#) ✕

Folder Name

[Add details for this item](#) ✕

[Add Another Folder](#)

**CREATE FOLDERS NOW**

Cancel

To create the subfolder(s) in Resources, click **Create Folders Now**.












This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.

## View in Resources.

<input type="checkbox"/>	<a href="#">Title</a> ^	Access	Created By	Modified	Size
<input type="checkbox"/>	<a href="#">TEST 002 025 Spring 2020 Resources</a>				<a href="#">Actions</a> ▾
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	<a href="#">Podcasts</a> ⓘ	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	2 items
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	<a href="#">TEST 002 025 Spring 2020</a>	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items

Once a folder contains subfolders, the folder icon will appear with a plus sign on the it.

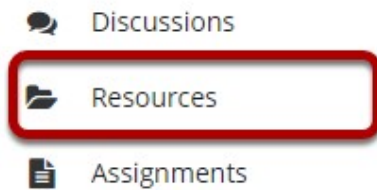
## View subfolder.

 <input type="checkbox"/> <a href="#">Title ^</a>	Access	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
 <a href="#">TEST 002 025 Spring 2020 Resources</a>	<a href="#">Actions</a> ▾				
<input type="checkbox"/>  <a href="#">Lessons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>  <a href="#">Lessons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>  <a href="#">Podcasts</a> ⓘ	<a href="#">Actions</a> ▾	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>  <a href="#">Reading</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	2 items
<input type="checkbox"/>  <a href="#">Unit 1</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
<input type="checkbox"/>  <a href="#">Unit 2</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
<input type="checkbox"/>  <a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>  <a href="#">TEST 002 025 Spring 2020</a>	<a href="#">Actions</a> ▾	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>  <a href="#">Websites</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items

Click the folder icon with the plus sign to view the folder contents. Notice that the subfolders are displayed slightly indented to the parent folder.

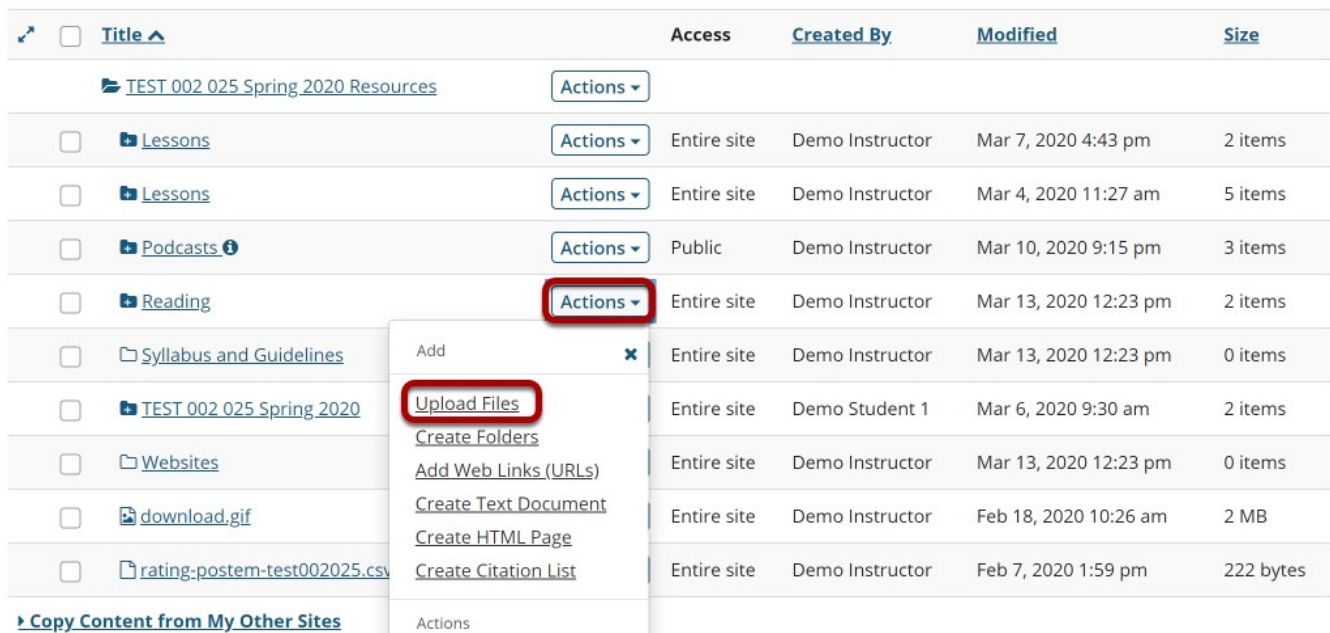
# How do I upload files to Resources?

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Upload Files.



<input type="checkbox"/>	<a href="#">Title</a>	<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
<input type="checkbox"/>	<a href="#">TEST 002 025 Spring 2020 Resources</a>				
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	<a href="#">Podcasts</a>	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	2 items
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	<a href="#">TEST 002 025 Spring 2020</a>	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	<a href="#">download.gif</a>	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	<a href="#">rating-postem-test002025.csv</a>	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

Copy Content from My Other Sites

To the right of the folder to which you want to add files, click the **Actions** drop-down menu and select **Upload Files**.

If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.

# Drag and drop files from your computer.

## Upload Files

Location: / TEST 002 025 Spring 2020 / Reading



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Drag files from your computer and drop them in the box labeled **Drop files to upload, or click here to browse**.

This will display thumbnails of the files that will be uploaded.

# Or browse your computer for files.

## Upload Files

Location: / TEST 002 025 Spring 2020 / Reading



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Click the **Drop files to upload, or click here to browse** button.

This will open your computer's **File Upload** window where you can browse for and select the files you want to upload.



# Click Continue.

## Upload Files

Location: / TEST 002 025 Spring 2020 / Reading



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

### \* Copyright Status (applies to all files)

Material is in public domain. [\(more info\)](#)

### Versioning

Uploaded items should

Create new version  Overwrite existing files

### Availability

Uploaded items should be

Visible  Hidden




















### Email Notification

None - No notification

**CONTINUE** Cancel

After clicking Continue, the files will upload to the site.

# View files in Resources.

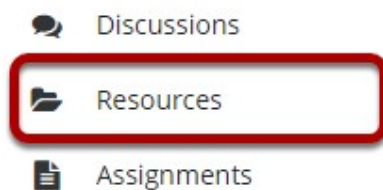
 <input type="checkbox"/>	<u>Title</u> 		<u>Access</u>	<u>Created By</u>	<u>Modified</u>	<u>Size</u>
	 TEST 002 025 Spring 2020 Resources	<b>Actions</b> 				
<input type="checkbox"/>	 Lessons	<b>Actions</b> 	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	 Lessons	<b>Actions</b> 	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	 Podcasts 	<b>Actions</b> 	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	 Reading	<b>Actions</b> 	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
<input type="checkbox"/>	 Unit 1	<b>Actions</b> 	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
<input type="checkbox"/>	 Unit 2	<b>Actions</b> 	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
<input type="checkbox"/>	 Class Notes.pdf	<b>Actions</b> 	Entire site	Demo Instructor	Mar 13, 2020 2:07 pm	30.7 KB

The files are now located inside the selected Resources folder.

# How do I upload and unpack a zip file to a Resources folder?

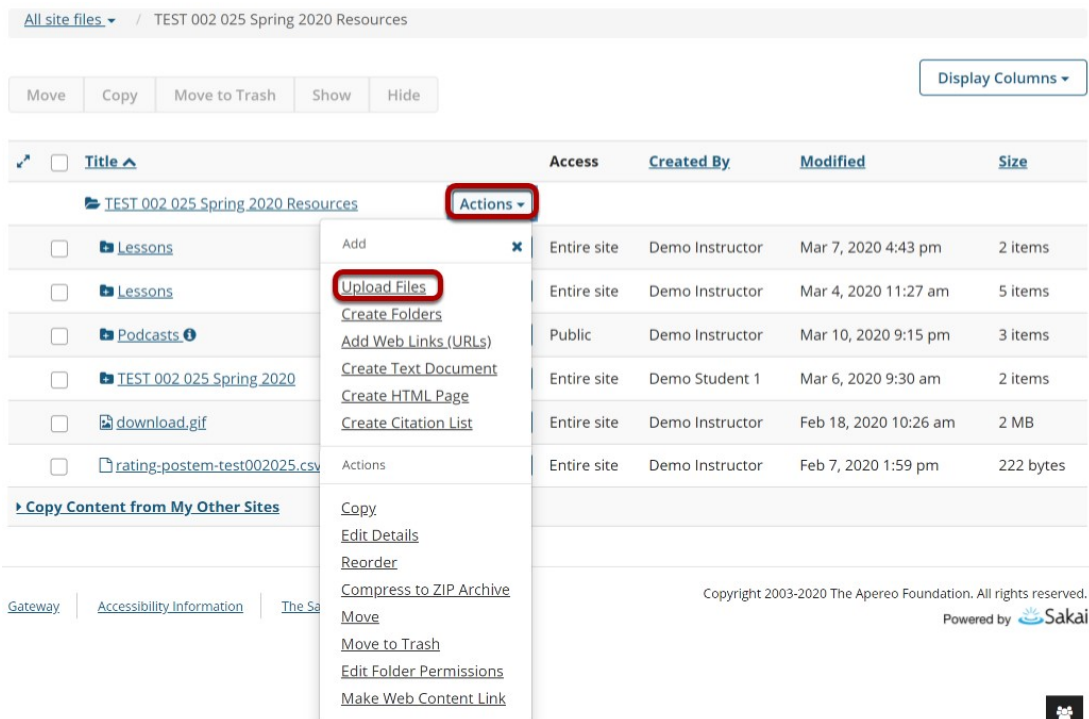
There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions > Expand Zip Archive functionality to unpack the zip file into its component files.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## From the Actions menu, select Upload Files.



The screenshot shows the Sakai interface for a 'Resources' folder. At the top, there are navigation buttons: 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. A 'Display Columns' button is on the right. Below these is a table with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table lists several items, including 'TEST 002 025 Spring 2020 Resources', 'Lessons', 'Podcasts', and 'download.gif'. The 'Actions' menu for the first item is open, and 'Upload Files' is highlighted with a red box. Other options in the menu include 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. At the bottom, there is a footer with 'Gateway', 'Accessibility Information', 'The Sakai Project', and 'Powered by Sakai'.

Title	Access	Created By	Modified	Size
TEST 002 025 Spring 2020 Resources				
Lessons	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
Podcasts	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
download.gif	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
rating-postem-test002025.csv	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

From the **Actions** drop-down menu to the right of the folder where you want to upload the zip file, select **Upload Files**.

## Drag and drop the zip file from your computer.

### Upload Files

Location: / TEST 002 025 Spring 2020



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

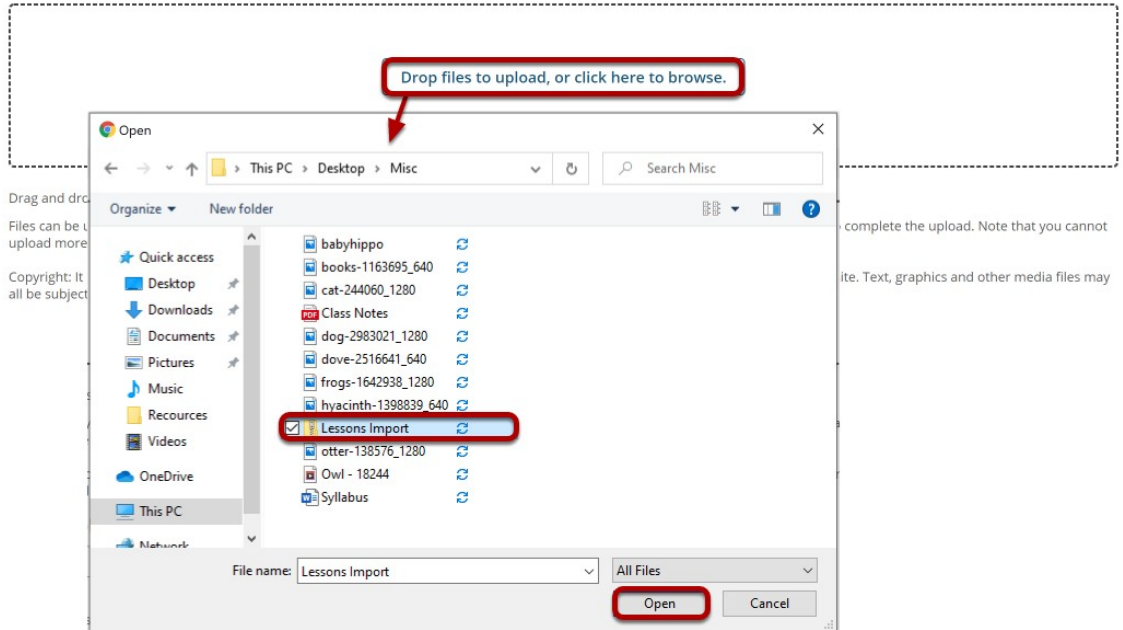
Drag the zip file from your computer and drop it in the box marked **Drop files here to upload**.

This will display a thumbnail of the zip file that will be uploaded.

# Or click to switch to a file browser view.

## Upload Files

Location: / TEST 002 025 Spring 2020 / Reading



If you prefer to browse for your file instead, click the **Drop files here to upload, or click here to browse** button to go to the file browser view.

Locate and select the file on your computer, then click **Open** to upload.

# Click Continue.

## Upload Files

Location: / TEST 002 025 Spring 2020



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

### \* Copyright Status (applies to all files)

Material is in public domain.  [\(more info\)](#)

### Versioning

Uploaded items should

Create new version  Overwrite existing files

### Availability

Uploaded items should be

Visible  Hidden

### Email Notification

None - No notification

This uploads the zip file.

# Click Actions, and then select Expand Zip Archive.

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
<input type="checkbox"/>	TEST 002 025 Spring 2020 Resources				
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Podcasts 0	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	download.gif	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	Lessons Import.zip	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
<input type="checkbox"/>	rating-postem-test002025.csv	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

Actions

- Copy
- Edit Details
- Upload New Version
- Expand ZIP Archive
- Move
- Move to Trash
- Duplicate
- Make Web Content Link


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Powered by Sakai



From the **Actions** drop-down menu next to the zip file, select **Expand ZIP Archive**.

# View zip contents in Resources

Title	Access	Created By	Modified	Size	
TEST 002 025 Spring 2020 Resources	Actions				
Lessons	Actions	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
Lessons	Actions	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
1 Lessons_Import-1	Actions	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	1 item
2 Misc	Actions	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	5 items
babyhippo.PNG	Actions	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	207.4 KB
books-1163695_640.jpg	Actions	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	47.6 KB
Class Notes.pdf	Actions	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	30.7 KB
dove-2516641_640.jpg	Actions	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	31.3 KB
QwI - 18244.mp4	Actions	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	1.5 MB
Podcasts	Actions	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
Reading	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
Syllabus and Guidelines	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
TEST 002 025 Spring 2020	Actions	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
Websites	Actions	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
download.gif	Actions	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
3 Lessons_Import.zip	Actions	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
rating.postem-test002025.csv	Actions	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

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Gateway | [Accessibility Information](#) | [The Sakai Project](#) | 

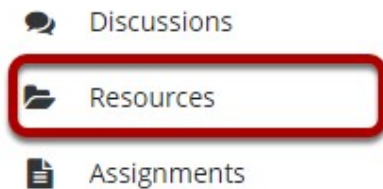
Copyright 2003-2020 The Apereo Foundation. All rights reserved.  
Powered by  

The zip file is automatically unpacked within the current folder.

1. A new subfolder within the current folder is created using the name of the zip file.
2. The zip file content is unpacked within this new subfolder.
3. The original zip file remains.

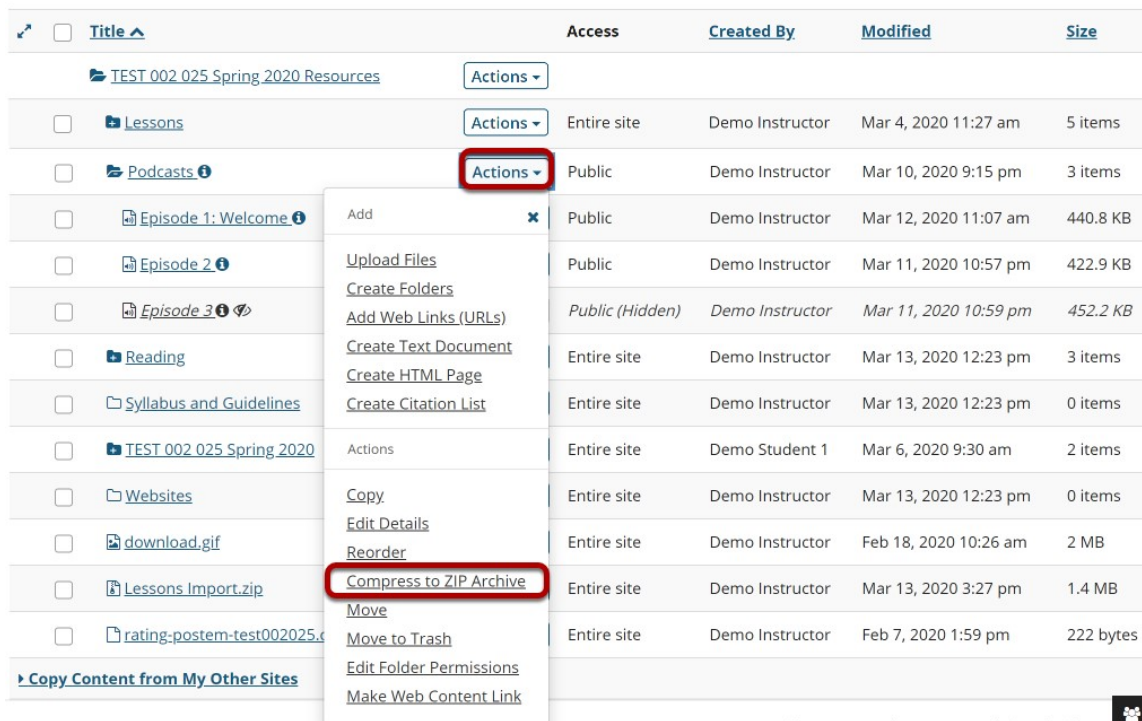
# How do I create a zip archive file in Resources?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click **Actions**, and then select **Compress to Zip Archive**.



<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	TEST 002 025 Spring 2020 Resources				
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Podcasts ⓘ	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Episode 1: Welcome ⓘ	Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
<input type="checkbox"/>	Episode 2 ⓘ	Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
<input type="checkbox"/>	Episode 3 ⓘ ⓘ	Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	download.gif	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	Lessons Import.zip	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
<input type="checkbox"/>	rating-postem-test002025...	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

To the right of the folder you want to zip archive, from the **Actions** drop-down menu, select **Compress to ZIP Archive**.

This creates a zip file.



# Zip File Contents

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
<input type="checkbox"/>	TEST 002 025 Spring 2020 Resources	<a href="#">Actions</a>			
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Podcasts ⓘ	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Episode 1: Welcome ⓘ	Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
<input type="checkbox"/>	Episode 2 ⓘ	Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
<input type="checkbox"/>	Episode 3 ⓘ ↻	Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	TEST 002 025 Spring 2020	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	0 items
<input type="checkbox"/>	download.gif	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	Lessons Import.zip	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
<input type="checkbox"/>	Podcasts.zip	Entire site	Demo Instructor	Mar 13, 2020 3:55 pm	1.2 MB
<input type="checkbox"/>	rating-postem-test002025.csv	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

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The zip file contains a copy of all of the subfolders and files inside the selected folder.

*Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.*

# How do I add a web link or URL?

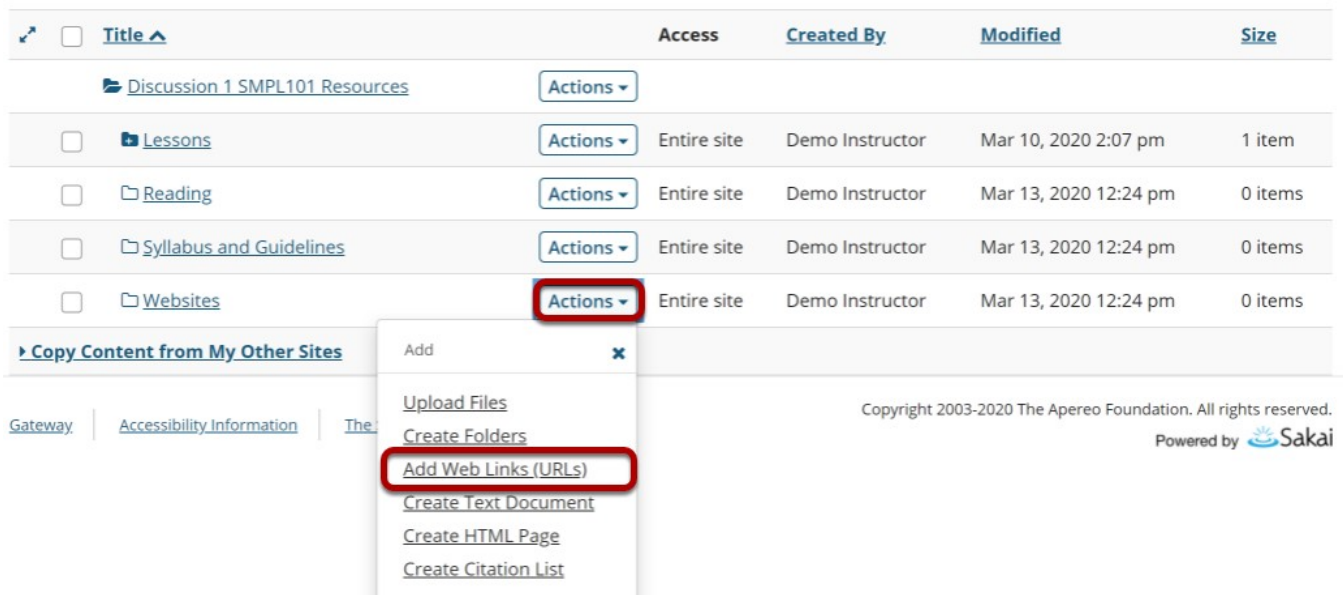
Users can create links to web pages in Resources.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Add Web Links (URLs).



A screenshot of the Sakai Resources tool interface. The interface shows a table of resources with columns for Title, Access, Created By, Modified, and Size. The 'Websites' folder is selected, and its 'Actions' dropdown menu is open, showing options like 'Add Web Links (URLs)', 'Create Text Document', and 'Create HTML Page'. The 'Add Web Links (URLs)' option is highlighted with a red box. The footer of the page includes 'Copyright 2003-2020 The Apereo Foundation. All rights reserved.' and 'Powered by Sakai'.

<input type="checkbox"/>	Title <sup>▲</sup>	Access	Created By	Modified	Size
<input type="checkbox"/>	Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items

Copy Content from My Other Sites

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)**
- Create Text Document
- Create HTML Page
- Create Citation List

Gateway | Accessibility Information | The

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To the right of the folder to which you would like to add the web link, from the **Actions** drop-down menu, select **Add Web Links (URLs)**.

This displays the Add Web Links (URLs) page.

# Enter web address.

## Add Web Links (URLs)

Location: / Discussion 1 SMPL101 / Websites

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

### Web Address (URL)

https://www.longsight.com/technologies/sakai

### Website Name

Sakai

[Add details for this item](#)

[Add Another Web Link](#)

Email Notification

**ADD WEB LINKS NOW**

Cancel

Enter (or paste) the web site address (URL) and enter a name of the link.

You may also click **Add Another Web Link** to add additional links. (Optional)

# Click Add Web Links Now.

## Add Web Links (URLs)

Location: / Discussion 1 SMPL101 / Websites

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

### Web Address (URL)

https://www.longsight.com/technologies/sakai

### Website Name

Sakai

[Add details for this item](#)

[Add Another Web Link](#)

Email Notification

**ADD WEB LINKS NOW**

Cancel

## View link(s) in Resources.

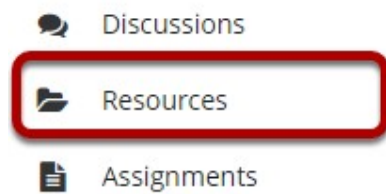
<input type="checkbox"/>	<a href="#">Title</a> <small>▲</small>	<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
	<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a> ▼				
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a> ▼	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	<a href="#">Reading</a>	<a href="#">Actions</a> ▼	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a> ▼	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	<a href="#">Websites</a>	<a href="#">Actions</a> ▼	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	<a href="#">Sakai</a>	<a href="#">Actions</a> ▼	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes

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This creates link(s) to the web site(s) in the selected Resource folder.

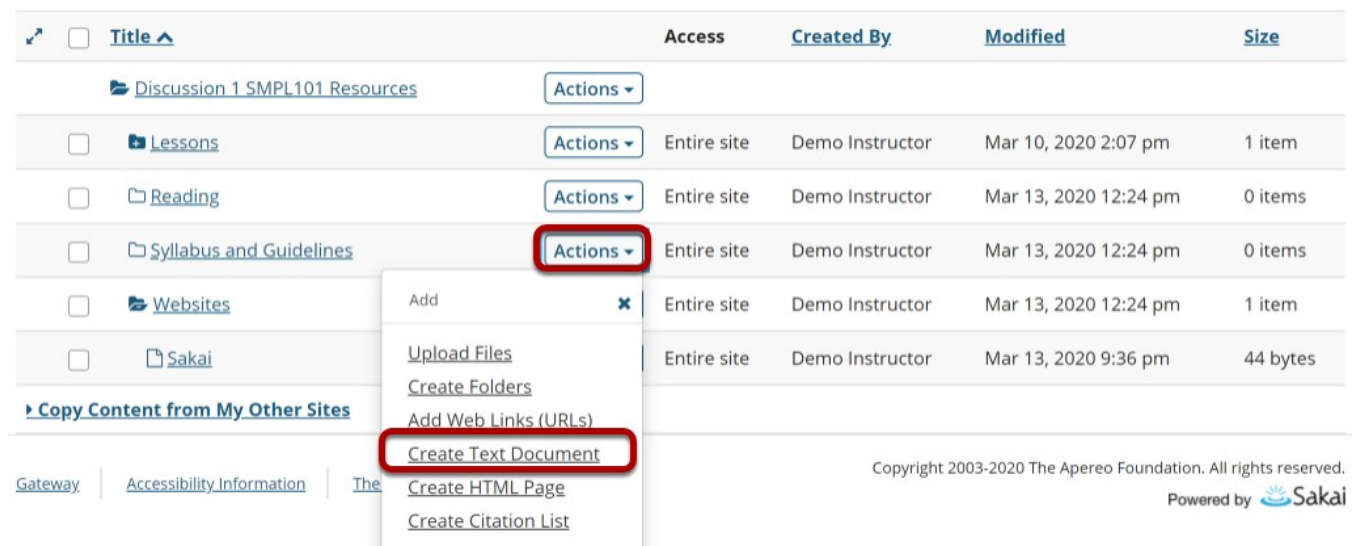
# How do I create a text document?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click **Actions**, and then select **Create Text Document**.



To the right of the folder in which you want to create the text document, from the **Actions** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.

# Enter text, then click Continue.

## Create Text Document

Type in the text and click 'Continue' at the bottom.

Syllabus  
Course Objectives  
A. Communications Skills:  
Upon completion of this course, the student should be able to do the following:  
Communicate in verbal, written, and visual forms various topics relating to the theme of the course.  
B. Qualitative Reasoning Skills:  
Upon completion of this course, the student should be able to do the following:  
Evaluate and solve problems related to various assigned topics relating to more specific weekly course themes.

**CONTINUE** Cancel

Enter (or paste) the text into the text box, then click **Continue**.

This displays the details page for the text document.

# Enter document information.

## Create Text Document

Enter the name of the Simple Text Document (required), set any other properties you wish, and then click "Finish" to create the Simple Text Document. Required items marked with \*

\* File Name: Syllabus

Use letters, numbers, and the '-' & '\_' characters (with no spaces).

### Description

This is the syllabus for Discussion 1

### \* Copyright Status

Material is in public domain. [\(more info\)](#)

### Copyright Alert

Display copyright alert and require acknowledgement when accessed by others. [\(what's this?\)](#)

### Availability and Access

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item  From 03/13/2020 09:55 pm  Until 03/20/2020 09:55 pm

Hide this item

Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

This file is viewable by all logged in users.

### Optional Properties

### Learning Object Metadata

Email Notification: None - No notification

**FINISH** Cancel

Enter a display name for the text document and additional details if needed, then click **Finish**.

## View text document in Resources.

<input type="checkbox"/>	<a href="#">Title ^</a>	<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	<a href="#">Discussion 1 SMPL101 Resources</a>				
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	<a href="#">Syllabus</a> ⓘ	Entire site	Demo Instructor	Mar 13, 2020 10:04 pm	465 bytes
<input type="checkbox"/>	<a href="#">Websites</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	<a href="#">Sakai</a>	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes

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The text document has been placed in the selected folder.

*Note: You may click on the blue Information icon to the right of the file to see the item description. If you did not include a description, this icon will not appear.*

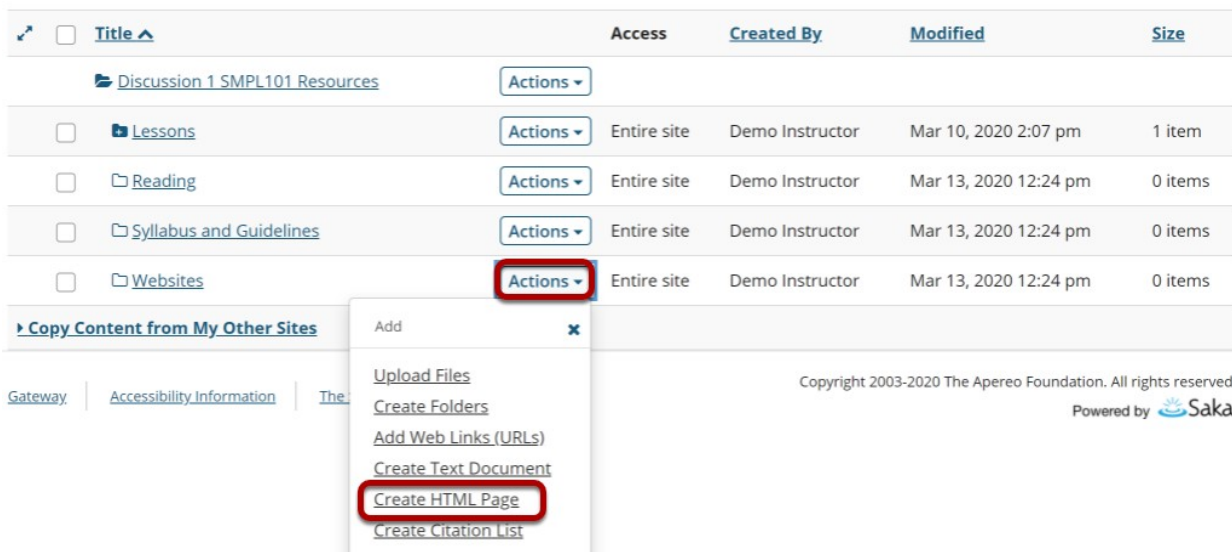
# How do I create an HTML page?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click **Actions**, and then select **Create HTML Page**.



To the right of the folder where you want to create the HTML page, from the **Actions** drop-down menu, select **Create HTML Page**.



# Enter document content.

## Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.

Character development is an essential aspect to any short story, novella, or full-length novel. Character develop not only captures the attention and emotions of your audience, but it also helps drive the plot and overall arch of the story. Without well-developed characters, you run the risk of your working coming across as two-dimensional, not believable, or even dull. (GASP!)

body p Words: 59, Characters (with HTML): 409/1000000

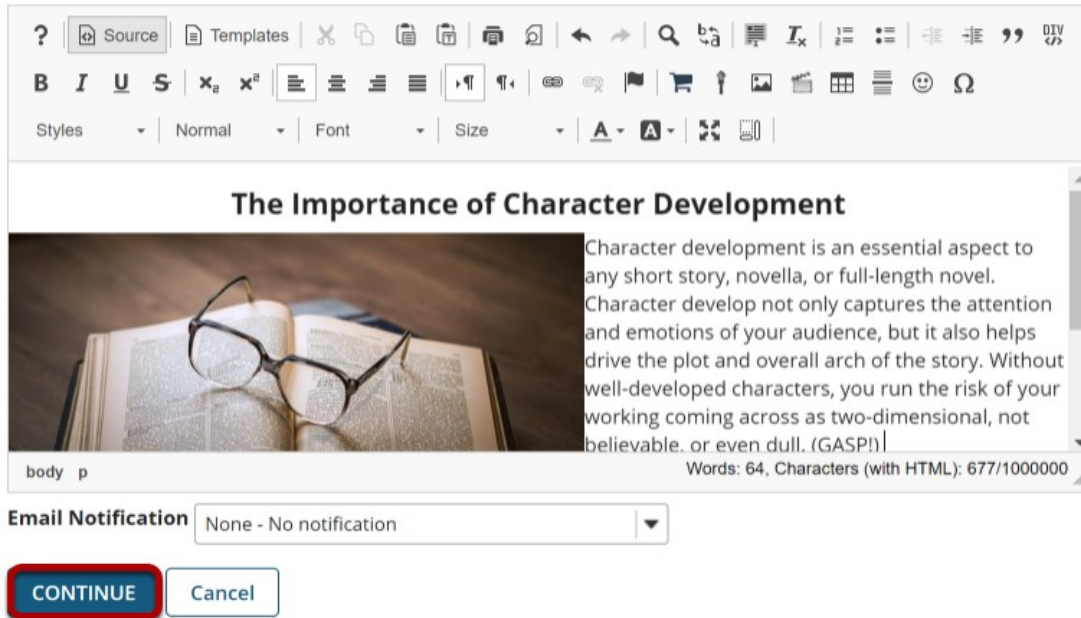
**CONTINUE** Cancel

Enter (or paste) the text content of the document into the [Rich Text Editor](#).

# Use the Rich Text Editor to format or add links and media.

## Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.



The screenshot displays a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, indentation, bulleted and numbered lists, link insertion, and media insertion. Below the toolbar, the document content is visible. The title is "The Importance of Character Development" in a bold, black font. Below the title is an image of an open book with a pair of glasses resting on it. To the right of the image, the text reads: "Character development is an essential aspect to any short story, novella, or full-length novel. Character develop not only captures the attention and emotions of your audience, but it also helps drive the plot and overall arch of the story. Without well-developed characters, you run the risk of your working coming across as two-dimensional, not believable, or even dull. (GASP!)" Below the text, there is a status bar showing "body p" and "Words: 64, Characters (with HTML): 677/1000000". At the bottom of the editor, there is an "Email Notification" dropdown menu set to "None - No notification". Below the notification menu are two buttons: "CONTINUE" (highlighted with a red border) and "Cancel".

Use the Rich Text Editor tools to format the text, add images, links or other HTML items to the document.

Click **Continue** to save your document when you are finished editing.

# Enter document details.

## Create HTML Page

Enter the name of the HTML Page (required), set any other properties you wish, and then click "Finish" to create the HTML Page. Required items marked with \*

\* File Name

Use letters, numbers, and the '-' & '\_' characters (with no spaces).

### Description

### \* Copyright Status

Material is in public domain. [\(more info\)](#)

### Copyright Alert

Display copyright alert and require acknowledgement when accessed by others. [\(what's this?\)](#)

### Availability and Access

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item  From 03/14/2020 03:40 pm  Until 03/21/2020 03:40 pm

Hide this item

Choose who can see this item.

Only members of this site can see this file.

This file is publicly viewable.

This file is viewable by all logged in users.

### Optional Properties

### Learning Object Metadata

Email Notification

**FINISH**

Cancel

Enter a display name for the HTML document and any other information as needed. Click **Finish** when done.

# View HTML file in Resources.

<input type="checkbox"/> Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
<input type="checkbox"/> Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/> Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/> Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/> Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/> Character Development	Entire site	Demo Instructor	Mar 14, 2020 3:59 pm	680 bytes
<input type="checkbox"/> Sakai	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes
<input type="checkbox"/> knowledge-1052010_640.jpg	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB

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Click the icon to view file description

The HTML page is created and placed in the selected folder.

*Note: You may click on the blue Information icon to the right of the file to see the item description. If you did not include a description, this icon will not appear.*

# How do I create a citation list?

Users can create a citation list for a books, journal articles, manuscripts, newspapers, or musical compositions in Resources. There are two methods for creating a citation list.

**Method 1:** Import a file in RIS (Research Information Systems) format.

**Method 2:** Manually create list.

## Go to Resources.

Discussions

Resources

Assignments

Select the **Resources** tool from the Tool Menu of your site.

## Method 1: Import RIS File

Title	Access	Created By	Modified	Size
Discussion 6 SMPL101 Resources				
Group B Lessons	Entire site	Demo Instructor	Apr 1, 2020 10:41 pm	0 items
giraffe-2222908_640.jpg	Entire site	Demo Instructor	Mar 24, 2020 4:31 pm	80 KB

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Actions

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Copy
- Edit Details
- Reorder
- Compress to ZIP Archive
- Move
- Move to Trash
- Edit Folder Permissions
- Make Web Content Link

To the right of the folder you want to import the RIS citation list, from the **Actions** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

## Enter a name, then Import.

### New Citation List

\* Citation List Name:

Ice in Our Oceans

Email Notification

None - No notification

Add Citations From:

Search Resources

Manually Create

Import

DONE

No citations have been added yet.

DONE

Enter a name for the citation list, then click **Import**.

This displays the Import Citations page.

## Click Choose File.

### Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import File From:

No file chosen

Import RIS Formatted Data from the Following Text:

Click **Browse** to locate and select the .ris file on your computer.

## Click Import.

### Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import File From:

ice-in-our-oceans.ris

Import RIS Formatted Data from the Following Text:

*Note: The selected .ris filename will appear next to the Choose File button.*

# Click Done.

**New Citation List**

Citation List Name:

Email Notification:

Add Citations From:

**DONE**

Antarctic marine biodiversity: an overview  
 Arntz, W.G.G., J. and Klages, M. in Antarctic Communities: Species, Structure and Survival, 3(Cambridge: Cambridge University Press (UK), 1997.  
[Get It!](#) | [View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

Primary production in sea ice  
 Arrigo, K.R. in Sea ice - an introduction to its physics, chemistry, biology and geology, 1(Oxford: Blackwell Science Ltd, 2003.  
[Get It!](#) | [View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

Respiration and lipid content of the Arctic copepod, *Calanus hyperboreus*, overwintering 1 m above the seafloor at 2-300 m water depth in the Fram Strait  
 Axel, H., Klages, M. and Werner, I. Marine Biology, 143(2) 2003, 275-282.  
[View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

untitled  
 Benfien, A. Universitat Kiel, 1994.  
[Get It!](#) | [View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

untitled  
 Bocher, A. Alfred-Wegener Institut für Meeres- und Polarforschung, 1996.  
[Get It!](#) | [View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

untitled  
 Haas, C. Alfred-Wegener Institut für Meeres- und Polarforschung, 1997.  
[Get It!](#) | [View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

The biology and chemistry of land fast ice in the White Sea, Russia: A comparison of winter and spring conditions  
 Krell, A., Jähnenhoffer, C., Jähner, G., Naumov, A., Evans, D., Dieckmann, G.S. and Thomas, D.N. Polar Biology, 26(11) 2003, 707-719.  
[View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

Primary sediment core evidence against short-term UV-B induced changes in Antarctic coastal diatom communities  
 McKinn, A., Hejls, H. and Hodgson, D. In Antarctic Communities: Species, Structure and Survival, 3(1)Cambridge: Cambridge University Press, 1997.  
[Get It!](#) | [View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

Polar marine diatoms  
 Cambridge: British Antarctic Survey, 1990.  
[Get It!](#) | [View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

A new mission to investigate oxygen dynamics at the sea-ice-seawater interface  
 Mock, T., Kruse, M. and Dieckmann, G.S. Aquatic Microbial Ecology, 30(2) 2003, 197-205.  
[View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

Benthic response to ice-edge-induced particle flux in the Arctic Ocean  
 Schwes, I. and Sotweired, T. Polar Biology, 26(9) 2003, 610-620.  
[View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

Sea ice - an introduction to its physics, chemistry, biology and geology  
 Oxford: Blackwell Science Ltd, 2003.  
[View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

Ice planktonic algae of the strand White Sea  
 Zhukov, V.N. and Fedorov, V.D. Vestnik Moskovskogo universiteta 2003, 24-31.  
[Get It!](#) | [View Citation](#) | [Edit](#) | [Remove](#) | [Export](#)

**DONE**

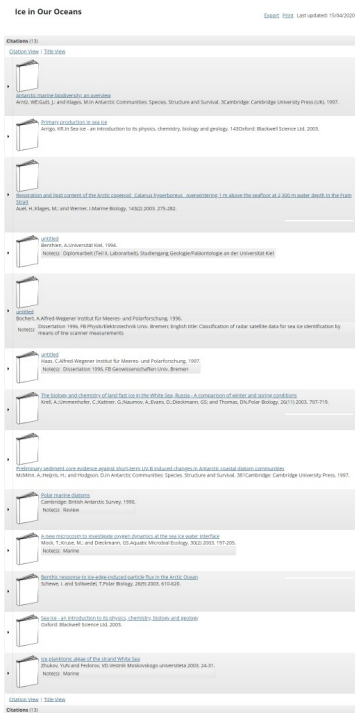
# View citation list in Resources.

	<a href="#">Title</a>	Access	Created By	Modified	Size	
<input type="checkbox"/>	Discussion 6 SMPL101 Resources	<a href="#">Actions</a>				
<input type="checkbox"/>	Group B Lessons	<a href="#">Actions</a>	Entire site	Demo Instructor	Apr 1, 2020 10:41 pm	0 items
<input type="checkbox"/>	giraffe-2222908_640.jpg	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 24, 2020 4:31 pm	80 KB
<input type="checkbox"/>	Ice in Our Oceans	<a href="#">Actions</a>	Entire site	Demo Instructor	Apr 15, 2020 3:59 pm	13 citations

The citation list is located in the selected folder.

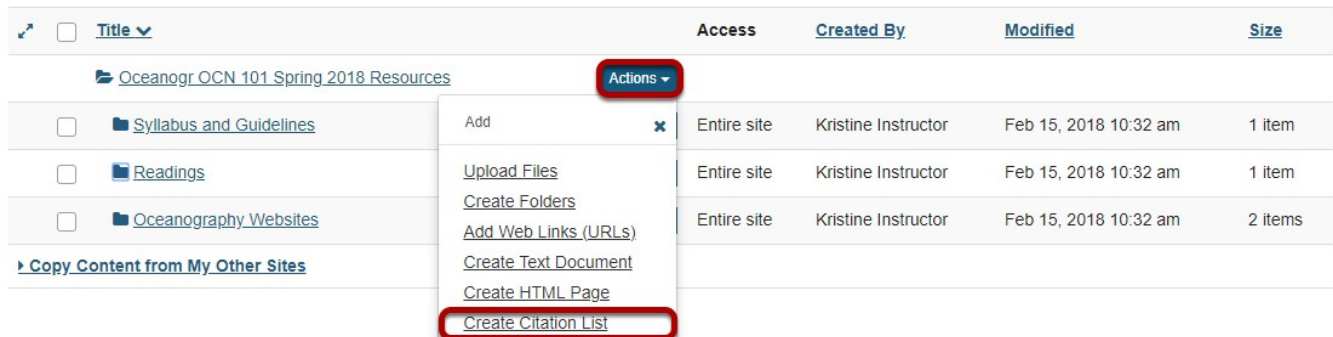


## Click on the citation list name.



Clicking on the list name will open the item and display the list of citations.

## Method 2: Manually create citation list.



To the right of the folder where you want to create the citation list, from the **Actions** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Enter a name for the citation list, then click Manually Create.

**New Citation List**

\* Citation List Name:

Email Notification:

Add Citations From:

No citations have been added yet.

Enter citation information, then Save.

Add Citation

Select Citation Type:

Author(s):

Book Title:

Year:

Date:

Publisher:

Publication Location:

Edition:

Editor(s):

Series Title:

Abstract:

Notes(s):

ISBN:

Subject(s):

Language:

Call Number:

Date Retrieved:

Open URL:

DOI:

Rights:

Link(s):   
 Use as title link?

Manually enter the citation information, then click **Save Citation**.

## Click Done.

### New Citation List

\* **Citation List Name:**

Email Notification

Add Citations From:

[Oceanography: An Invitation to Marine Science 9th Edition](#)  
Tom Garrison. Brooks Cole, 2015.  
[Get It!](#) | [view citation](#) | [edit](#) | [remove](#) | [export](#)

This returns the display to the New Citation List page with a summary of the citation information. You may add more citations if needed. When finished, click **Done**.

## View citation list in Resources.

<input type="checkbox"/>	Title ▾	Access	Created By	Modified	Size	
<input type="checkbox"/>	Oceanogr OCN 101 Spring 2018 Resources	<input type="button" value="Actions"/>				
<input type="checkbox"/>	<b>Oceanography: An Invitation to Marine Science</b>	<input type="button" value="Actions"/>	Entire site	Kristine Instructor	Feb 15, 2018 11:25 am	1 citations
<input type="checkbox"/>	Syllabus and Guidelines	<input type="button" value="Actions"/>	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
<input type="checkbox"/>	Readings	<input type="button" value="Actions"/>	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
<input type="checkbox"/>	Oceanography Websites	<input type="button" value="Actions"/>	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	2 items
<a href="#">▶ Copy Content from My Other Sites</a>						

The citation is listed in the selected folder.

## Click on the citation list name.

### Oceanography: An Invitation to Marine Science

[Export](#) [Print](#) Last updated: 15/02/2018

#### Citations (1)

[Citation View](#) | [Title View](#)



[Oceanography: An Invitation to Marine Science 9th Edition](#)

Tom Garrison, Brooks Cole, 2015.

Edition 9th

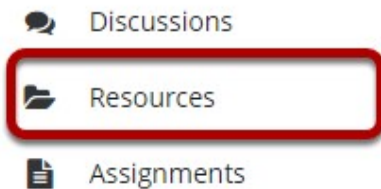
[Citation View](#) | [Title View](#)

#### Citations (1)

Clicking on the list name will open the item and display the list of citations.

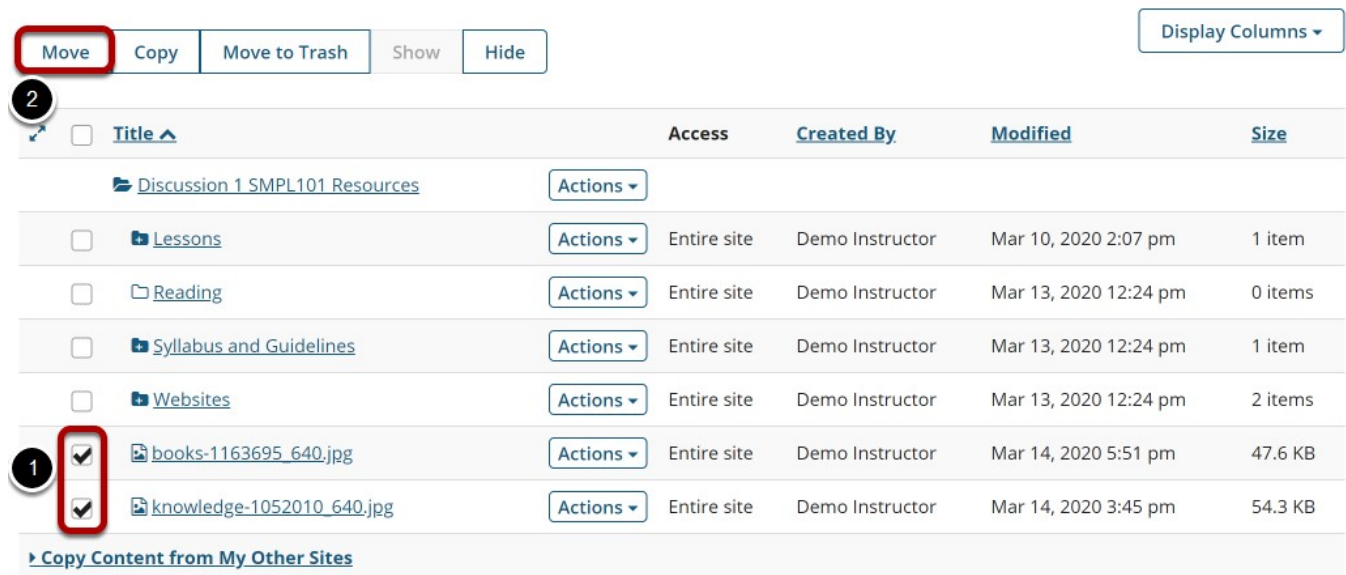
# How do I move a file or folder within Resources in the same site?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Select one or more items, and then click Move.










A screenshot of the 'Resources' tool interface. At the top, there is a toolbar with buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The 'Move' button is highlighted with a red box. To the right of the toolbar is a 'Display Columns' dropdown menu. Below the toolbar is a table with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table contains several rows, including folders like 'Discussion 1 SMPL101 Resources', 'Lessons', 'Reading', 'Syllabus and Guidelines', and 'Websites', and files like 'books-1163695\_640.jpg' and 'knowledge-1052010\_640.jpg'. The 'Move' button and the checkboxes for the two files are highlighted with red boxes. A circled '2' is next to the toolbar, and a circled '1' is next to the checkboxes.

<input type="checkbox"/>	Title <a href="#">^</a>	Access	Created By	Modified	Size
	Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input checked="" type="checkbox"/>	books-1163695_640.jpg	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input checked="" type="checkbox"/>	knowledge-1052010_640.jpg	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
<a href="#">▶ Copy Content from My Other Sites</a>					

Check the boxes to the left of the files or folders you want to move, then click **Move**.



*Note: Alternately, if you are only moving one item, you may select **Move** from the item **Actions** menu instead.*

## Click the clipboard icon (paste moved items here).

<input type="checkbox"/>	<a href="#">Title ^</a>		<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
	<a href="#">Discussion 1 SMPL101 Resources</a>	Paste 	<a href="#">Actions</a> ▾				
<input type="checkbox"/>	<a href="#">Lessons</a>	Paste 	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	<a href="#">Reading</a>	Paste 	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Paste 	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	<a href="#">Websites</a>	Paste 	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	 <a href="#">books-1163695_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input type="checkbox"/>	 <a href="#">knowledge-1052010_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
<a href="#">Copy Content from My Other Sites</a>							

To the right of the destination folder where you want to place the files or folders to, click the Paste from clipboard icon.

## View moved files in new location.

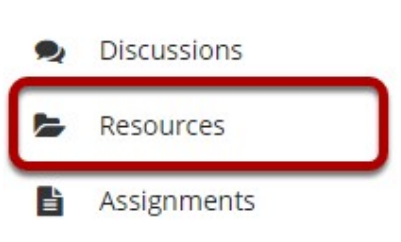
<input type="checkbox"/>	<a href="#">Title ^</a>		<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
	<a href="#">Discussion 1 SMPL101 Resources</a>		<a href="#">Actions</a> ▾				
<input type="checkbox"/>	<a href="#">Lessons</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>	<a href="#">Reading</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	 <a href="#">books-1163695_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input type="checkbox"/>	 <a href="#">knowledge-1052010_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	<a href="#">Websites</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<a href="#">Copy Content from My Other Sites</a>							

This returns the display to the Resources page with the files or folders now moved to the destination folder.

# How do I copy a file or folder within Resources in the same site?

## Go to Resources.

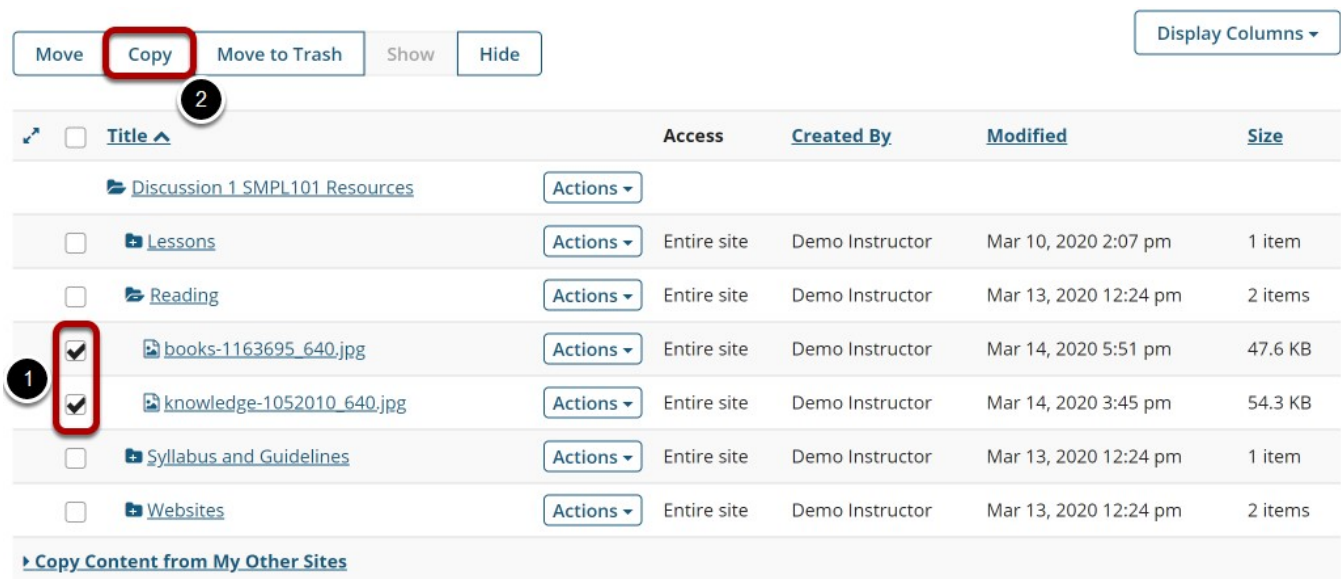
Select the **Resources** tool from the Tool Menu of your site.



## Select one or more items, and then select Copy.

Check the box next to the item(s) you want to copy, and then select Copy at the top of the Resources listing.














*Note: Alternately, if you are copying a single item, you may select **Copy** from the item **Actions** menu instead.*

A screenshot of the 'Resources' listing interface. At the top, there are buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The 'Copy' button is highlighted with a red box and a circled '2'. To the right is a 'Display Columns' dropdown. Below is a table with columns: 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table contains several rows, including folders like 'Lessons', 'Reading', 'Syllabus and Guidelines', and 'Websites', and files like 'books-1163695\_640.jpg' and 'knowledge-1052010\_640.jpg'. The checkboxes for the two files are checked, and a circled '1' is next to them. Each row has an 'Actions' dropdown menu.

## Click the clipboard icon.












Click the clipboard icon to the right of the folder where you want to place the copied item(s).

Note: If you prefer, you may select **Paste copied items** from the destination folder **Actions** menu instead.

 <input type="checkbox"/> <a href="#">Title ^</a>	Access	Created By	Modified	Size		
 <a href="#">Discussion 1 SMPL101 Resources</a>	Paste 	<a href="#">Actions</a> ▾				
<input type="checkbox"/>  <a href="#">Lessons</a>	Paste 	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
<input type="checkbox"/>  <a href="#">Reading</a>	Paste 	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>  <a href="#">books-1163695_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input type="checkbox"/>  <a href="#">knowledge-1052010_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
<input type="checkbox"/>  <a href="#">Syllabus and Guidelines</a>	Paste 	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>  <a href="#">Websites</a>	Paste 	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<a href="#">▶ Copy Content from My Other Sites</a>						

## View copied item(s).

This returns the display to the Resources page with a copy of the files or folders in the new location.

 <input type="checkbox"/> <a href="#">Title ^</a>	Access	Created By	Modified	Size		
 <a href="#">Discussion 1 SMPL101 Resources</a>		<a href="#">Actions</a> ▾				
<input type="checkbox"/>  <a href="#">Lessons</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>  <a href="#">books-1163695_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 6:23 pm	47.6 KB
<input type="checkbox"/>  <a href="#">hyacinth-1398839_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	72.8 KB
<input type="checkbox"/>  <a href="#">knowledge-1052010_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 6:23 pm	54.3 KB
<input type="checkbox"/>  <a href="#">Reading</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>  <a href="#">books-1163695_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 5:51 pm	47.6 KB
<input type="checkbox"/>  <a href="#">knowledge-1052010_640.jpg</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB
<input type="checkbox"/>  <a href="#">Syllabus and Guidelines</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>  <a href="#">Websites</a>		<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<a href="#">▶ Copy Content from My Other Sites</a>						



# How do I copy a Resources file or folder from one site to another site?

Instructors can copy a Resource file or folder from on site to another site.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Copy Content from My Other Sites.

### Site Resources

[All site files](#) / Discussion 1 SMPL101 Resources

Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	<a href="#">Title</a> ▲	Access	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	<a href="#">Discussion 1 SMPL101 Resources</a>				
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	<a href="#">Websites</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<a href="#">▶ Copy Content from My Other Sites</a>					






This displays the Resource folders located in your other sites.

# Select the site containing the files that you would like to copy.

## Site Resources

All site files ▾ / Discussion 1 SMPL101 Resources

Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
	 Discussion 1 SMPL101 Resources				<span>Actions ▾</span>
<input type="checkbox"/>	 Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	 Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	 Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
<input type="checkbox"/>	 Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

▾ Copy Content from My Other Sites. Expand folder(s) of interest and select item(s) to copy to your current site above.







Copy

- Home
- TEST 002 025 Spring 2020 Resources
- TEST 003 015 Summer 2020 Drop Box
- TEST 003 015 Summer 2020 Resources
- TEST 004 Resources

Note: Folder icons that are transparent have no files. Folder icons with a solid fill color contain files and folders.

# Select the files or folders you would like to copy.

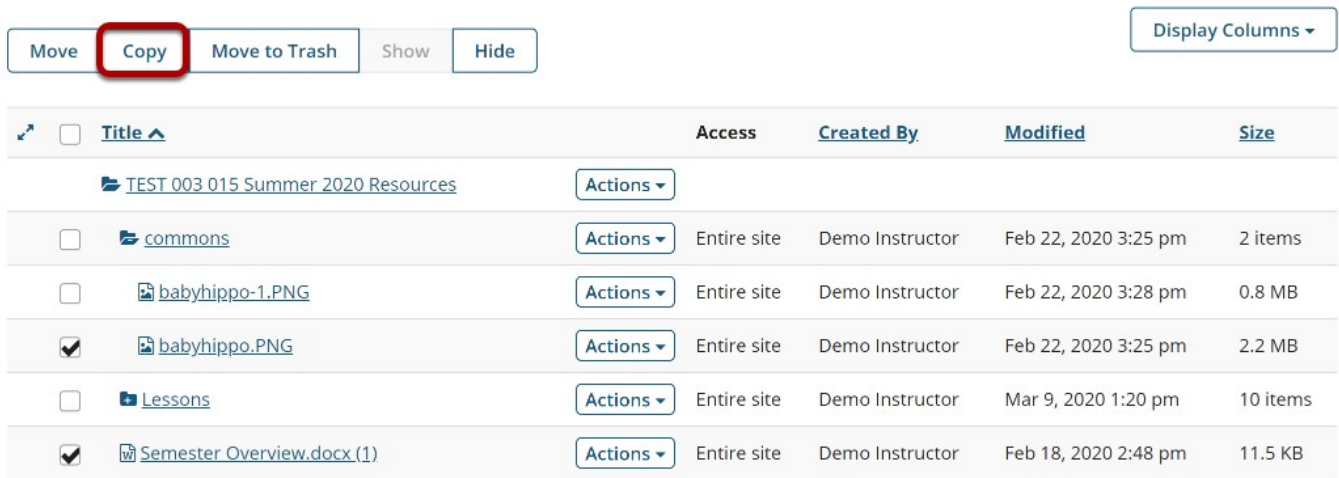
Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
	 TEST 003 015 Summer 2020 Resources				<span>Actions ▾</span>
<input type="checkbox"/>	 commons	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
<input type="checkbox"/>	 babyhippo-1.PNG	Entire site	Demo Instructor	Feb 22, 2020 3:28 pm	0.8 MB
<input checked="" type="checkbox"/>	 babyhippo.PNG	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2.2 MB
<input type="checkbox"/>	 Lessons	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	10 items
<input checked="" type="checkbox"/>	 Semester Overview.docx (1)	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB

Check the boxes next to the files or folders you would like to copy to select them.

Tip: You can use the arrows icon in the upper left to expand/collapse all folders and subfolders at once.

## Click Copy.

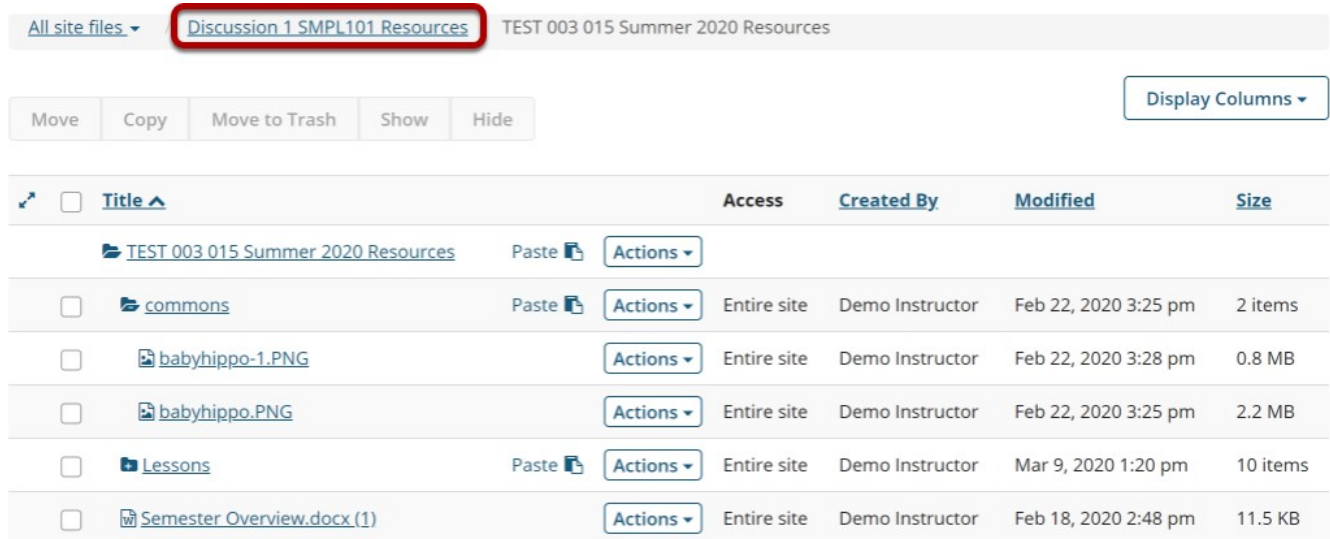


The screenshot shows a file management interface with a toolbar at the top containing buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The 'Copy' button is highlighted with a red box. To the right is a 'Display Columns' dropdown menu. Below the toolbar is a table with columns: Title, Access, Created By, Modified, and Size. The table lists several items, including folders like 'commons', 'Lessons' and files like 'babyhippo-1.PNG', 'babyhippo.PNG', and 'Semester Overview.docx (1)'. Each row has an 'Actions' dropdown menu.

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
	TEST 003 015 Summer 2020 Resources				
<input type="checkbox"/>	commons	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
<input type="checkbox"/>	babyhippo-1.PNG	Entire site	Demo Instructor	Feb 22, 2020 3:28 pm	0.8 MB
<input checked="" type="checkbox"/>	babyhippo.PNG	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2.2 MB
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	10 items
<input checked="" type="checkbox"/>	Semester Overview.docx (1)	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB

This places the Resources page into a temporary display state to facilitate the copying of files.

## Navigate to the site where you would like to place the copied files.



The screenshot shows a file management interface with a breadcrumb path at the top: 'All site files > Discussion 1 SMPL101 Resources > TEST 003 015 Summer 2020 Resources'. The 'Discussion 1 SMPL101 Resources' breadcrumb is highlighted with a red box. Below the breadcrumb is a toolbar with buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. To the right is a 'Display Columns' dropdown menu. Below the toolbar is a table with columns: Title, Access, Created By, Modified, and Size. The table lists several items, including folders like 'commons', 'Lessons' and files like 'babyhippo-1.PNG', 'babyhippo.PNG', and 'Semester Overview.docx (1)'. Each row has a 'Paste' icon and an 'Actions' dropdown menu.

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
	TEST 003 015 Summer 2020 Resources				
<input type="checkbox"/>	commons	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
<input type="checkbox"/>	babyhippo-1.PNG	Entire site	Demo Instructor	Feb 22, 2020 3:28 pm	0.8 MB
<input type="checkbox"/>	babyhippo.PNG	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2.2 MB
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	10 items
<input type="checkbox"/>	Semester Overview.docx (1)	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB

You may return to the original site by clicking on the title of the site in the breadcrumbs.

# Click the clipboard icon.

All site files / Discussion 1 SMPL101 Resources

Move Copy Move to Trash Show Hide Display Columns

Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

Copy Content from My Other Sites. Expand folder(s) of interest and select item(s) to copy to your current site above.

Copy

Home

- TEST 002 025 Spring 2020 Resources
- TEST 003 015 Summer 2020 Drop Box
- TEST 003 015 Summer 2020 Resources

commons	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
babyhippo-1.PNG	Entire site	Demo Instructor	Feb 22, 2020 3:28 pm	0.8 MB
babyhippo.PNG	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2.2 MB
Lessons	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	10 items
Semester Overview.docx (1)	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB

TEST 004 Resources

To the right of the folder where you want to place the copied items, click the clipboard icon.

# View copied files.

Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
babyhippo.PNG	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	2.2 MB
Semester Overview.docx (1)	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	11.5 KB
Syllabus	Entire site	Demo Instructor	Mar 13, 2020 10:04 pm	465 bytes
Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

Copy Content from My Other Sites

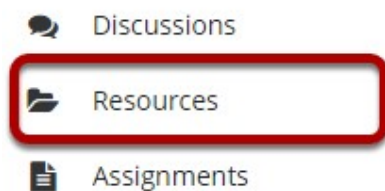
This places a copy of the files or folders into the Resources folder in the destination site.

# How do I reorder files or folders within Resources?

Anyone with access to view Resources sees the reordered items in the desired order. If an instructor wants students to go directly to Resources to locate content items, this feature allows the items to be placed in a specific order. Or if you have used the [Make a Web Content Link](#) option to place a Resources folder into the Tool Menu, the reorder feature controls the placement of items on that page as viewed by site participants.

The process is the same for reordering both files and folders. However, items must be within the same parent folder in order to be reordered at one time.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Reorder.

The screenshot shows a table of resources under the heading "Discussion 1 SMPL101 Resources". The table has columns for "Title", "Access", "Created By", "Modified", and "Size". The "Actions" dropdown menu is open, and the "Reorder" option is highlighted with a red box. The "Reorder" option is also circled in red.

Title	Access	Created By	Modified	Size
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

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In the parent folder, from the **Actions** drop-down menu, select **Reorder**.

This displays the Reordering page.

## Reorder items and Save.

### Reordering: Discussion 1 SMPL101 Resources

To reorder, drag and drop list items or use the keyboard to focus on the item then use U or D keys. Changes will take effect upon 'Save'.

[Undo last](#) | [Undo all](#)













The screenshot shows the Reordering page with a list of items. The "SAVE" button is highlighted with a red box.

Syllabus and Guidelines	Demo Instructor	3/13/20
Reading	Demo Instructor	3/13/20
Websites	Demo Instructor	3/13/20

**SAVE** Cancel

Click and drag the items into the desired order, then click **Save**.

## View reordered items.

 <input type="checkbox"/>	<a href="#">Title</a> 		<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	 <a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a> 				
<input type="checkbox"/>	 <a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a> 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	 <a href="#">Lessons</a>	<a href="#">Actions</a> 	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	 <a href="#">Reading</a>	<a href="#">Actions</a> 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	 <a href="#">Websites</a>	<a href="#">Actions</a> 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<a href="#">▶ Copy Content from My Other Sites</a>						

# How do I upload a new version of a file in Resources?

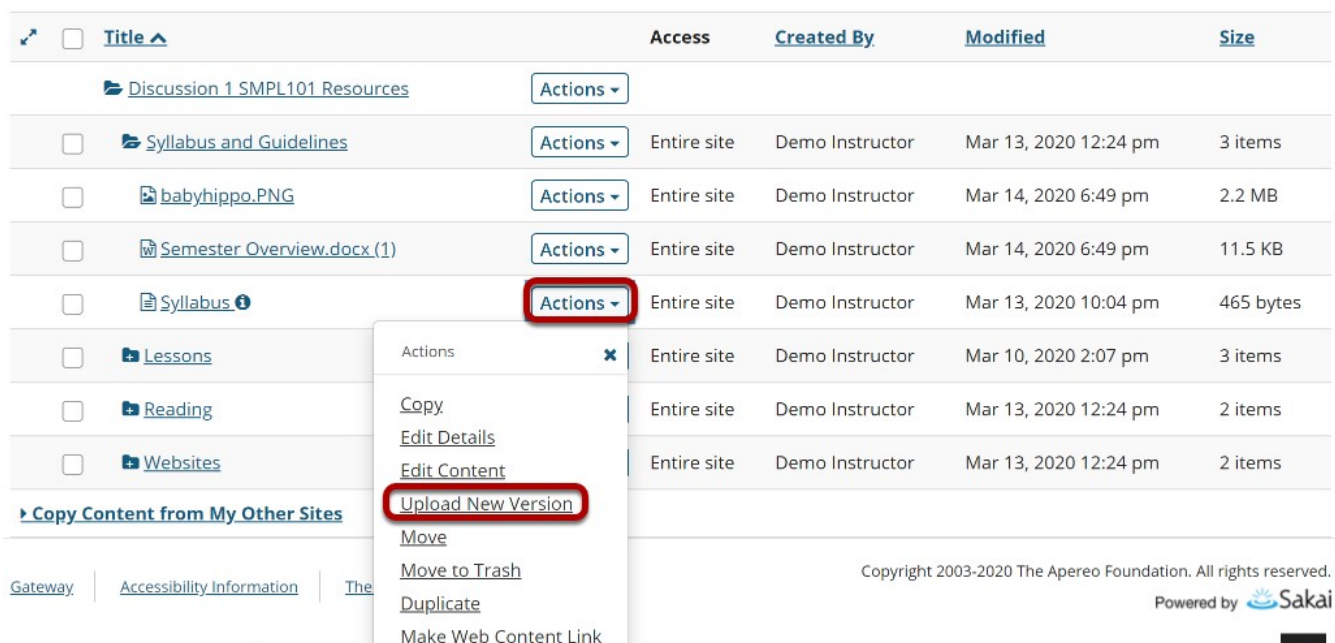
If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Upload New Version.



The screenshot shows the Resources tool interface. At the top, there are columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. Below the columns is a table of resources. The 'Actions' dropdown menu for the 'Syllabus' item is open, and 'Upload New Version' is highlighted with a red box.

<input type="checkbox"/>	<a href="#">Title ^</a>	Access	Created By	Modified	Size
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">babyhippo.PNG</a>	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	2.2 MB
<input type="checkbox"/>	<a href="#">Semester Overview.docx.(1)</a>	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	11.5 KB
<input type="checkbox"/>	<a href="#">Syllabus</a>	Entire site	Demo Instructor	Mar 13, 2020 10:04 pm	465 bytes
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<a href="#">Copy Content from My Other Sites</a>					

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To upload a new version of a file, to the right of the file to replace, from the **Actions** drop-down menu select **Upload New Version**.

This displays the Upload New Version page.

## Click Choose File.

### Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

#### Upload a new version

**Choose File** No file chosen

**Original File Name** Syllabus

**File Type** text/plain

**Email Notification** None - No notification ▼

**UPLOAD NEW VERSION NOW**

Cancel

Click **Choose File** to locate and select the file on your computer.

This returns the display to the Upload New Version page with the name of the new file.

## Click Upload New Version Now.

### Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

#### Upload a new version

**Choose File** Syllabus.docx

**Original File Name** Syllabus

**File Type** application/vnd.openxmlformats-officedocument.wordprocessingml.document

**Email Notification** None - No notification ▼

**UPLOAD NEW VERSION NOW**

Cancel

The file name of the new file is displayed.

# Original file is replaced.

<input type="checkbox"/>	<a href="#">Title ^</a>	<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	<a href="#">Discussion 1 SMPL101 Resources</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">babyhippo.PNG</a>	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	2.2 MB
<input type="checkbox"/>	<a href="#">Semester Overview.docx (1)</a>	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	11.5 KB
<input type="checkbox"/>	<a href="#">Syllabus</a>	Entire site	Demo Instructor	Mar 14, 2020 9:18 pm	11.5 KB
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

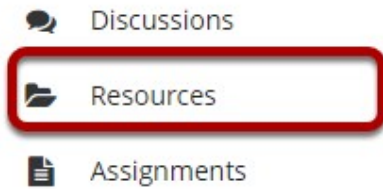
[Copy Content from My Other Sites](#)

This replaces the original file with the new revised file.

*Note: The display name for the new file remains the same as the original file.*

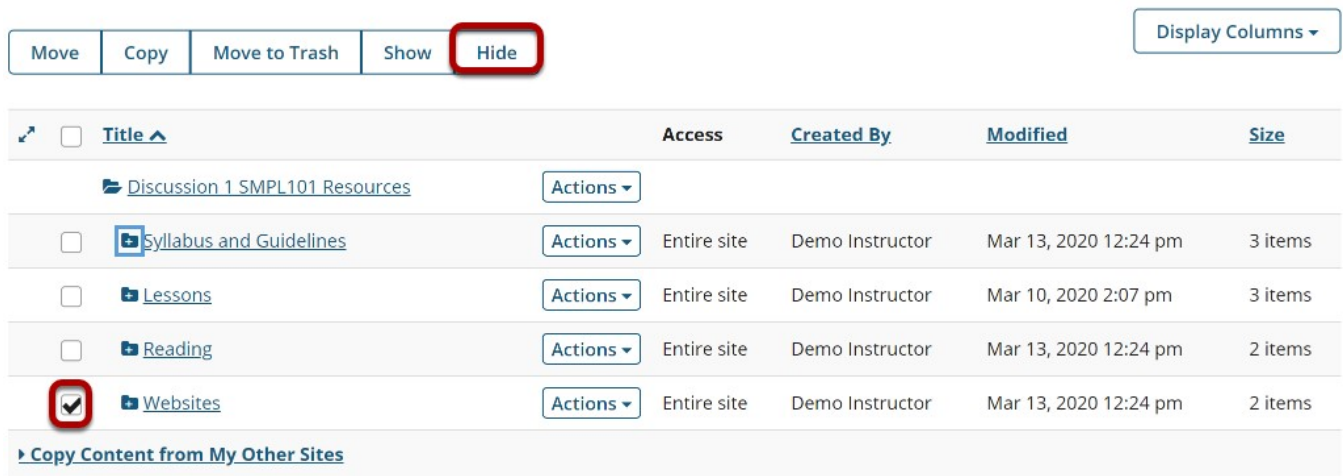
# How do I hide files and folders?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

**Method 1: Select the file(s) or folder(s), then click Hide.**

A screenshot of a file management interface. At the top, there is a toolbar with buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The 'Hide' button is highlighted with a red box. To the right of the toolbar is a 'Display Columns' dropdown menu. Below the toolbar is a table with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table contains several rows of resources. The 'Websites' row is selected, with a red box around its checkbox. Below the table is a link that says 'Copy Content from My Other Sites'.

<input type="checkbox"/>	Title <sup>▲</sup>	Access	Created By	Modified	Size
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input checked="" type="checkbox"/>	<a href="#">Websites</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

This displays the Hide Items Confirmation page.

## Confirm action by clicking Hide again.

### RESOURCES

[Link](#)[? Help](#)

ⓘ Are you sure you want to hide the following item(s) from selected site participants? Students or those without permission to read hidden resources will not be able to view items marked as hidden unless they created the items themselves. NOTE: If you hide a folder, all items within it will be hidden as well.

#### Hide item(s) confirmation...

Name	Size	Added By	Last Modified
<a href="#">Websites</a>	2 items	Demo Instructor	Mar 13, 2020 12:24 pm

[HIDE](#)[Cancel](#)

## The items are now hidden.

	<input type="checkbox"/>	<a href="#">Title</a>		Access	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
		<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a>				
<input type="checkbox"/>		<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>		<a href="#">Lessons</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>		<a href="#">Reading</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>		<a href="#">Websites</a>	<a href="#">Actions</a>	<i>Entire site (Hidden)</i>	<i>Demo Instructor</i>	<i>Mar 14, 2020 10:07 pm</i>	<i>2 items</i>
<a href="#">Copy Content from My Other Sites</a>							

This returns the display to the Resources page with the selected items hidden.

#### Notes:

- *Instructors see hidden Resource items as italicized with a crossed out eye icon.*
- *If you hide a folder, all of the files within the folder are automatically hidden.*

## Method 2: Click Actions, and then select Edit Details.

The screenshot shows a table of resources in a Sakai interface. The table has columns for Title, Access, Created By, Modified, and Size. The 'Reading' item is selected, and its 'Actions' dropdown menu is open, showing options like 'Edit Details', 'Reorder', and 'Move to Trash'. The 'Edit Details' option is highlighted with a red box.

Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
Websites	Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:27 pm	2 items

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To hide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

# Hide item and Update.

## Edit Details

Change the resource's details and then choose "Update" at the bottom. Required items marked with \*

### \* Display Name

Reading

### Description

### Availability and Access

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder  From 03/14/2020 10:30 pm  Until 03/21/2020 10:30 pm

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

### Folder Details

### Optional Properties

### Learning Object Metadata

UPDATE

Cancel

Under **Availability and Access**, select **Hide this folder and its contents**, then click **Update**.

## The item is now hidden.

<input type="checkbox"/>	Title	Access	Created By	Modified	Size
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a>			
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a> Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a> Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading </a>	<a href="#">Actions</a> Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:34 pm	2 items
<input type="checkbox"/>	<a href="#">Websites </a>	<a href="#">Actions</a> Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:27 pm	2 items

[Copy Content from My Other Sites](#)

This returns the display to the Resources page with the selected item hidden.

Notes:

- Instructors see hidden Resource items as italicized with a crossed out eye icon.
- If you hide a folder, all of the files within the folder are automatically hidden.

# How do I unhide files or folders?


There are two methods Instructors can use to unhide (show) files or folders.


**Method 1:** Select files or folders > Show

**Method 2:** Actions > Edit Details > Show

## Go to Resources.

 Discussions








 Resources

 Assignments

Select the **Resources** tool from the Tool Menu of your site.

## Method 1: Select the file(s) or folder(s), and then click Show.

Move Copy Move to Trash **Show** Hide Display Columns ▾

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size
<input type="checkbox"/>	 Discussion 1 SMPL101 Resources	<span>Actions ▾</span>			
<input type="checkbox"/>	 Syllabus and Guidelines	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	 Lessons	<span>Actions ▾</span> Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input checked="" type="checkbox"/>	 Reading 	<span>Actions ▾</span> Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:34 pm	2 items
<input checked="" type="checkbox"/>	 Websites 	<span>Actions ▾</span> Entire site (Hidden)	Demo Instructor	Mar 14, 2020 10:27 pm	2 items
<a href="#">▶ Copy Content from My Other Sites</a>					

This displays the Show Items Confirmation page.

## Click Show again to confirm.

ⓘ Are you sure you want to make the following item(s) visible to all site participants? NOTE: If you make a folder visible, all items within it will be visible unless individually set as hidden.







### Show item(s) confirmation...

Name	Size	Added By	Last Modified
 <a href="#">Reading</a>	2 items	Demo Instructor	Mar 14, 2020 10:34 pm
 <a href="#">Websites</a>	2 items	Demo Instructor	Mar 14, 2020 10:27 pm

SHOW

Cancel

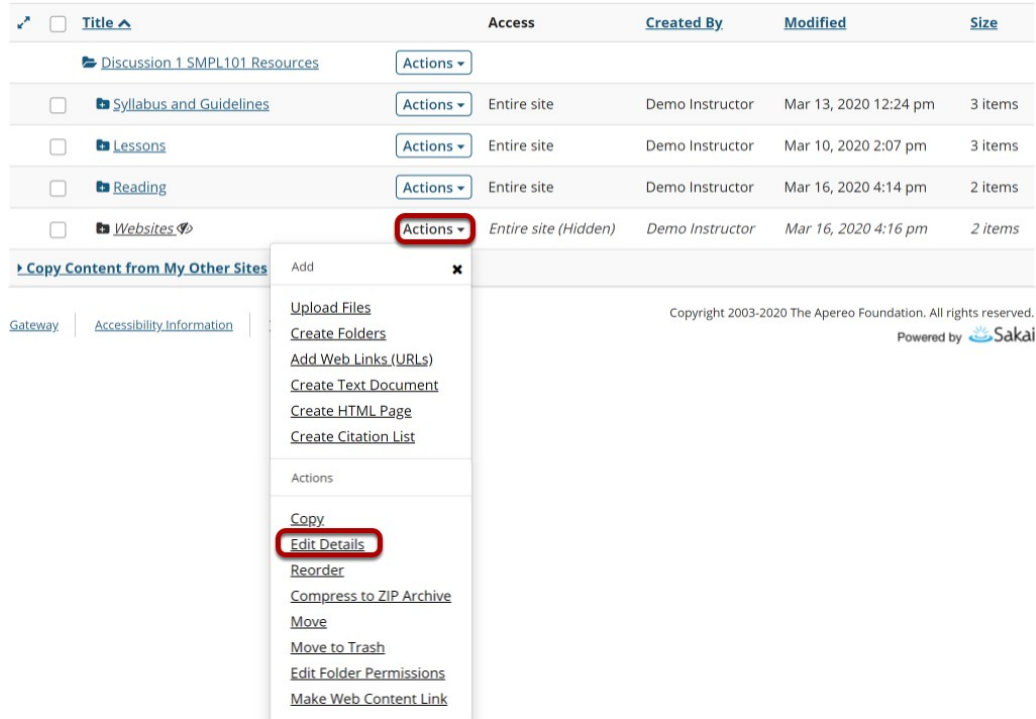
## The items are now visible.

 <input type="checkbox"/>	<a href="#">Title</a> ▲	Access	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	 <a href="#">Discussion 1 SMPL101 Resources</a>				
<input type="checkbox"/>	 <a href="#">Syllabus and Guidelines</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	 <a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	 <a href="#">Reading</a>	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	 <a href="#">Websites</a>	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<a href="#">▶ Copy Content from My Other Sites</a>					

This returns the display to the Resources page with the selected items available.




## Method 2: Click Actions, and then select Edit Details.



<input type="checkbox"/>	<a href="#">Title ^</a>	<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	<a href="#">Actions</a>	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 4:16 pm	2 items

[Copy Content from My Other Sites](#)

Gateway | [Accessibility Information](#)

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- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Actions
- Copy
- Edit Details**
- Reorder
- Compress to ZIP Archive
- Move
- Move to Trash
- Edit Folder Permissions
- Make Web Content Link

To unhide a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

## Select Show this item, then click Update.

**Availability and Access**

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

**Show this folder**  From 03/16/2020 04:20 pm  Until 03/23/2020 04:20 pm

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

**Only members of this site can see this folder and its contents.**

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

**Folder Details**

**Optional Properties**

**Learning Object Metadata**

**UPDATE** Cancel

Under **Availability and Access**, select **Show this item**, and then click **Update**.

## The item is now visible.

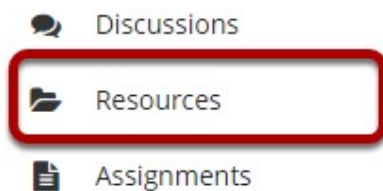
<input type="checkbox"/>	<a href="#">Title</a>	<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<a href="#">Copy Content from My Other Sites</a>						

This returns the display to the Resources page with the selected item available.

# How do I set the display of a Resources item to a specific time period?

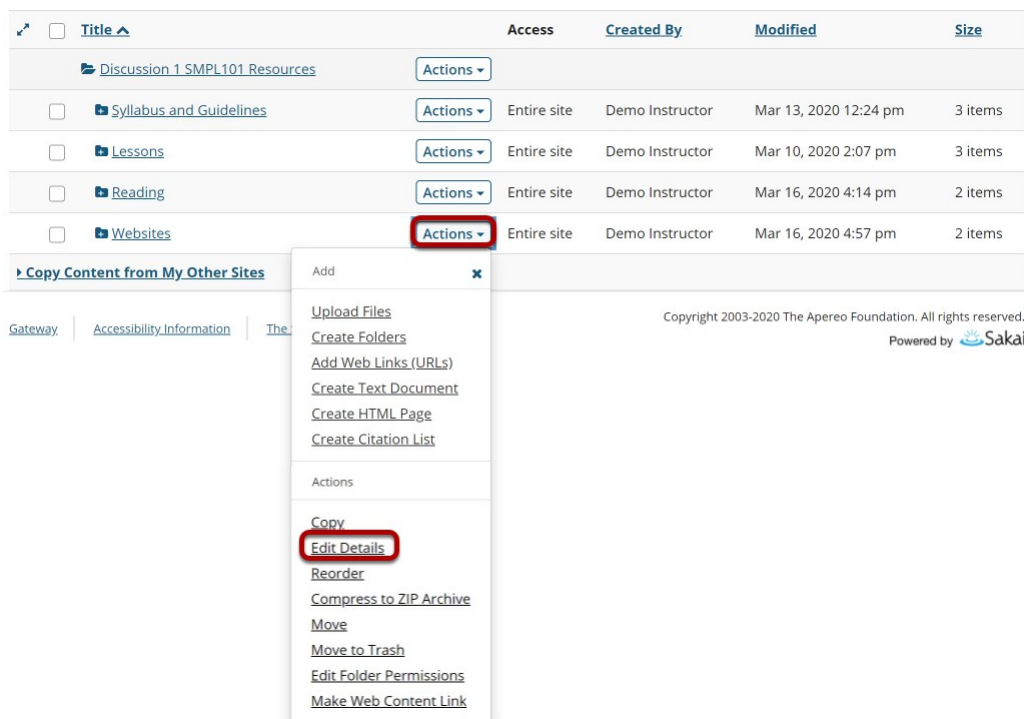
Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Edit Details.



A screenshot of the Sakai Resources tool interface. It shows a table of resources with columns for Title, Access, Created By, Modified, and Size. The 'Websites' resource is selected, and its 'Actions' dropdown menu is open, showing options like 'Copy', 'Edit Details', 'Reorder', etc. The 'Edit Details' option is highlighted with a red box.

Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
Websites	Entire site	Demo Instructor	Mar 16, 2020 4:57 pm	2 items

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To set specific availability of a file or folder, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

## Specify dates.

### Availability and Access

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

**Show this folder**  **From** 03/17/2020 05:00 pm   **Until** 03/23/2020 05:00 pm

**Hide this folder but allow access to its contents**

**Hide this folder and its contents**

Choose who can see this folder and its contents.

**Only members of this site can see this folder and its contents.**

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

### Folder Details

### Optional Properties








### Learning Object Metadata

Under **Availability and Access**, check the boxes next to **From** and **Until**, set the dates and times using the calendar icon, and then click **Update**.

Notes:

- The "Show this item" radio button must also be selected.
- The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.

## View file or folder in Resources.

 <input type="checkbox"/> <a href="#">Title ^</a>	Access	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
 <a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a> ▾				
<input type="checkbox"/>  <a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>  <a href="#">Lessons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>  <a href="#">Reading</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>  <a href="#">Websites</a> 	<a href="#">Actions</a> ▾	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
<a href="#">Copy Content from My Other Sites</a>					

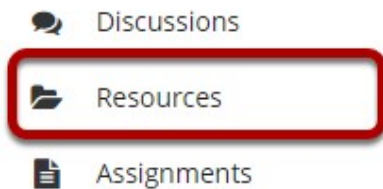
This displays the file or folder in Resources as hidden, except during the specified time period.

Notes:

- *Instructors see hidden Resource items as grayed out.*
- *If you set a specific date/time for the availability of a folder, all of the files within the folder automatically have the same availability date/time restrictions.*

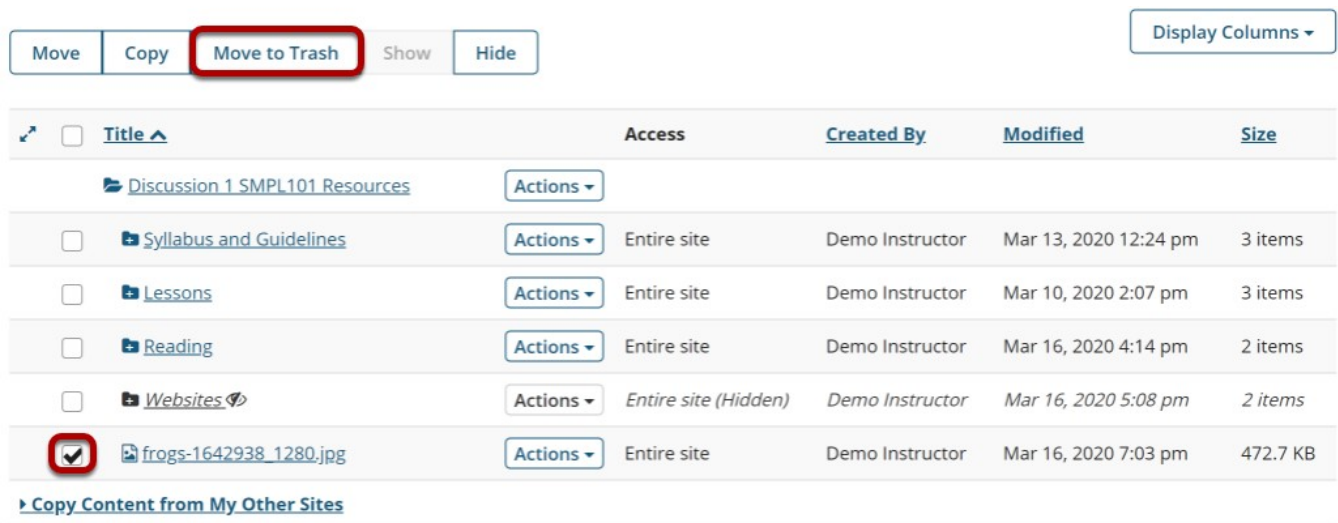
# How do I remove a file or folder in Resources?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Select one or more items, and then click Move to Trash.

A screenshot of the Resources interface. At the top, there are buttons for 'Move', 'Copy', 'Move to Trash' (highlighted with a red box), 'Show', and 'Hide'. To the right is a 'Display Columns' dropdown. Below is a table with columns: Title, Access, Created By, Modified, and Size. The table contains several rows, with the last row 'frogs-1642938\_1280.jpg' having its checkbox checked. Below the table is a link 'Copy Content from My Other Sites'.

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	Websites	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
<input checked="" type="checkbox"/>	frogs-1642938_1280.jpg	Entire site	Demo Instructor	Mar 16, 2020 7:03 pm	472.7 KB


To remove a Resource file or folder, select the item(s) by checking the boxes next to each one to be removed, and then click Move to Trash.

*Note: Alternately, if you are removing one item at a time, you may select **Move to Trash** from the item **Actions** menu instead.*

## Click Remove again to confirm.

Are you sure you want to move the following item(s) to Trash?














### Remove confirmation...

Name	Size	Added By	Last Modified
 frogs-1642938_1280.jpg	472.7 KB	Demo Instructor	Mar 16, 2020 7:03 pm

REMOVE

Cancel

## The items are now removed.

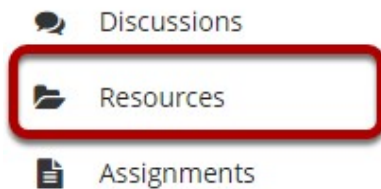
 <input type="checkbox"/>	Title 	Access	Created By	Modified	Size
<input type="checkbox"/>	 Discussion 1 SMPL101 Resources				
<input type="checkbox"/>	 Syllabus and Guidelines	 Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	 Lessons	 Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	 Reading	 Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	 Websites 	 Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
<a href="#">Copy Content from My Other Sites</a>					

*Note: If you remove a folder, all of the items inside the folder are also removed.*

# How do I restore a removed file or folder in Resources?

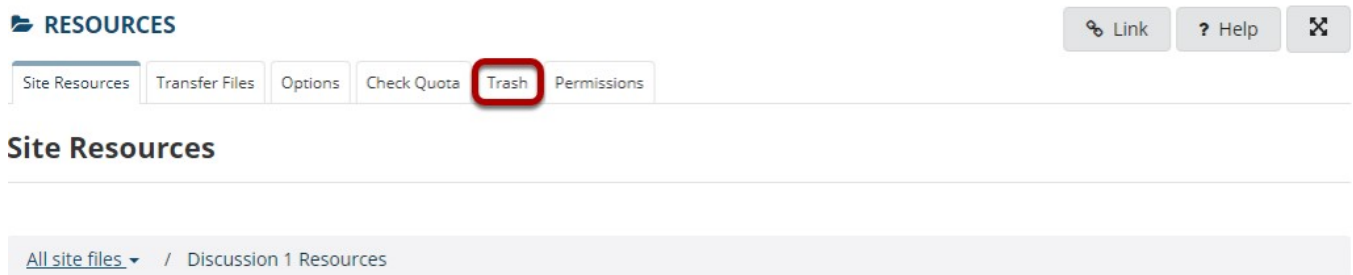
Users can restore a file or folder they have previously removed from Resources.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Trash tab.



This displays the **Restoring Items** page.

















## Select the items to be restored, and then click Restore.

### Restoring items

Select item to be restored and press the restore button. Files moved to Trash more than 30 days ago will be permanently deleted.

<input type="checkbox"/>	Title	Removed By	Removed On
	Discussion 1 SMPL101		
<input checked="" type="checkbox"/>	 frogs-1642938_1280.jpg	Demo Instructor	3/16/20 7:08 pm

## Item is restored.

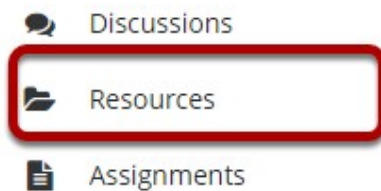
	<input type="checkbox"/> Title <sup>▲</sup>	Access	Created By	Modified	Size
	 Discussion 1 SMPL101 Resources				
	 Actions ▾				
<input type="checkbox"/>	 Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	 Actions ▾				
<input type="checkbox"/>	 Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	 Actions ▾				
<input type="checkbox"/>	 Reading	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	 Actions ▾				
<input type="checkbox"/>	 Websites 	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
<input type="checkbox"/>	 Actions ▾				
<input type="checkbox"/>	 frogs-1642938_1280.jpg	Entire site	Demo Instructor	Mar 16, 2020 9:28 pm	472.7 KB
	 Actions ▾				
	<a href="#">Copy Content from My Other Sites</a>				

This restores the previously removed items back to the original folder.

# How do I add and display contextual information about a file or folder?

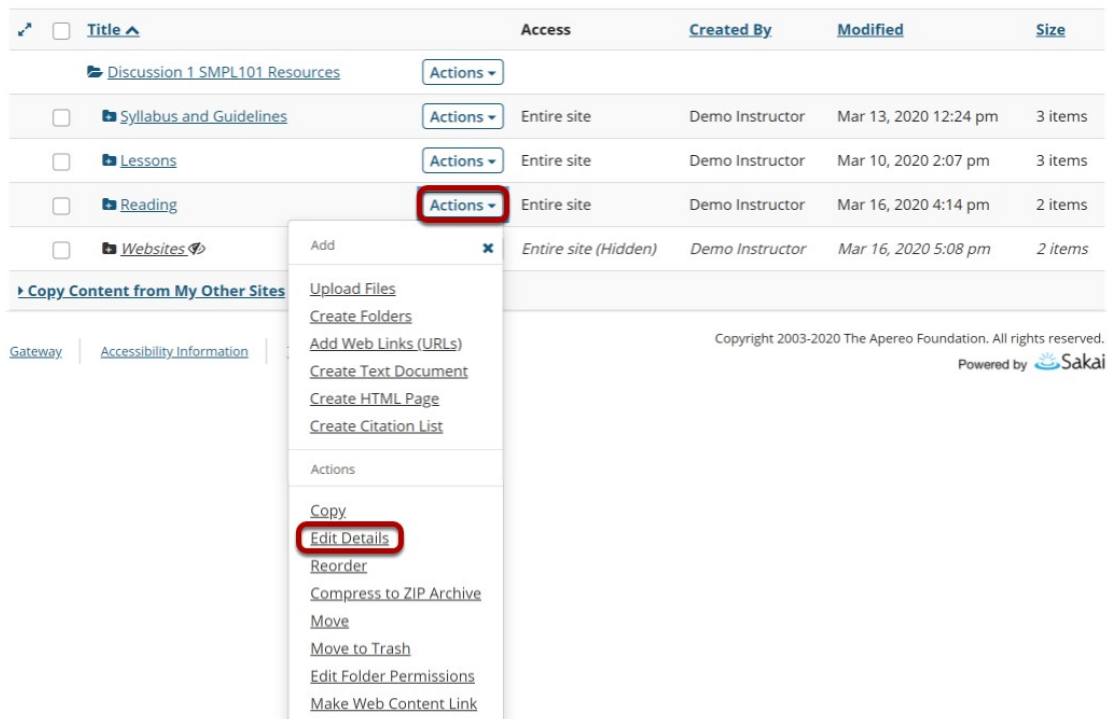
Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Edit Details.

A screenshot of the Resources tool interface. It shows a table with columns for Title, Access, Created By, Modified, and Size. The table contains several items, including 'Discussion 1 SMPL101 Resources', 'Syllabus and Guidelines', 'Lessons', 'Reading', and 'Websites'. The 'Reading' item's 'Actions' dropdown menu is expanded, showing options like 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Edit Details' option is highlighted with a red rectangular box. At the bottom of the page, there is a footer with copyright information and the Sakai logo.

To add contextual information, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the item's Edit Details page.

## Enter details, and then select Update.

**Edit Details**  
Change the resource's details and then choose 'Update' at the bottom. Required items marked with \*

\* **Display Name**

**Description**

This folder contains the reading assignments for this course as well as any ancillary documents or items.

**Availability and Access**

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder  From 03/16/2020 09:55 pm  Until 03/23/2020 09:55 pm

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

**Folder Details**

**Optional Properties**

**Learning Object Metadata**

**UPDATE** Cancel

Enter (or paste) a description of the file or folder in the **Description** box, then click **Update**.

## View item details.

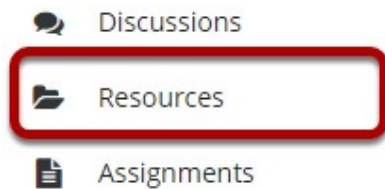
<input type="checkbox"/>	<a href="#">Title</a> ^	<b>Access</b>	<b>Created By</b>	<b>Modified</b>	<b>Size</b>	
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>	<b>Actions</b> ▾				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<b>Actions</b> ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<b>Actions</b> ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a> ⓘ	<b>Actions</b> ▾	Entire site	Demo Instructor	Mar 16, 2020 10:01 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a> ↗	<b>Actions</b> ▾	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
<a href="#">Copy Content from My Other Sites</a>						

The description is now available to participants by clicking on the information icon.

# How do I notify site participants that content has been added to Resources?

Site owners can automatically notify participants via the Notifications feature that an item has been added to Resources. When used, site members receive an email containing details of the file or link that has been added to Resources.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

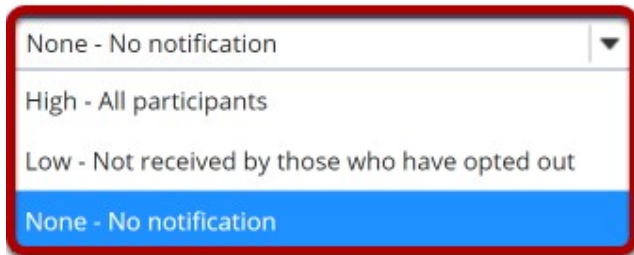
## Add a content item.

See any of the following articles for more information on adding items to Resources:

- [Adding a file](#)
- [Adding a URL](#)
- [Adding a text document](#)
- [Adding an HTML page](#)
- [Adding a citation list](#)

## When adding an item, select High or Low notification.

### Email Notification

A screenshot of a dropdown menu titled "Email Notification". The menu is open, showing four options: "None - No notification", "High - All participants", "Low - Not received by those who have opted out", and "None - No notification". The bottom option, "None - No notification", is highlighted in blue. The entire dropdown menu is enclosed in a red rectangular border.

None - No notification

High - All participants

Low - Not received by those who have opted out

None - No notification

### Notes:

- *When uploading a file, creating a web link, creating a text file, creating an HTML page or creating a citation, the Email Notification dialog box is displayed before confirming file creation.*
- *Selecting "High" will result in an email being sent to every site participant.*
- *Selecting "Low" will result in an email being sent to only those participants that have not opted out of "Low" level notifications in their workspace Preferences.*

# How do I obtain the URL for a file or folder in Resources?

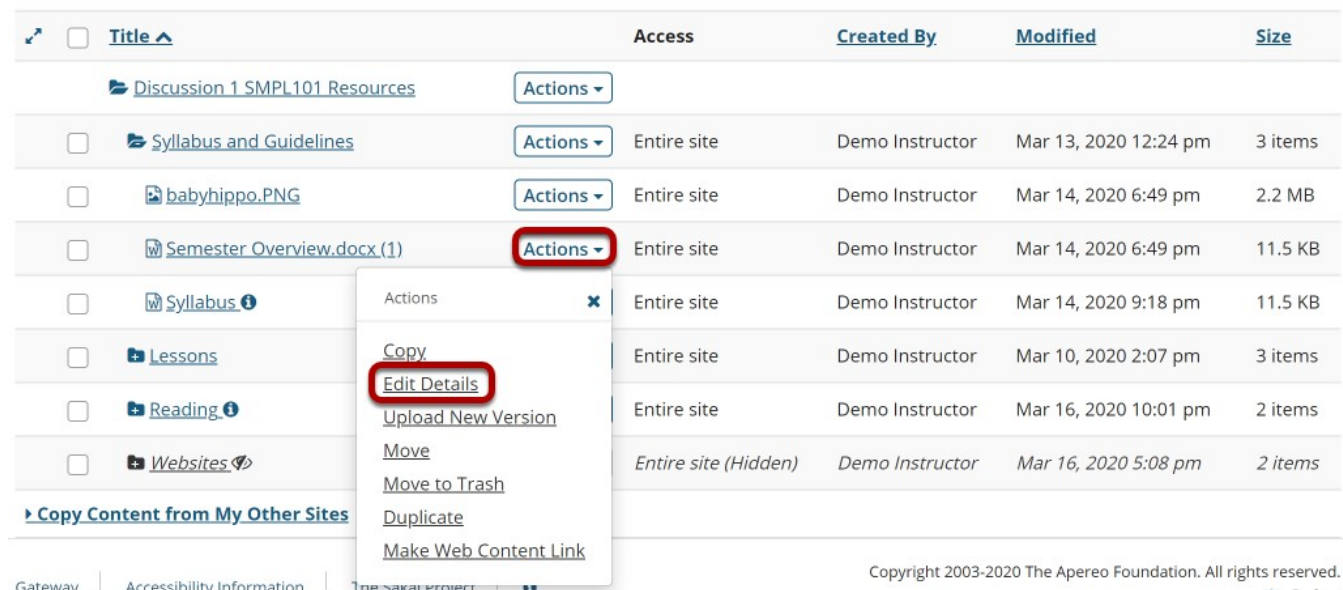
Each file and folder in Resources has its own URL. For example, instructors can create links to folders or files anywhere that the Rich Text Editor appears throughout the site.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Edit Details.



<input type="checkbox"/>	<a href="#">Title ^</a>	<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">babyhippo.PNG</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	2.2 MB
<input type="checkbox"/>	<a href="#">Semester Overview.docx(1)</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	11.5 KB
<input type="checkbox"/>	<a href="#">Syllabus</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 14, 2020 9:18 pm	11.5 KB
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 16, 2020 10:01 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	<a href="#">Actions</a>	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items

Footer: Gateway | Accessibility Information | The Sakai Project | Copyright 2003-2020 The Apereo Foundation. All rights reserved.

To obtain a file or folder's URL, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

## Copy the URL.

**File Details**

Originally uploaded by	Demo Instructor
Uploaded	Mar 14, 2020 6:49 pm
Last changed by	Demo Instructor
Last changed	Mar 14, 2020 6:49 pm
Web address (URL)	<a href="#">Copy URL to clipboard</a> <input type="checkbox"/> Short URL
	<div style="border: 2px solid red; padding: 5px;">https://qa20-mysql.nightly.sakaiproject.org/access/content/group/d4f3cf1e-ee6f-49d1-aca0-328082a4dff5/Syllabus%20and%20Guidelines/Semester%20Overview-1.docx</div>
File size	11.5 KB (11,734 bytes)
File Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document <a href="#">Change File Type</a>

Scroll down the page to find the **File Details** section. Copy the file's unique URL displayed in the **Web Address (URL)** field.

## Copy short URL. (Optional)

**File Details**

Originally uploaded by	Demo Instructor
Uploaded	Mar 14, 2020 6:49 pm
Last changed by	Demo Instructor
Last changed	Mar 14, 2020 6:49 pm
Web address (URL)	<a href="#">Copy URL to clipboard</a> <input checked="" type="checkbox"/> Short URL
	<div style="border: 2px solid red; padding: 5px;">https://qa20-mysql.nightly.sakaiproject.org/x/LcrYRD</div>
File size	11.5 KB (11,734 bytes)
File Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document <a href="#">Change File Type</a>

An alternative is to select the **Short URL** check box and then copy a shortened version of the URL.

*Note: Once you have copied the file's URL, you should not move the file into another folder in Resources. If you change the file's location, the file's link will be broken and no longer functional.*

# How do I make a link to a Resources folder appear in the Tool Menu?

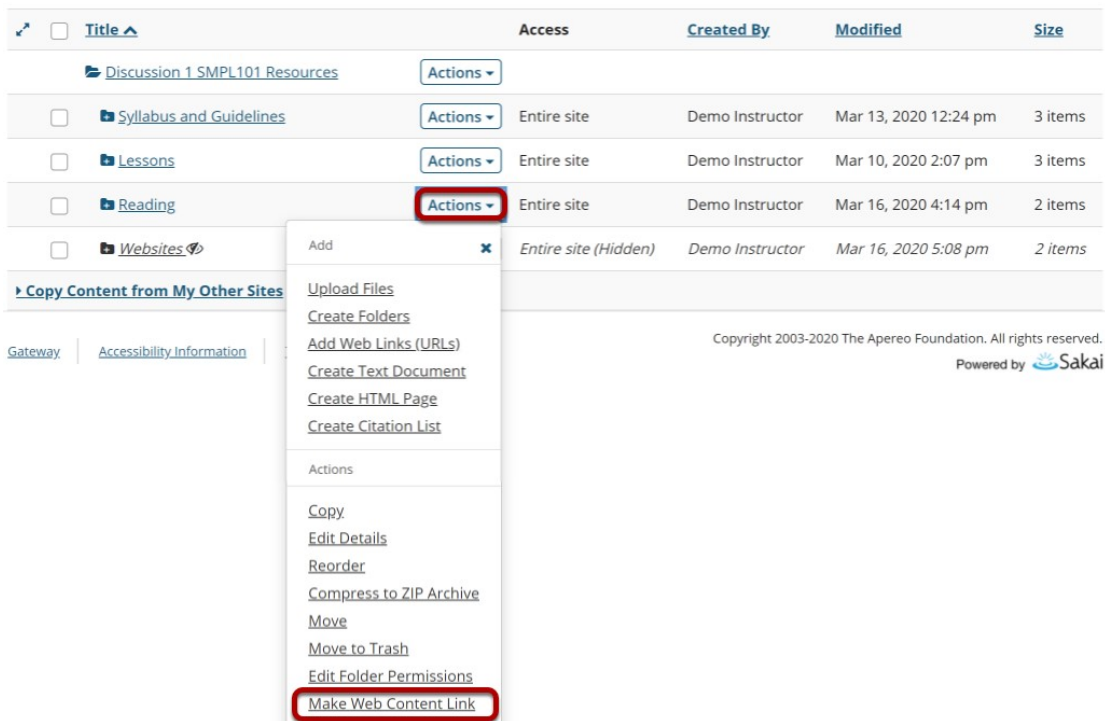
Instructors can create a link to a Resource folder and have that link appear as a button in the Tool Menu.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Make Web Content Link.



A screenshot of the Resources tool interface. It shows a table of resources with columns for Title, Access, Created By, Modified, and Size. The 'Reading' folder is selected, and its 'Actions' menu is open. The 'Make Web Content Link' option is highlighted with a red box.

<input type="checkbox"/>	Title <sup>▲</sup>	Access	Created By	Modified	Size	
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>	<a href="#">Actions</a>				
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	<a href="#">Actions</a>	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	<a href="#">Add</a>	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items

[Copy Content from My Other Sites](#)

- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List

Actions

- Copy
- Edit Details
- Reorder
- Compress to ZIP Archive
- Move
- Move to Trash
- Edit Folder Permissions
- Make Web Content Link**

Gateway | [Accessibility Information](#)

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To create a link to a Resources folder, to the right of the folder, from the **Actions** drop-down menu, select **Make Web Content Link**.

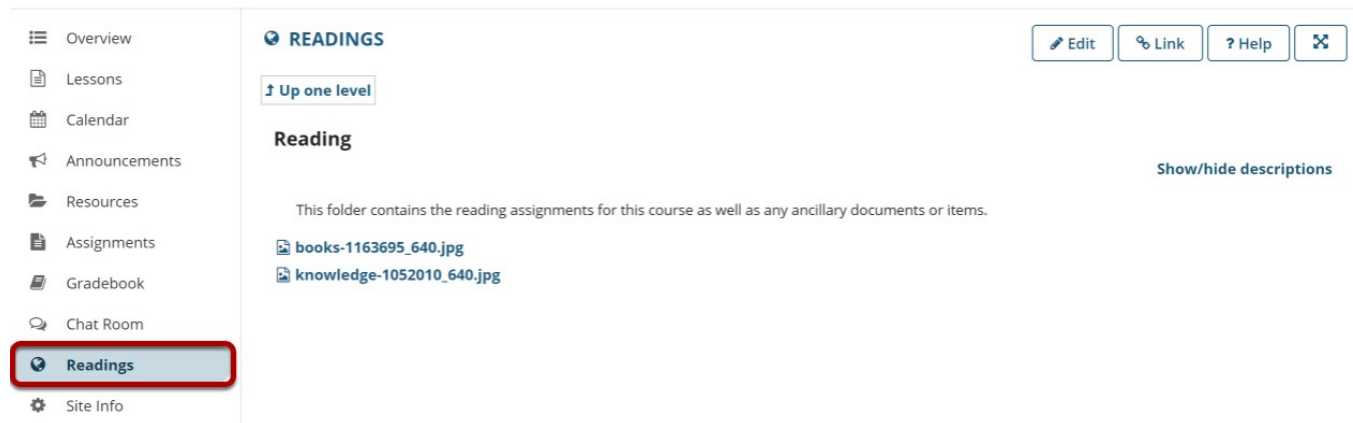
This displays the Make Web Content Link page.

## Enter a title, and then select Add.



Enter a title for the page link, and then click **Add**.

## View folder link in Tool Menu.



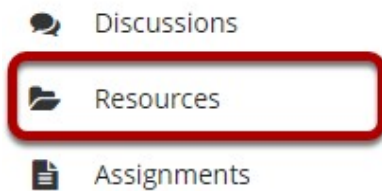
This creates a link in the Tool Menu. Clicking the button displays the folder contents.

*Note: Any contextual descriptions that have been added to the folder or files are displayed on the page.*

# How do I create a group folder in Resources?

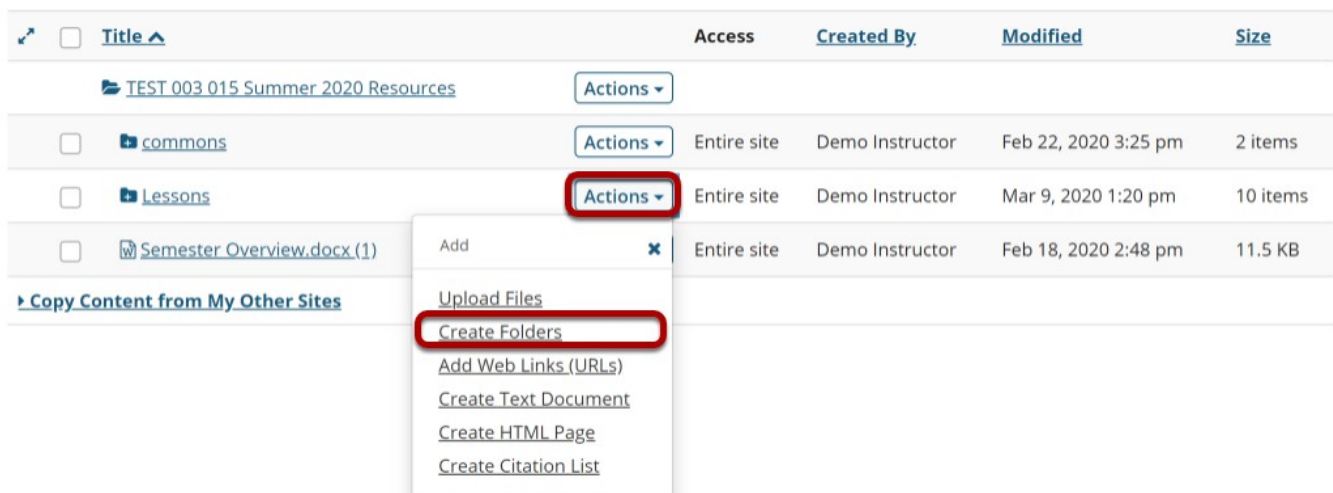
Instructors can create group folders in Resources that are only displayed to students assigned to that group. Instructors must first create the site groups. (See [How do I create groups?](#))

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, then Create Folders.



The screenshot shows a table of resources with columns for Title, Access, Created By, Modified, and Size. The 'Lessons' folder is selected, and its 'Actions' dropdown menu is open, showing options like 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', and 'Create Citation List'. The 'Create Folders' option is highlighted with a red box.

<input type="checkbox"/>	<a href="#">Title</a> ^	Access	Created By	Modified	Size
<input type="checkbox"/>	<a href="#">TEST 003 015 Summer 2020 Resources</a>				
<input type="checkbox"/>	<a href="#">commons</a>	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
<input type="checkbox"/>	<a href="#">Lessons</a>	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	10 items
<input type="checkbox"/>	<a href="#">Semester Overview.docx (1)</a>	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB
<a href="#">Copy Content from My Other Sites</a>					

To create a group folder, to the right of the root folder, from the **Add** section of the **Actions** drop-down menu, select **Create Folders**.

This displays the Create Folders page.

# Enter the folder name and add details.

## Create Folders

Location: / TEST 003 015 Summer 2020 / Lessons

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

Group A Lessons

[Add details for this item](#)

[Add Another Folder](#)

CREATE FOLDERS NOW

Cancel

Enter a name for the folder, then click **Add details for this item**.

This exposes the folder's detail properties.

# Enter item details, then create the folder.

### Availability and Access

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

**Show this folder**  From 03/17/2020 12:25 pm  Until 03/24/2020 12:25 pm

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

**Display this folder and its contents to selected groups only.**

Display to selected groups

M/W Class

Search group

Access: Assignment 3

Access: Introductions

M/W Class

T/TR Class








[Add Another Folder](#)

CREATE FOLDERS NOW

Cancel

Under **Availability and Access**, select **Display this folder and its contents to selected groups**, select the group name, then click **Create Folders Now**.

## View group folder.

 <input type="checkbox"/> <a href="#">Title ^</a>	Access	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>	
 <a href="#">TEST 003 015 Summer 2020 Resources</a>	<a href="#">Actions</a> ▾				
<input type="checkbox"/>  <a href="#">commons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
<input type="checkbox"/>  <a href="#">Lessons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	11 items
<input type="checkbox"/>  <a href="#">Group A Lessons</a>	<a href="#">Actions</a> ▾	Select group(s)	Demo Instructor	Mar 17, 2020 12:39 pm	0 items
<input type="checkbox"/>  <a href="#">Lessons_import</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 9, 2020 1:28 pm	1 item
<input type="checkbox"/>  <a href="#">gakai_lessons_import</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	1 item

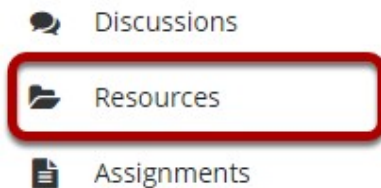
This creates a folder that is only displayed to members of the selected group.

Notes:

- *Instructors and site managers can see and access all group folders.*
- *Students that are not members of the group will not have the folder displayed in their Resources.*

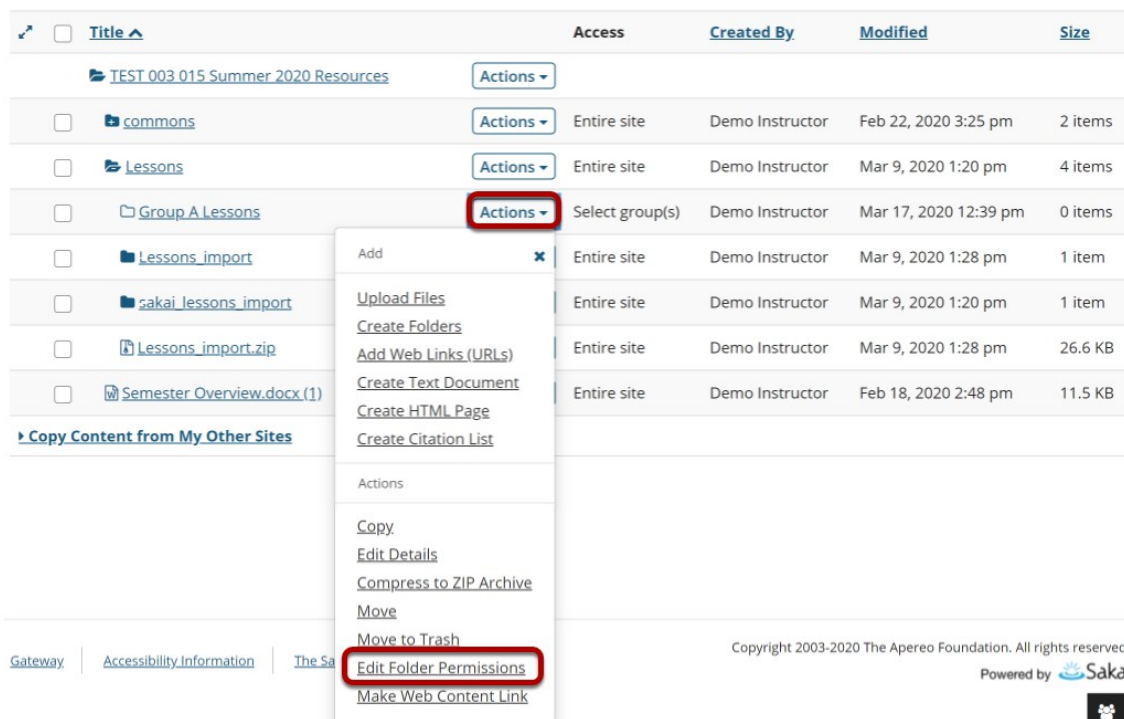
# How do I allow group members to upload content to a group Resources folder?

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click **Actions**, and then select **Edit Folder Permissions**.

A screenshot of a file management interface. At the top, there are columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. Below this is a table of items. The 'Group A Lessons' folder is selected, and its 'Actions' menu is open. The 'Edit Folder Permissions' option is highlighted with a red box. The table contains the following items:

Title	Access	Created By	Modified	Size
TEST_003_015_Summer_2020_Resources				
commons	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
Lessons	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	4 items
Group A Lessons	Select group(s)	Demo Instructor	Mar 17, 2020 12:39 pm	0 items
Lessons_import	Entire site	Demo Instructor	Mar 9, 2020 1:28 pm	1 item
sakai_lessons_import	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	1 item
Lessons_import.zip	Entire site	Demo Instructor	Mar 9, 2020 1:28 pm	26.6 KB
Semester_Overview.docx (1)	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB

To grant uploading permission to group members, select **Edit Folder Permissions** from the **Actions** drop-down menu to the right of the group folder.

This displays the folder permissions.

*Note: You will need to [make the folder a group folder](#) in order to limit uploading permissions to a single group.*

# Modify student permissions and then Save.

## Permissions

Set permissions for resources in folder: Group A Lessons

Undo changes

Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE Cancel

In the student column, select **Create resources**, **Edit own resources**, **Delete own resources**, and **Access/create group resources**, then click **Save**.

## Group members may now add and edit items.

<input type="checkbox"/>	<a href="#">Title</a> ^		<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	<a href="#">TEST 003 015 Summer 2020 Resources</a>	<a href="#">Actions</a> ▾				
<input type="checkbox"/>	<a href="#">commons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	4 items
<input type="checkbox"/>	<a href="#">Group A Lessons</a>	<a href="#">Actions</a> ▾	Select group(s)	Demo Instructor	Mar 17, 2020 12:39 pm	0 items
<input type="checkbox"/>	<a href="#">Lessons_import</a>	<div style="border: 1px solid black; padding: 5px;"><p>Add <span style="float: right;">✕</span></p><p><a href="#">Upload Files</a></p><p><a href="#">Create Folders</a></p><p><a href="#">Add Web Links (URLs)</a></p><p><a href="#">Create Text Document</a></p><p><a href="#">Create HTML Page</a></p><p><a href="#">Create Citation List</a></p><hr/><p>Actions</p><hr/><p><a href="#">Copy</a></p><p><a href="#">View Details</a></p></div>	Entire site	Demo Instructor	Mar 9, 2020 1:28 pm	1 item
<input type="checkbox"/>	<a href="#">sakai_lessons_import</a>		Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	1 item
<input type="checkbox"/>	<a href="#">Lessons_import.zip</a>		Entire site	Demo Instructor	Mar 9, 2020 1:28 pm	26.6 KB
<input type="checkbox"/>	<a href="#">Semester Overview.docx (1)</a>		Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB

This allows the students that are members of the group to upload and edit content in the group folder.

Students that are members of the group will have an "Add" section available in the folder's Actions drop-down menu.

# How do I allow all students to upload content to a selected folder?

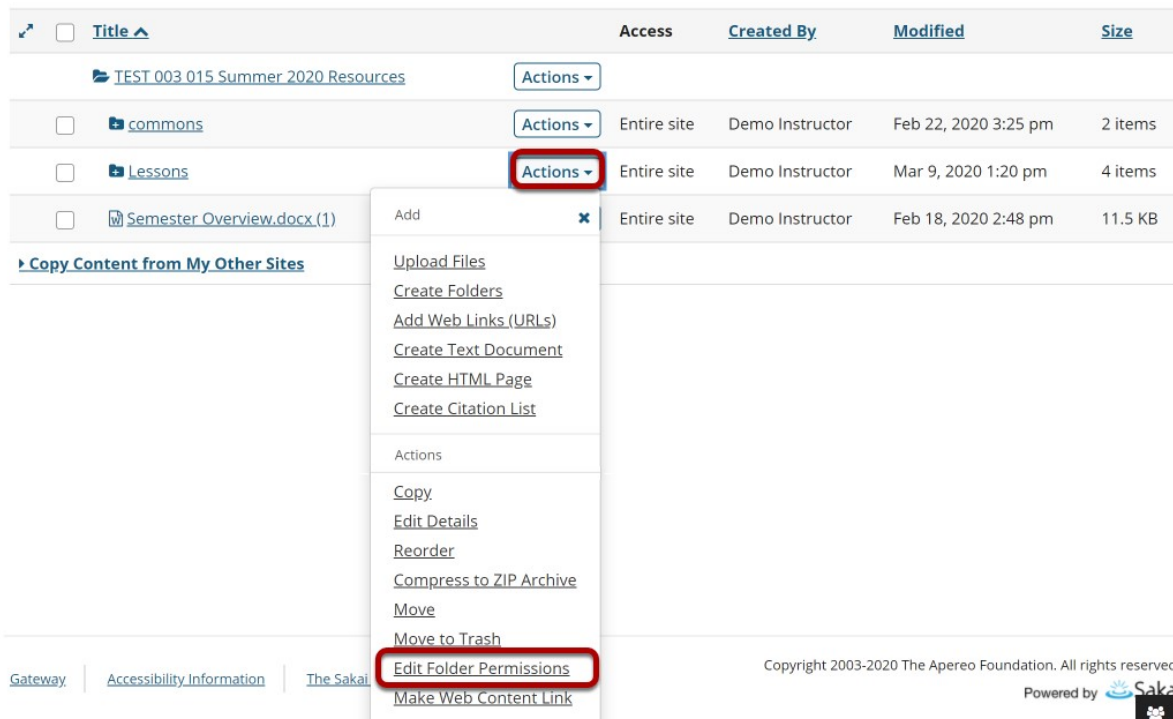
Instructors can allow all students to upload and edit files to a selected folder in Resources. Instructors must first create the folder. (See [How do I create folders?](#))

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Edit Folder Permissions.



A screenshot of the Resources tool interface. It shows a table with columns for Title, Access, Created By, Modified, and Size. The table contains three rows: 'TEST 003 015 Summer 2020 Resources', 'commons', and 'Lessons'. The 'Lessons' row has its 'Actions' dropdown menu open, showing options like 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', and 'Edit Folder Permissions'. The 'Edit Folder Permissions' option is highlighted with a red box. At the bottom of the page, there is a footer with 'Gateway', 'Accessibility Information', 'The Sakai Project', 'Copyright 2003-2020 The Apereo Foundation. All rights reserved.', and 'Powered by Sakai'.

Title	Access	Created By	Modified	Size
TEST 003 015 Summer 2020 Resources				
commons	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
Lessons	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	4 items
Semester Overview.docx (1)	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB



To grant uploading permission to all students, to the right of the folder, from the **Actions** drop-down menu, select **Edit Folder Permissions**.

This displays the folder permissions dialog box.

## Modify student permissions, and then click Save.

### Permissions

Set permissions for resources in folder: Lessons

Undo changes

Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access/create group resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE

Cancel

In the student column, select **Create resources**, **Edit own resources**, and **Delete own resources**, and then click **Save**.

## Students may now upload and edit items within the folder.

<input type="checkbox"/>	<a href="#">Title</a> ^		Access	Created By	Modified	Size
	<a href="#">TEST 003 015 Summer 2020 Resources</a>	<a href="#">Actions</a> ▾				
<input type="checkbox"/>	<a href="#">commons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<a href="#">Actions</a> ▾	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	4 items
<input type="checkbox"/>	<a href="#">Semester Overview.docx (1)</a>	<a href="#">Add</a> ✕	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB

- [Upload Files](#)
- [Create Folders](#)
- [Add Web Links \(URLs\)](#)
- [Create Text Document](#)
- [Create HTML Page](#)
- [Create Citation List](#)

Actions

[Copy](#)

[View Details](#)

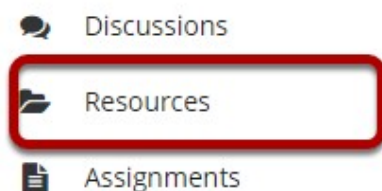
This allows the students to upload and edit content in the selected folder.

Students will have an "Add" section added to their **Actions** button displayed next to the folder.

# How do I make a file or folder publicly viewable?

Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL, even if they're not members of the folder's original site. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Actions, and then select Edit Details.

The screenshot shows a table of resources in a Sakai environment. The table has columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The 'Syllabus and Guidelines' item is selected, and its 'Actions' dropdown menu is open, showing various options. The 'Edit Details' option is highlighted with a red box.

Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 16, 2020 10:01 pm	2 items
Websites	Entire site	Demo Instructor	Mar 16, 2020 5:08 pm	2 items

Actions dropdown menu options:

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Actions
- Copy
- Edit Details**
- Reorder
- Compress to ZIP Archive
- Move
- Move to Trash
- Edit Folder Permissions
- Make Web Content Link

To make a file or folder publicly viewable, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

## Make the item public, and then select Update.

**Availability and Access**

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder  From 03/17/2020 06:20 pm  Until 03/24/2020 06:20 pm

Hide this folder but allow access to its contents

Hide this folder and its contents

Choose who can see this folder and its contents.

Only members of this site can see this folder and its contents.

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all logged in users.

**Folder Details**

**Optional Properties**

**Learning Object Metadata**

Under **Availability and Access**, select the radio button for **This folder and its contents are publicly viewable**, then click **Update**.

*Note: This can be done with files as well.*

## The Resources item is designated as Public.

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	<a href="#">Discussion 1 SMPL101 Resources</a>	<input type="button" value="Actions"/>			
<input type="checkbox"/>	<a href="#">Syllabus and Guidelines</a>	<input type="button" value="Actions"/> Public	Demo Instructor	Mar 17, 2020 6:24 pm	3 items
<input type="checkbox"/>	<a href="#">Lessons</a>	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>	<a href="#">Reading</a>	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 16, 2020 10:01 pm	2 items
<input type="checkbox"/>	<a href="#">Websites</a>	<input type="button" value="Actions"/> Entire site	Demo Instructor	Mar 16, 2020 5:08 pm	2 items

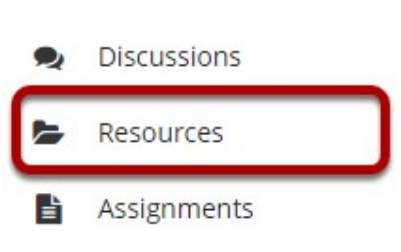
[Copy Content from My Other Sites](#)

*Note: While the content can be viewed by those who are not members of the folder's originating site, the content cannot be searched for or viewed by those who are not logged into your institution's system.*

# What is the Resources quota?

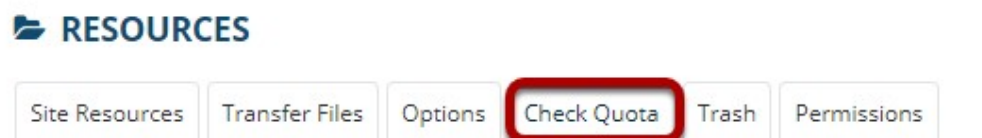
Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes [MB] or gigabytes [GB]) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Click Check Quota.



This displays the Resources Quota page.

# Quota is displayed.

## Quota

---

This is the quota for the current site and your usage of it.

This site is currently using 0% (2.5 MB ) of its 1 GB quota.

[BACK](#)

The amount of storage space currently being used and the site's quota will be displayed.

# How do I transfer files to Resources using WebDAV?

Users can transfer files to Resources using the WebDAV protocol. WebDAV allows users to upload multiple files and folders from their local computer to and from their site Resources.

WebDAV stands for "Web-based Distributed Authoring and Versioning." It is a set of extensions to the HTTP protocol that allows users to collaboratively edit and manage files on remote web servers.

Once users have set up WebDAV for a particular site's Resources, their computers will treat the Resources like any other folder on their local system. Users are able to drag and drop files and folders from Resources just as they would in "My Computer" in Windows, or in "Finder" on a Mac.


For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.


Mac OS X 10.4 (Tiger) and newer supports secure WebDAV connections in the Finder. Mac users can also use Cyberduck or AnyClient.

Depending on your specific operating system version, you may find one method performs better than another.

*Note: You may also upload multiple files using the [drag and drop feature](#) in Resources.*

## Go to Resources.

 Discussions

 Resources

 Assignments

Select Resources from the Tool Menu in your site.





# How do I attach files from my Home Resources to submissions in my other sites?

You can attach items from **My Resources** in your *Home* site to any location in another site where you have permission to add attachments. For example, you may attach a file stored in *My Resources* to an assignment or forum post in one of your course sites.

## Upload item(s) to My Resources.

For information on accessing and uploading files to *My Resources*, see [What are My Resources in Home?](#) and [How do I upload files?](#)

## Attach a My Resources file to work in another site.

The screenshot shows the Sakai interface. The top navigation bar includes the Sakai logo, a search icon, a 'View Site As:' dropdown, and a notification icon with the number '2'. Below the navigation bar, there are several site selection buttons: Home, Discussion 4 SMPL101, TEST 003 015 Summer 2020, Discussion 1 SMPL101 (selected), and TEST 002 025 Spring 2020. The left sidebar contains a menu with items: Overview, Lessons, Calendar, Announcements, Resources, Assignments (highlighted with a red box), Gradebook, Chat Room, and Readings. The main content area is titled 'ASSIGNMENTS' and has tabs for 'Add', 'Assignments', 'Assignments by Student', 'Grade Report', 'Student View', 'Permissions', 'Options', and 'Trash'. Below the tabs, there are buttons for 'Link', 'Help', and a refresh icon. The 'Assignments' section shows a table with the following data:

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>	Entire Site	Open	Mar 17, 2020 10:25 PM	Mar 24, 2020 10:25 PM	0/0	No Grade	<input type="checkbox"/>

In the site where you want to add an attachment, go to the tool where you want to add it, for example, *Assignments*.

## Go to the item where you want to attach the file.

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>	Entire Site	Open	Mar 17, 2020 10:25 PM	Mar 24, 2020 10:25 PM	0/0	No Grade	<input type="checkbox"/>

Click on **Edit** beneath the item where you want to attach the file.

## Under Attachments, select Add Attachments.

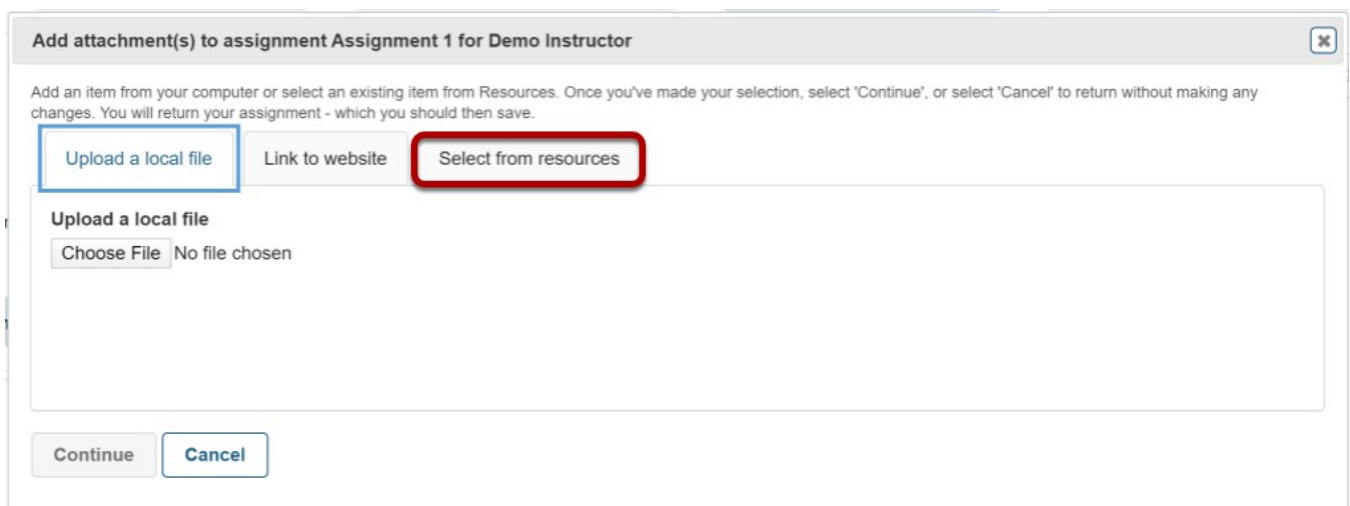
### Attachments

No attachments yet

Add Attachments

Scroll down to the Attachments section of the Edit Details page and click **Add Attachments**.

## Click the Select from resources tab.



The screenshot shows a dialog box titled "Add attachment(s) to assignment Assignment 1 for Demo Instructor". The dialog contains the following elements:

- Instructional text: "Add an item from your computer or select an existing item from Resources. Once you've made your selection, select 'Continue', or select 'Cancel' to return without making any changes. You will return your assignment - which you should then save."
- Three tabs: "Upload a local file", "Link to website", and "Select from resources". The "Select from resources" tab is highlighted with a red border.
- Under the "Upload a local file" tab, there is a "Choose File" button and the text "No file chosen".
- At the bottom, there are "Continue" and "Cancel" buttons.

On the Add attachments page, click the **Select from resources tab**.

# Under Select from resources, scroll down and select Show other sites.








Select a resource

Location:  Discussion 1 SMPL101 Resources

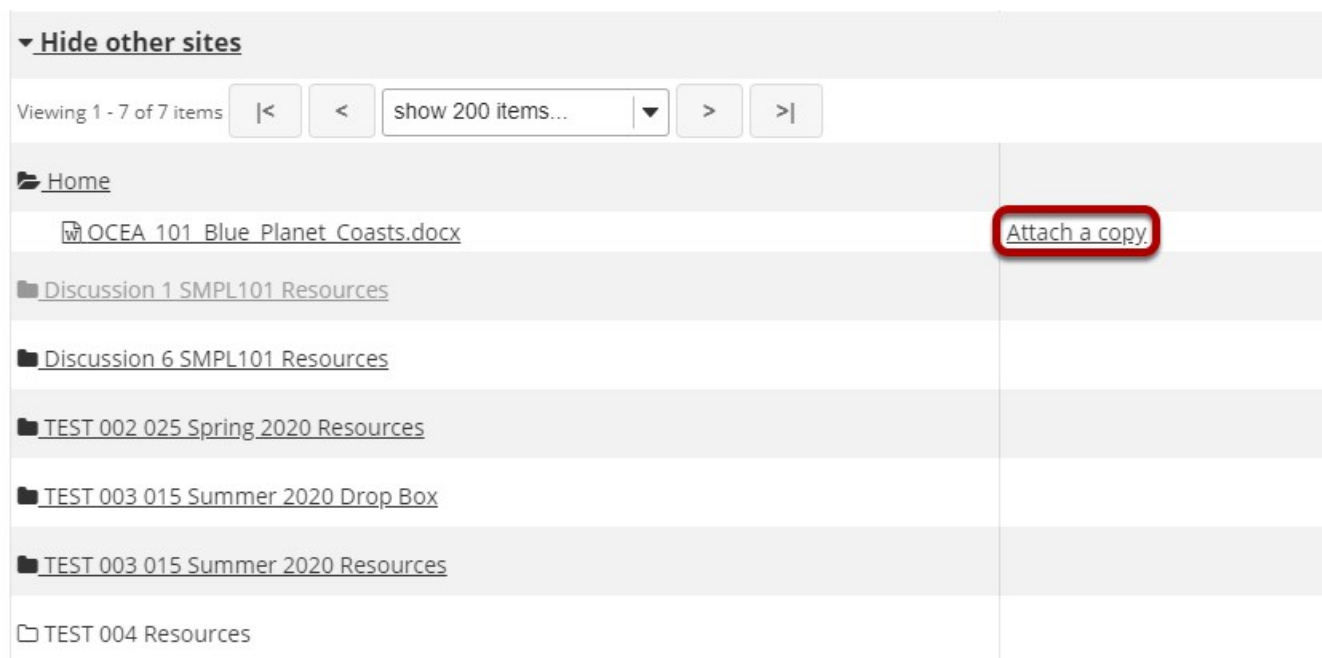
Title	Actions
 Discussion 1 SMPL101	
 Syllabus and Guidelines	
 Lessons	
 Reading	
 Websites	
 Show other sites	

Under *Select from resources*, click **Show other sites**

# Select the Home folder from your list of other sites.

Hide other sites	
Viewing 1 - 7 of 7 items  < < show 200 items... > >	
 Home	
 Discussion 1 SMPL101 Resources	
 Discussion 6 SMPL101 Resources	
 TEST 002 025 Spring 2020 Resources	
 TEST 003 015 Summer 2020 Drop Box	
 TEST 003 015 Summer 2020 Resources	
 TEST 004 Resources	


To the right of the file you want to attach, click **Attach a copy**.



▼ Hide other sites

Viewing 1 - 7 of 7 items |< < show 200 items... > >|

Home

 OCEA 101 Blue Planet Coasts.docx **Attach a copy**

Discussion 1 SMPL101 Resources

Discussion 6 SMPL101 Resources

TEST 002 025 Spring 2020 Resources

TEST 003 015 Summer 2020 Drop Box

TEST 003 015 Summer 2020 Resources

TEST 004 Resources

Confirm attaching selected file(s).




The name of your selected file will display under *Items to attach* at the top of the page. When you have finished selecting the files you want to attach, click **Continue**.

The file is attached.



Attachments

 OCEA 101 Blue Planet Coasts.docx ( 6 KB; Apr 15, 2020 2:49 pm )

Add / Remove Attachments

A link to your file will be displayed under *Attachments*.

Footer

## View the Attachment icon next to the item in Resources.

	Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
	<b>Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>	Entire Site	Open	Mar 17, 2020 10:25 PM	<b>Mar 24, 2020 10:25 PM</b>	<a href="#">0/0</a>	No Grade	<input type="checkbox"/>

Back on the Item's landing page, the item will now appear with the attachment icon to the left of the item title.