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.

💬 Discussions

📂 Resources

📄 Assignments

Footer
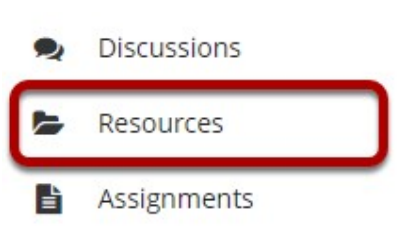
Example of a Resources Page

All site files ▾ / TEST 002 025 Spring 2020 Resources

					Display Columns ▾

Move | Copy | Move to Trash | Show | Hide

⤡ ☐	**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
☐	📄 Class Notes-1.pdf	Actions ▾	Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
☐	📄 Class Notes.pdf	Actions ▾	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
☐	🖼 dove-2516641_640.jpg	Actions ▾	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
☐	🎬 Owl - 18244-1.mp4	Actions ▾	Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
☐	🎬 Owl - 18244.mp4	Actions ▾	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB
☐	📂 Podcasts ❶	Actions ▾	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
☐	📄 Episode 1: Welcome ❶	Actions ▾	Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
☐	📄 Episode 2 ❶	Actions ▾	Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
☐	📄 *Episode 3* ❶ ⦸	Actions ▾	*Public (Hidden)*	*Demo Instructor*	*Mar 11, 2020 10:59 pm*	*452.2 KB*
☐	📁 TEST 002 025 Spring 2020	Actions ▾	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
☐	🖼 download.gif	Actions ▾	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
☐	📄 rating-postem-test002025.csv	Actions ▾	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

▸ **Copy Content from My Other Sites**

Labels in image: Site Root Folder, Folder, Content files, Item description

Footer

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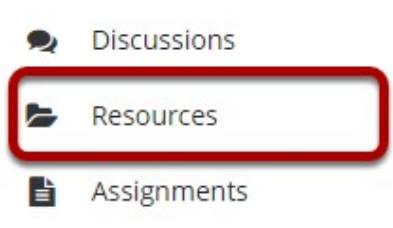
Select the **Resources** tool from the Tool Menu of your site.

Folder View

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

Footer

Breadcrumb Trails

Tool-Level Breadcrumb Trail

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

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.

Footer

Expand All/Collapse All

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.

Footer
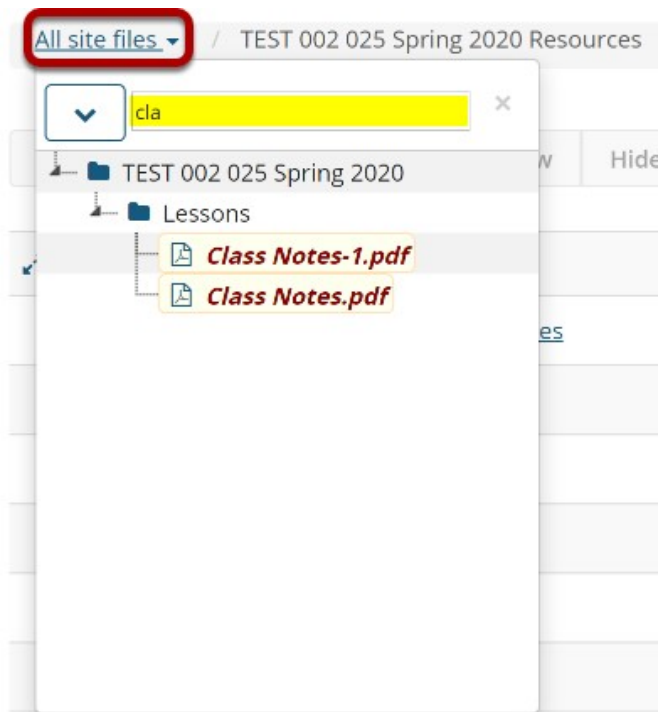
Search

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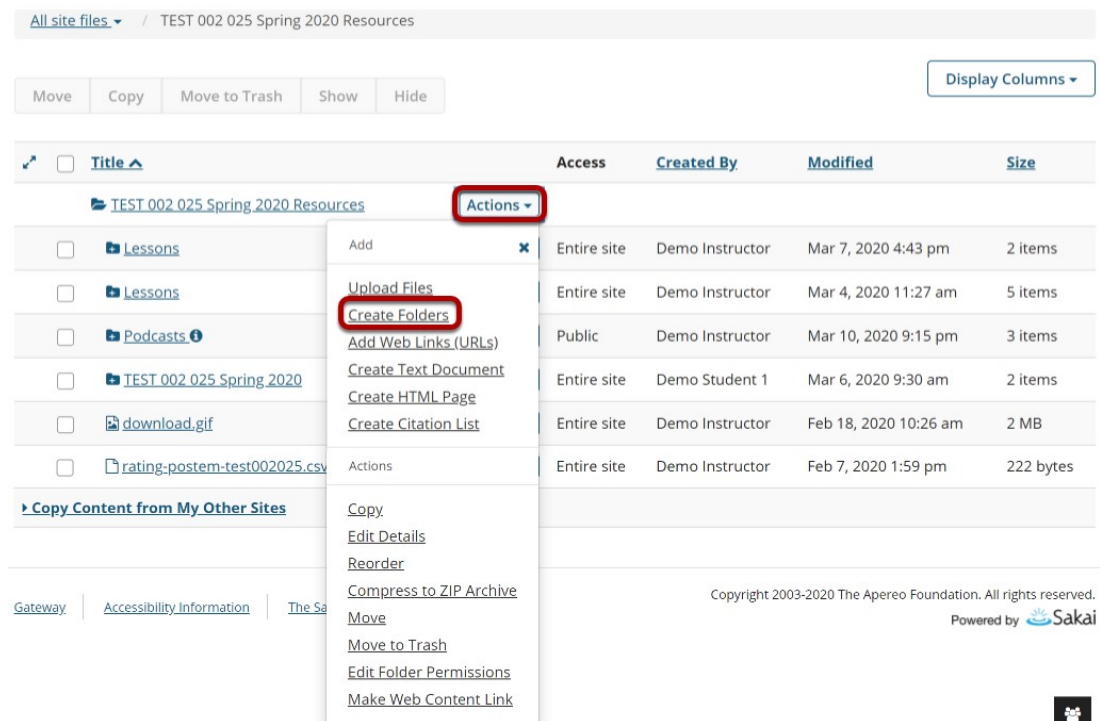
Footer

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.

Footer

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   Syllabus and Guidelines   Add details for this item

Add Another Folder

CREATE FOLDERS NOW   Cancel

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   Syllabus and Guidelines   Add details for this item ✖

Folder Name   Reading   Add details for this item ✖

Folder Name   Websites   Add details for this item ✖

Add Another Folder

CREATE FOLDERS NOW   Cancel

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.

CREATE FOLDERS NOW   Cancel

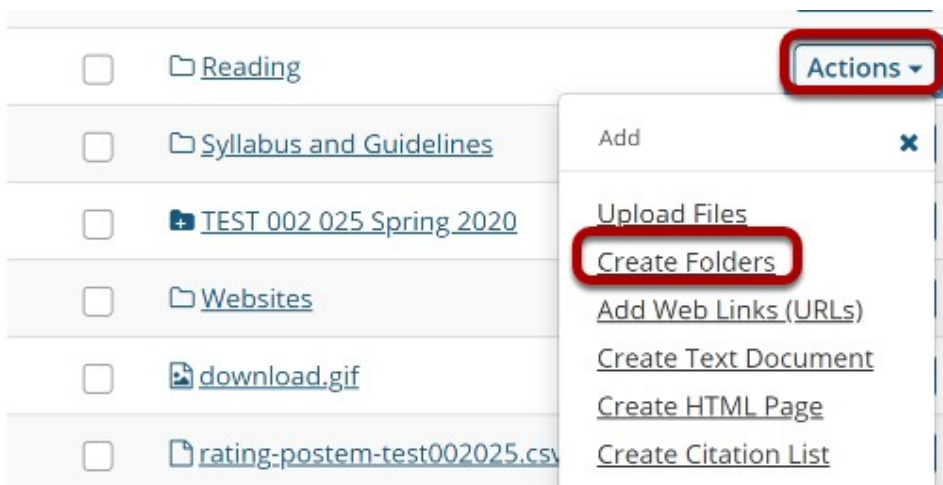To create the folder(s) in Resources, click **Create Folders Now**.

Footer

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

View folders in Resources.

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.

Footer

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   Unit 1   Add details for this item

Add Another Folder

CREATE FOLDERS NOW   Cancel

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   Unit 1   Add details for this item

Add Another Folder

CREATE FOLDERS NOW   Cancel

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 | Unit 1 | Add details for this item ✖ |
| Folder Name | Unit 2 | 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.

		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
	☐	📁 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	2 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

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

Footer

View subfolder.

		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
	☐	📩 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	2 items
	☐	📁 Unit 1	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
	☐	📁 Unit 2	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 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

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.

Footer
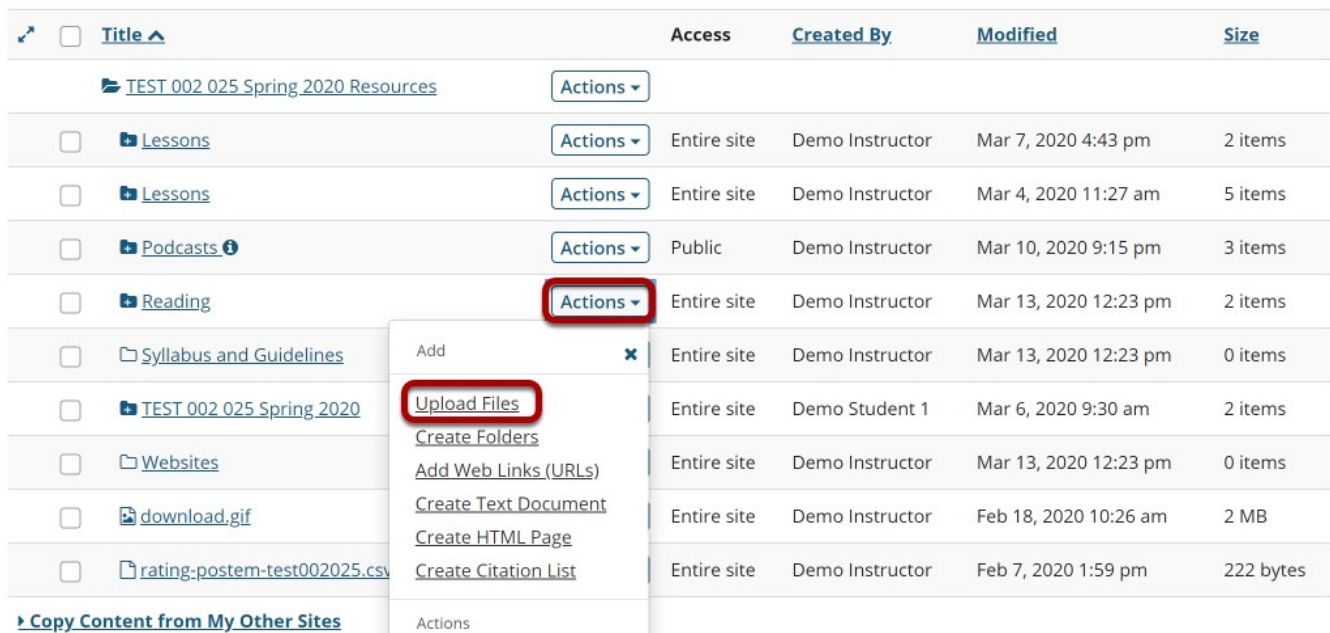
How do I upload files to Resources?

Go to Resources.

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

Click Actions, and then select Upload Files.

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.

Footer

Drag and drop files from your computer.

Upload Files

Location: / TEST 002 025 Spring 2020 / Reading

31.4 KB

Class Notes....

Remove file

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

Drop files to upload, or click here to browse.

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

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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.

Footer

Click Continue.

Upload Files

Location: / TEST 002 025 Spring 2020 / Reading

31.4 KB

Class Notes....

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* 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.

		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
	☐	⊞ 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
	☐	🗀 Unit 1	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
	☐	🗀 Unit 2	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
	☐	📄 Class Notes.pdf	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 2:07 pm	30.7 KB

The files are now located inside the selected Resources folder.

Footer

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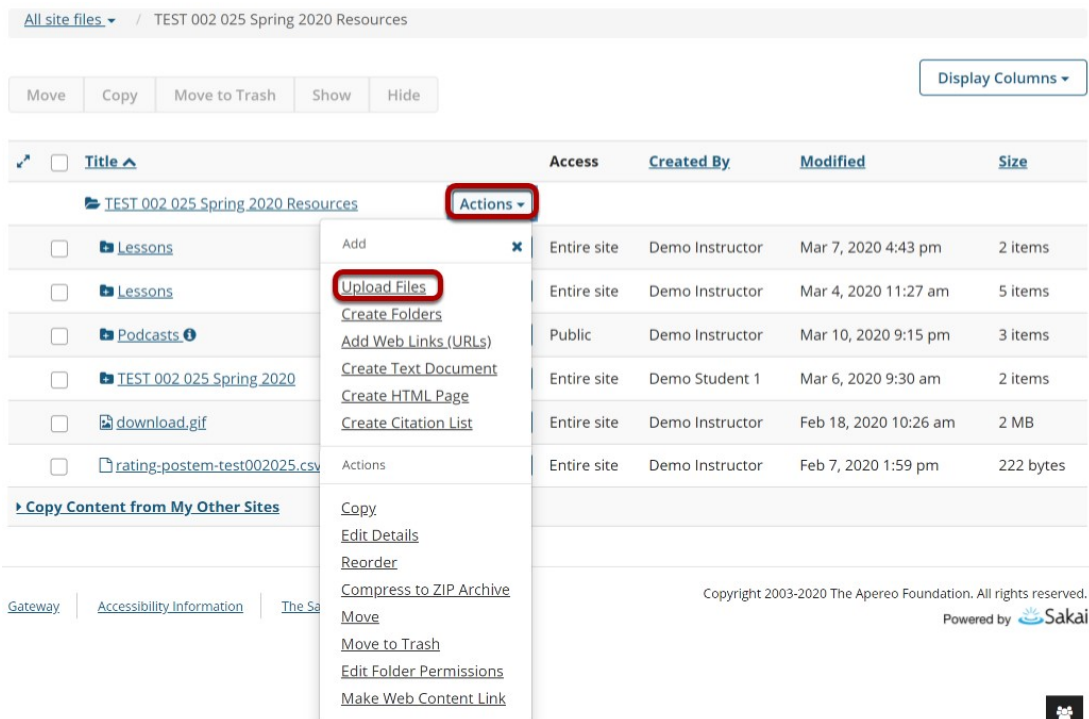
There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions > Expand Zip Archive functionality to unpack the zip file into its component files.

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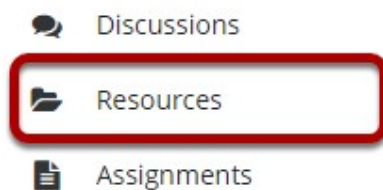
Select the **Resources** tool from the Tool Menu of your site.

From the Actions menu, select Upload Files.

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

1.5 MB

Lessons Imp...

Remove file

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.

Footer

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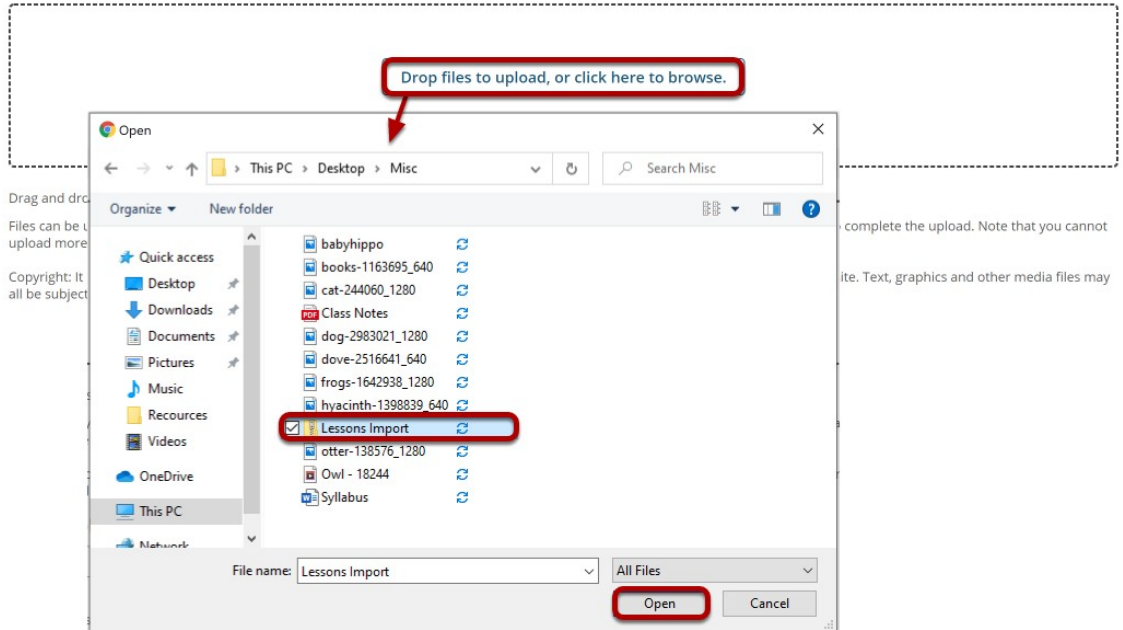
If you prefer to browse for your file instead, click the **Drop files here to upload, or click here to browse** button to go to the file browser view.

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

Footer

Click Continue.

Upload Files

Location: / TEST 002 025 Spring 2020

1.5 MB

Lessons Imp...

Remove file

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.

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Versioning Uploaded items should

◉ **Create new version** ○ **Overwrite existing files**

Availability Uploaded items should be

◉ **Visible** ○ **Hidden**

Email Notification

None - No notification ▼

CONTINUE   Cancel

This uploads the zip file.

Footer

Click Actions, and then select Expand Zip Archive.

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

Footer

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
☐	❶	📁 Lessons Import-1	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:34 pm	1 item
☐	❷	📁 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
☐		📄 Owl - 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
☐	❸	📄 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

▸ Copy Content from My Other Sites

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.

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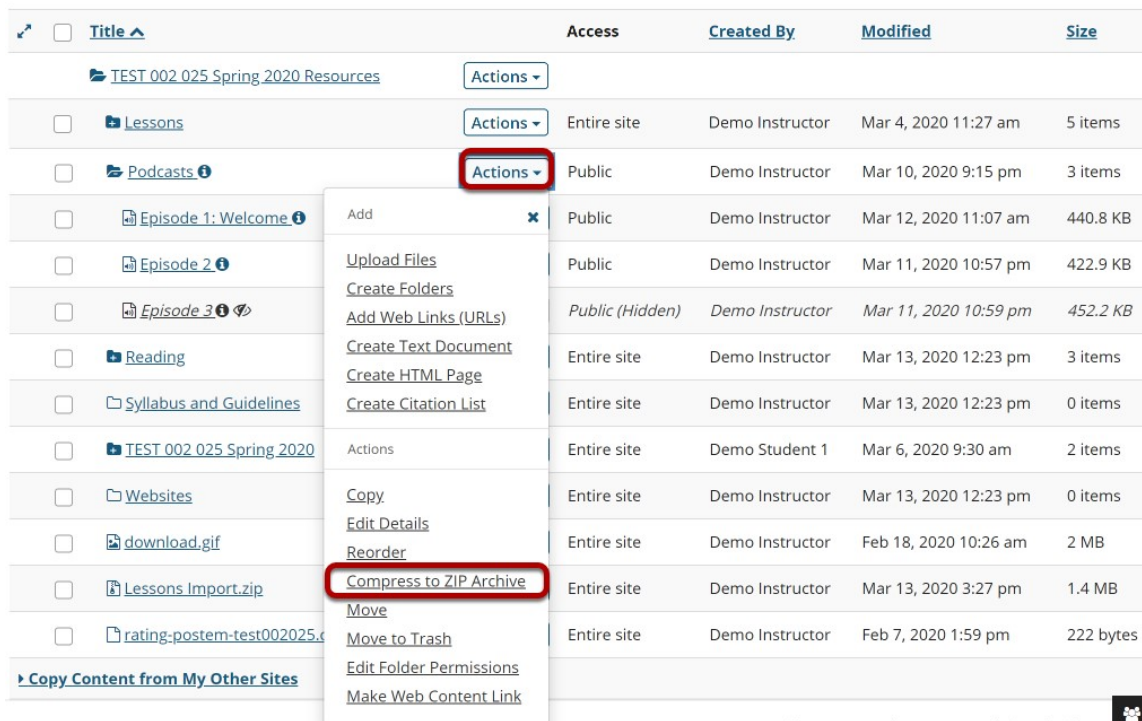
How do I create a zip archive file in Resources?

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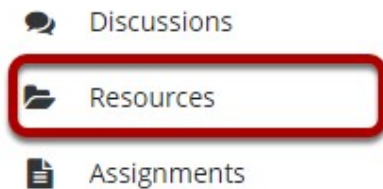
Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Compress to Zip Archive.

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.

Footer

Zip File Contents

		Title ∧		Access	Created By	Modified	Size
		📂 TEST 002 025 Spring 2020 Resources	Actions ▾				
	☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
	☐	📂 Podcasts ⓘ	Actions ▾	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
	☐	📄 Episode 1: Welcome ⓘ	Actions ▾	Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
	☐	📄 Episode 2 ⓘ	Actions ▾	Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
	☐	📄 Episode 3 ⓘ ⌀	Actions ▾	Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
	☐	📁 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
	☐	📄 Lessons Import.zip	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:27 pm	1.4 MB
	☐	📄 Podcasts.zip	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 3:55 pm	1.2 MB
	☐	📄 rating-postem-test002025.csv	Actions ▾	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes

▸ **Copy Content from My Other Sites**

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.

Footer

How do I add a web link or URL?
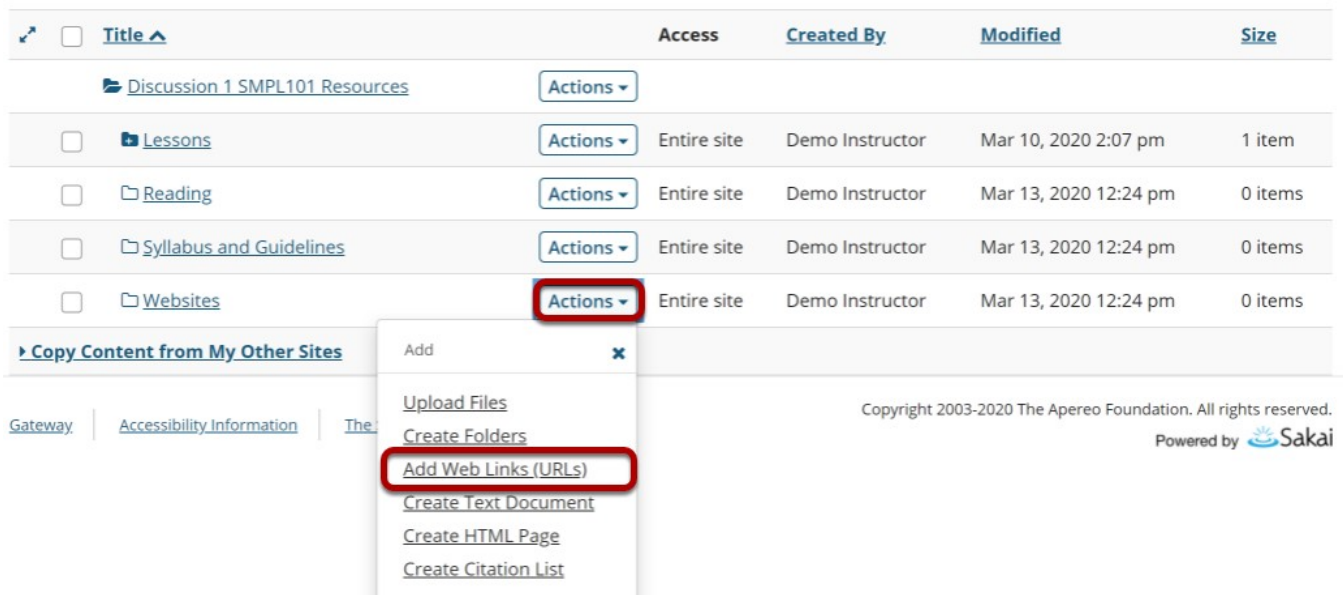
Users can create links to web pages in Resources.

Go to Resources.

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

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

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.

Footer

Enter web address.

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.

Footer

View link(s) in Resources.

		Title ⌃		Access	Created By	Modified	Size
		📂 Discussion 1 SMPL101 Resources	Actions ▾				
	☐	📤 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
	☐	📁 Reading	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
	☐	📁 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
	☐	📂 Websites	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
	☐	📄 Sakai	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes

▸ Copy Content from My Other Sites

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

Footer

How do I create a text document?

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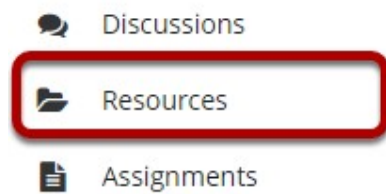
Select the **Resources** tool from the Tool Menu of your site.

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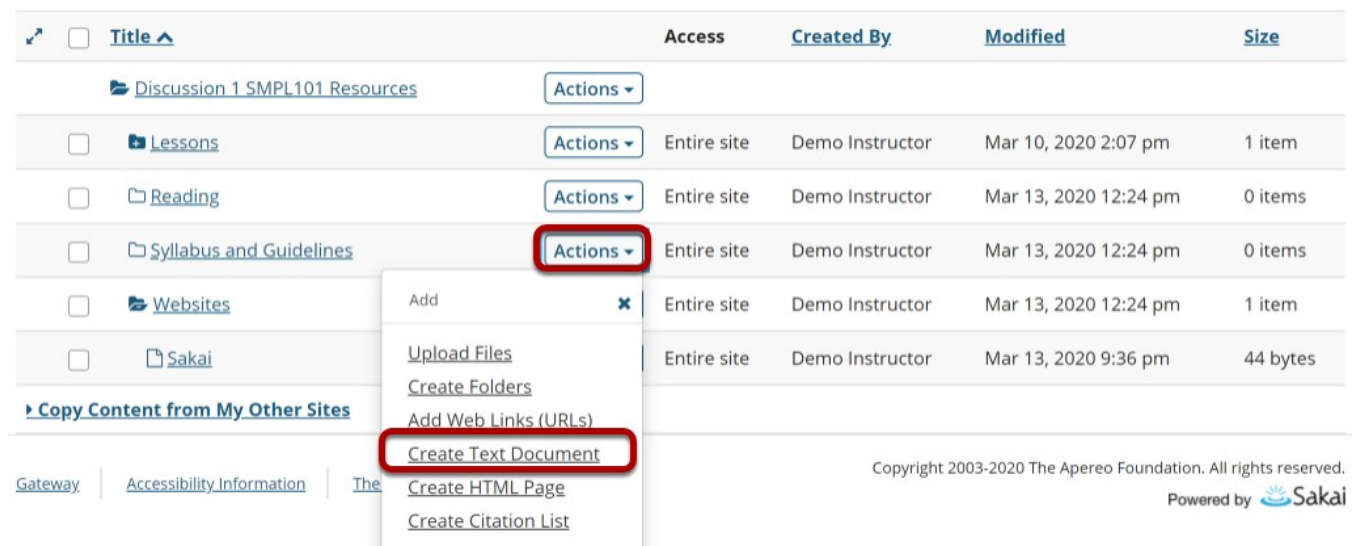
To the right of the folder in which you want to create the text document, from the **Actions** drop-down menu, select **Create Text Document**.

This displays the Create Text Document page.

Footer

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**.

Footer

View text document in Resources.

		Title ∧		Access	Created By	Modified	Size
		📁 Discussion 1 SMPL101 Resources	Actions ▾				
	☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
	☐	📁 Reading		Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
	☐	📁 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
	☐	📄 Syllabus ⓘ	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 10:04 pm	465 bytes
	☐	📁 Websites	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
	☐	📄 Sakai	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes

Click icon to view file description

▸ Copy Content from My Other Sites

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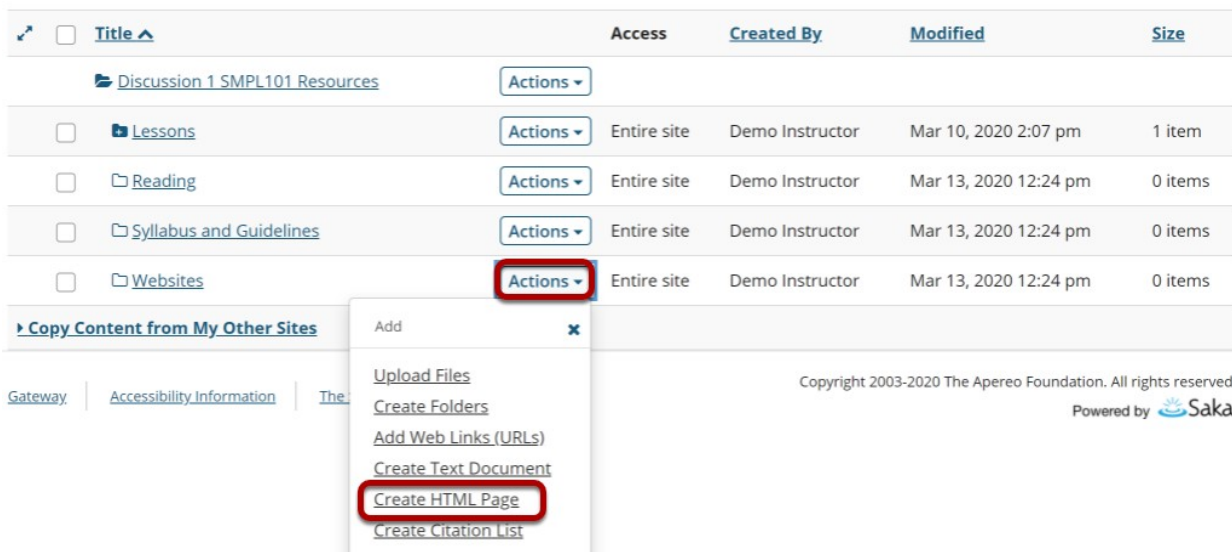
To the right of the folder where you want to create the HTML page, from the **Actions** drop-down menu, select **Create HTML Page**.

Footer

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
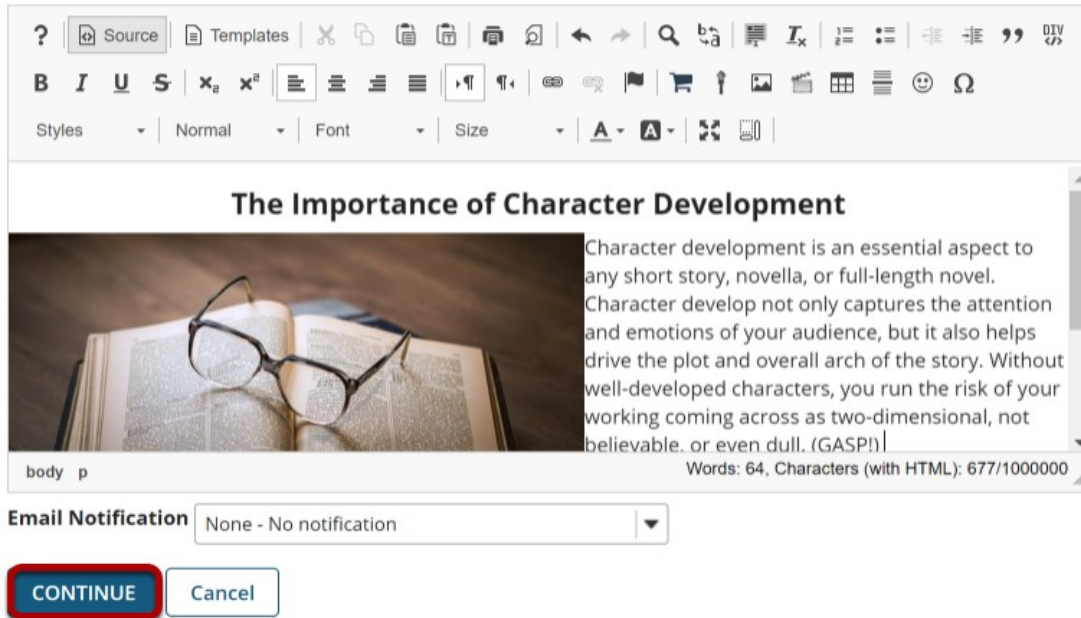
CONTINUE   Cancel

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

Footer

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 Importance of Character Development

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: 64, Characters (with HTML): 677/1000000

Email Notification   None - No notification

CONTINUE   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.

Footer

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** Character Development

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 None - No 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.

		Title ⌃		Access	Created By	Modified	Size
		📂 Discussion 1 SMPL101 Resources	Actions ▼				
	☐	📑 Lessons	Actions ▼	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	1 item
	☐	📂 Reading	Actions ▼	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	0 items
	☐	📑 Syllabus and Guidelines	Actions ▼	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	1 item
	☐	📂 Websites	Actions ▼	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
	☐	📄 Character Development ⓘ	Actions ▼	Entire site	Demo Instructor	Mar 14, 2020 3:59 pm	680 bytes
	☐	📄 Sakai	Actions ▼	Entire site	Demo Instructor	Mar 13, 2020 9:36 pm	44 bytes
	☐	📄 knowledge-1052010_640.jpg	Actions ▼	Entire site	Demo Instructor	Mar 14, 2020 3:45 pm	54.3 KB

Click the icon to view file description

▸ **Copy Content from My Other Sites**

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

Footer

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.

Footer

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.

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

Method 1: Import RIS File

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.

Footer

Click Choose File.

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

Click Import.

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

Footer

Click Done.

View citation list in Resources.

The citation list is located in the selected folder.

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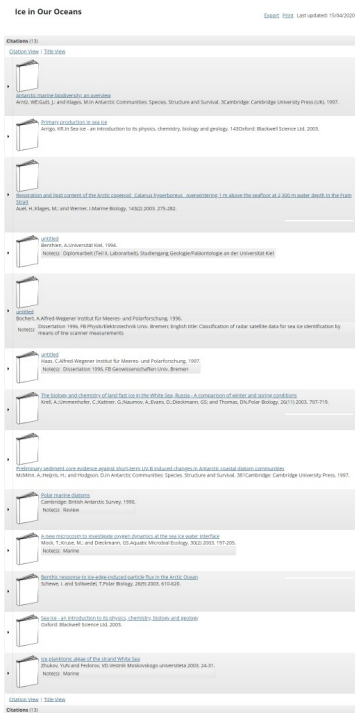
Clicking on the list name will open the item and display the list of citations.

Method 2: Manually create citation list.
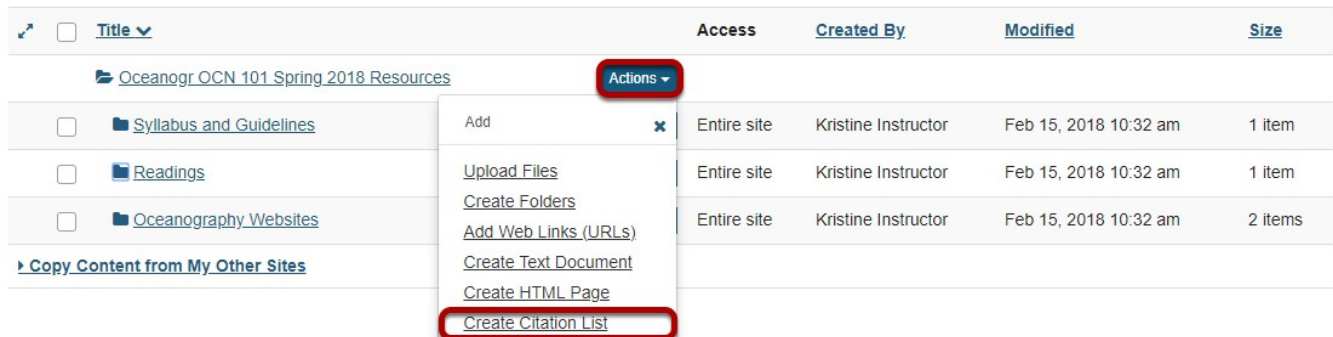
To the right of the folder where you want to create the citation list, from the **Actions** drop-down menu, select **Create Citation List**.

This displays the New Citation List page.

Footer

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

New Citation List

★ **Citation List Name:** Oceanography: An Invitation

Email Notification None - No notification

Add Citations From:

Search Resources | Manually Create | Import

DONE No citations have been added yet.

DONE

Enter citation information, then Save.

Add Citation

Save Citation | Cancel Citation

Select Citation Type	Book
⋅ Author(s)	Tom Garrison
	Add another
⋅ Book Title	Oceanography: An Invitation to Marine Science 9th Edition
Year	2015
Date	
Publisher	Brooks Cole
Publication Location	
Edition	9th
Editor(s)	
	Add another
Series Title	
Abstract	Developed in partnership with the National Geographic Society, market-leading OCEANOGRAPHY: AN INVITATION TO MARINE SCIENCE, 9e gives you a basic understanding of the scientific questions,
Note(s)	
	Add another
ISBN	1305105168
Subject(s)	
	Add another
Language	
Call Number	
Date Retrieved	
Open URL	
DOI	
Rights	
	Add another
Link(s)	URL
	Use as title link? ○
	Label
	Add another

Save Citation | Cancel Citation

Footer

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

Click Done.

New Citation List

* **Citation List Name:** Oceanography: An Invitation to N

Email Notification | None - No notification ▼

Add Citations From:

[Search Resources] [Manually Create] [Import]

[Done]

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

[Done]

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.

	Title ▼		Access	Created By	Modified	Size
	📁 Oceanogr OCN 101 Spring 2018 Resources	Actions ▾				
☐	📄 Oceanography: An Invitation to Marine Science	Actions ▾	Entire site	Kristine Instructor	Feb 15, 2018 11:25 am	1 citations
☐	📁 Syllabus and Guidelines	Actions ▾	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
☐	📁 Readings	Actions ▾	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	1 item
☐	📁 Oceanography Websites	Actions ▾	Entire site	Kristine Instructor	Feb 15, 2018 10:32 am	2 items
▸ Copy Content from My Other Sites						

The citation is listed in the selected folder.

Footer

Click on the citation list name.

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

Footer

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.

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.*

Footer

Click the clipboard icon (paste moved items here).

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.

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

Footer

How do I copy a file or folder within Resources in the same site?
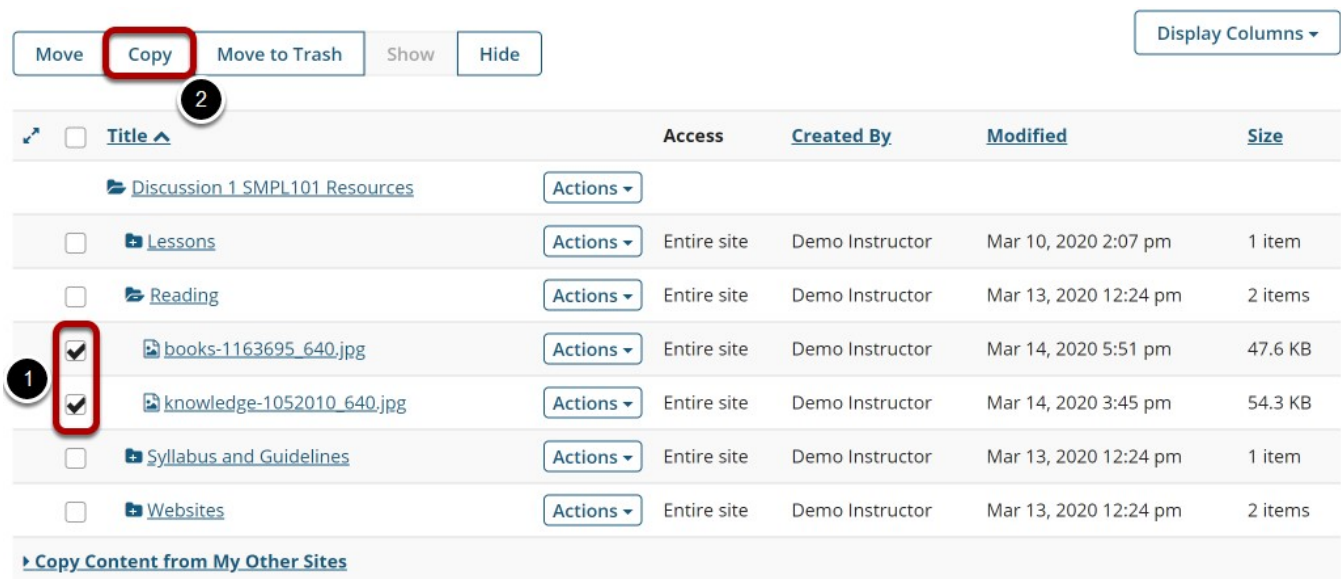
Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.
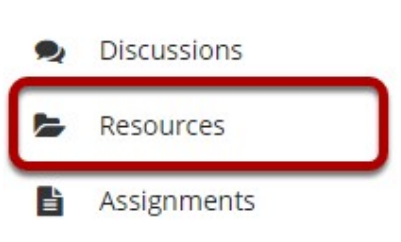
Select one or more items, and then select Copy.

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.*

Click the clipboard icon.

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

Footer

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

View copied item(s).

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

Footer

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.

This displays the Resource folders located in your other sites.

Footer

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

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.

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

Footer

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

Click Copy.

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.

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

Footer

Click the clipboard icon.

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

View copied files.

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

Footer

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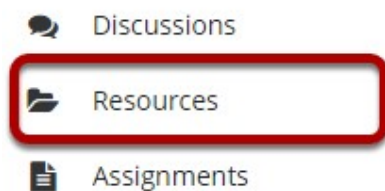
Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Reorder.

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

This displays the Reordering page.

Reorder items and Save.

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

Footer

View reordered items.

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

▸ Copy Content from My Other Sites

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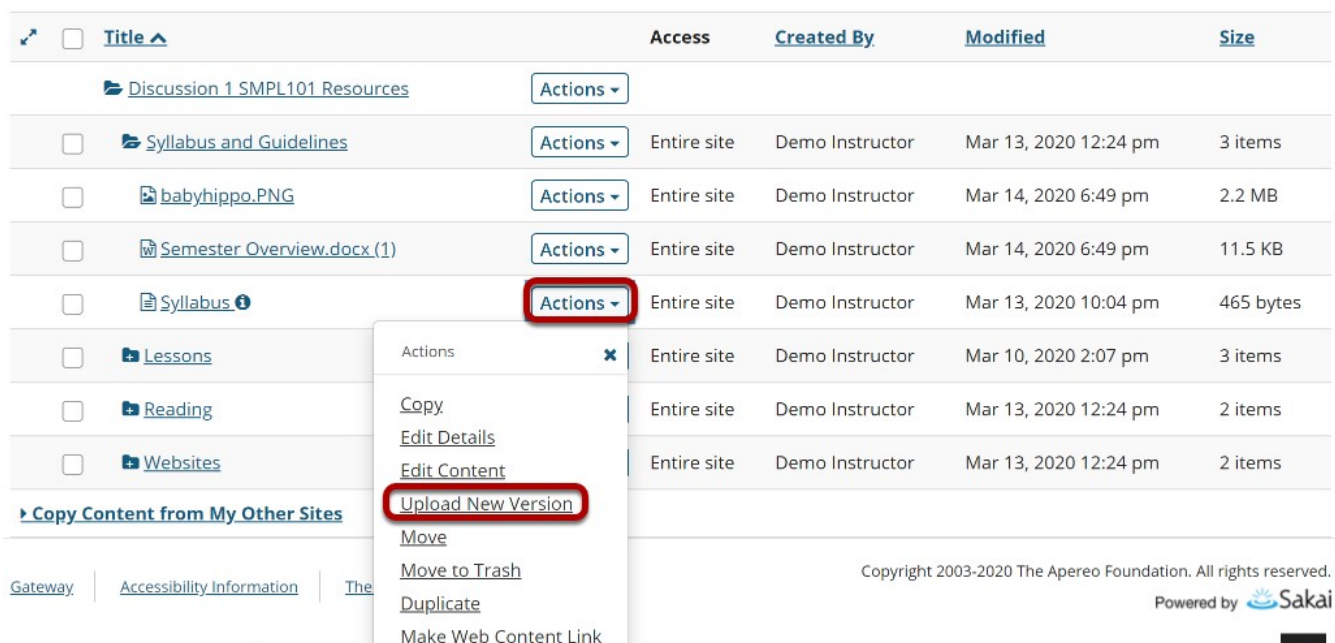
If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

Go to Resources.

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

Click Actions, and then select Upload New Version.

Footer

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.

Footer

Original file is replaced.

		Title ⌃		Access	Created By	Modified	Size
⤢	☐	📂 Discussion 1 SMPL101 Resources	Actions ▾				
	☐	📂 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
	☐	🖼 babyhippo.PNG	Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	2.2 MB
	☐	📄 Semester Overview.docx (1)	Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	11.5 KB
	☐	📄 Syllabus ⓘ	Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 9:18 pm	11.5 KB
	☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
	☐	📁 Reading	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
	☐	📁 Websites	Actions ▾	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.

Footer
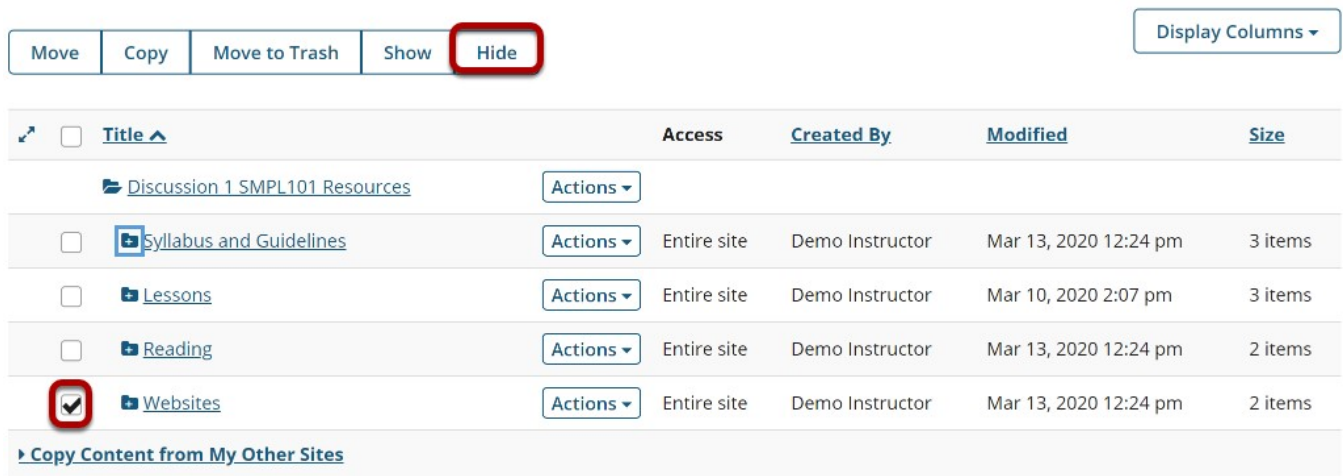
How do I hide files and folders?

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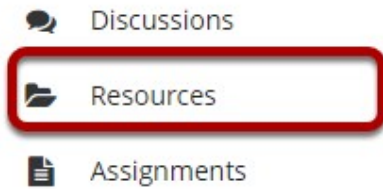
Select the **Resources** tool from the Tool Menu of your site.

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

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
📁 Websites	2 items	Demo Instructor	Mar 13, 2020 12:24 pm

HIDE Cancel

The items are now hidden.

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

▸ Copy Content from My Other Sites

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.*

Footer

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

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.

Footer

Hide item and Update.

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

The item is now hidden.

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.*

Footer

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.

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

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

This displays the Show Items Confirmation page.

Footer

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
📁 Reading	2 items	Demo Instructor	Mar 14, 2020 10:34 pm
📁 Websites	2 items	Demo Instructor	Mar 14, 2020 10:27 pm

SHOW   Cancel
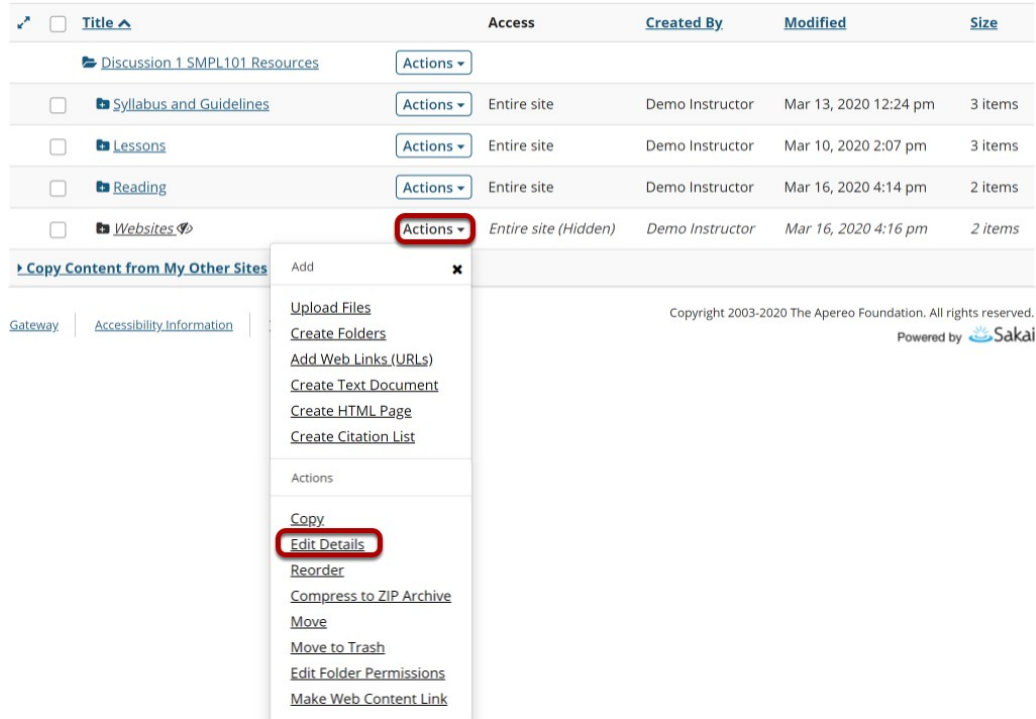
The items are now visible.

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

▸ Copy Content from My Other Sites

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

Footer

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

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.

Footer

Select Show this item, then click Update.

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

The item is now visible.

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

Footer

How do I set the display of a Resources item to a specific time period?
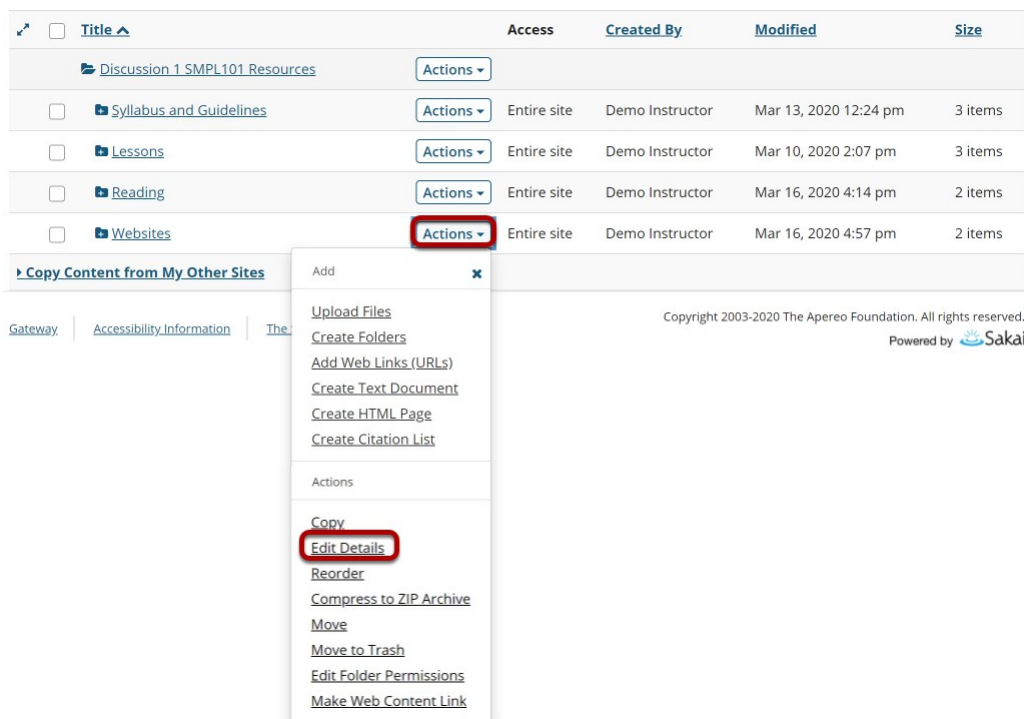
Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.

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

Click Actions, and then select Edit Details.

Footer

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.

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.*

Footer

View file or folder in Resources.

		Title ▲		Access	Created By	Modified	Size
↗	☐	📂 Discussion 1 SMPL101 Resources	Actions ▾				
	☐	📁 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
	☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
	☐	📁 Reading	Actions ▾	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
	☐	📁 Websites ⦸	Actions ▾	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
▸ Copy Content from My Other Sites							

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.*

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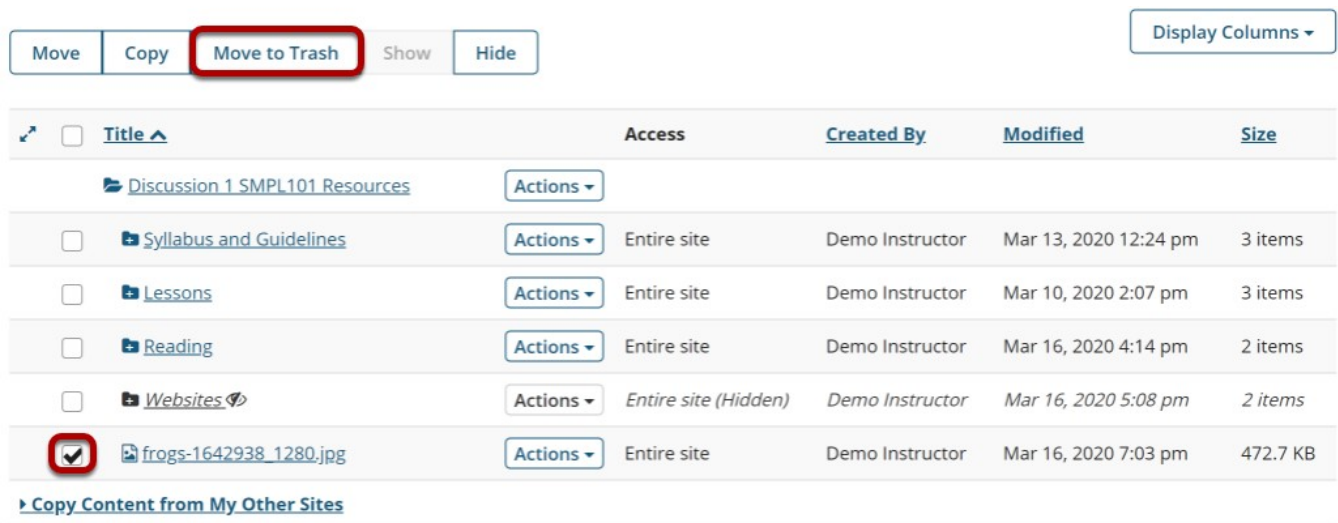
How do I remove a file or folder in Resources?

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.

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.*

Footer

Click Remove again to confirm.

The items are now removed.

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

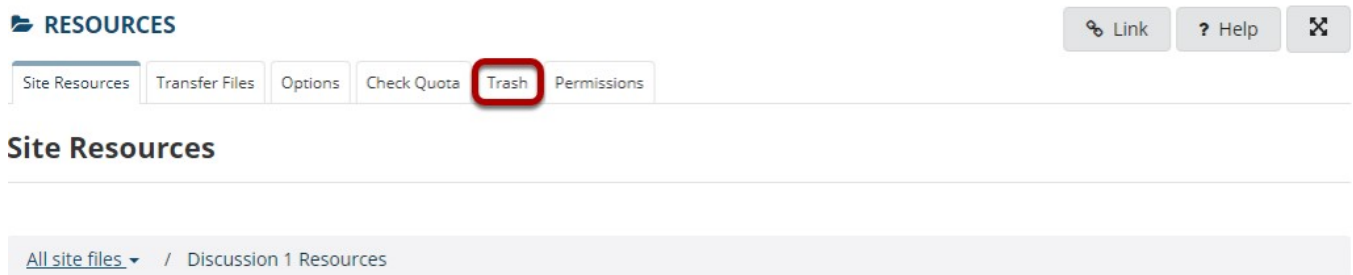# How do I restore a removed file or folder in Resources?

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

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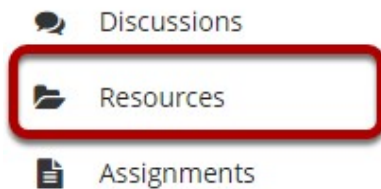
Select the **Resources** tool from the Tool Menu of your site.

Click Trash tab.

This displays the **Restoring Items** page.

Footer

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

Restoring items

[Restore] [Remove] [Cancel]

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

☐	Title	Removed By	Removed On
	📁 Discussion 1 SMPL101		
☑	🖼 frogs-1642938_1280.jpg	Demo Instructor	3/16/20 7:08 pm

Item is restored.

⤢ ☐	Title ∧		Access	Created By	Modified	Size
	📂 Discussion 1 SMPL101 Resources	Actions ▾				
☐	📁 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
☐	📁 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
☐	📁 Reading	Actions ▾	Entire site	Demo Instructor	Mar 16, 2020 4:14 pm	2 items
☐	📁 Websites 🚫	Actions ▾	Entire site (Hidden)	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
☐	🖼 frogs-1642938_1280.jpg	Actions ▾	Entire site	Demo Instructor	Mar 16, 2020 9:28 pm	472.7 KB

▸ Copy Content from My Other Sites

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

Footer

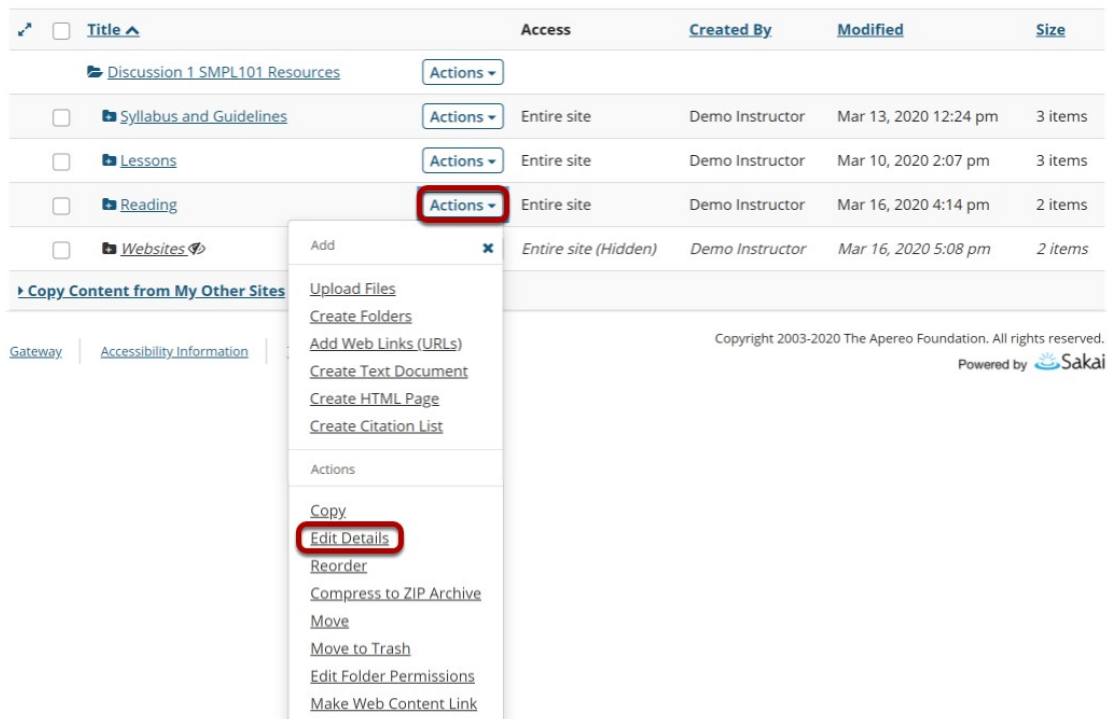# How do I add and display contextual information about a file or folder?

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.

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.

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

View item details.

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

Footer

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.
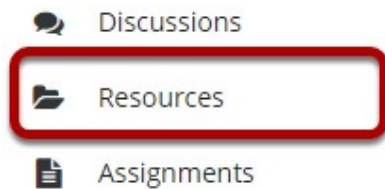
Select the **Resources** tool from the Tool Menu of your site.
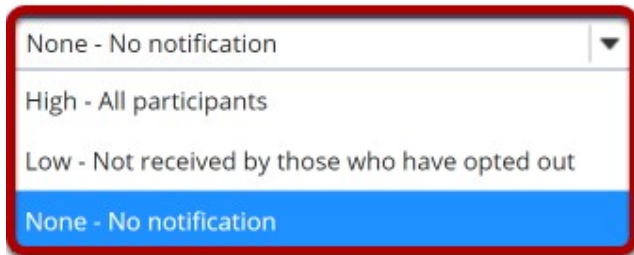
Add a content item.

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

Footer

When adding an item, select High or Low notification.

Email Notification

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.*

Footer

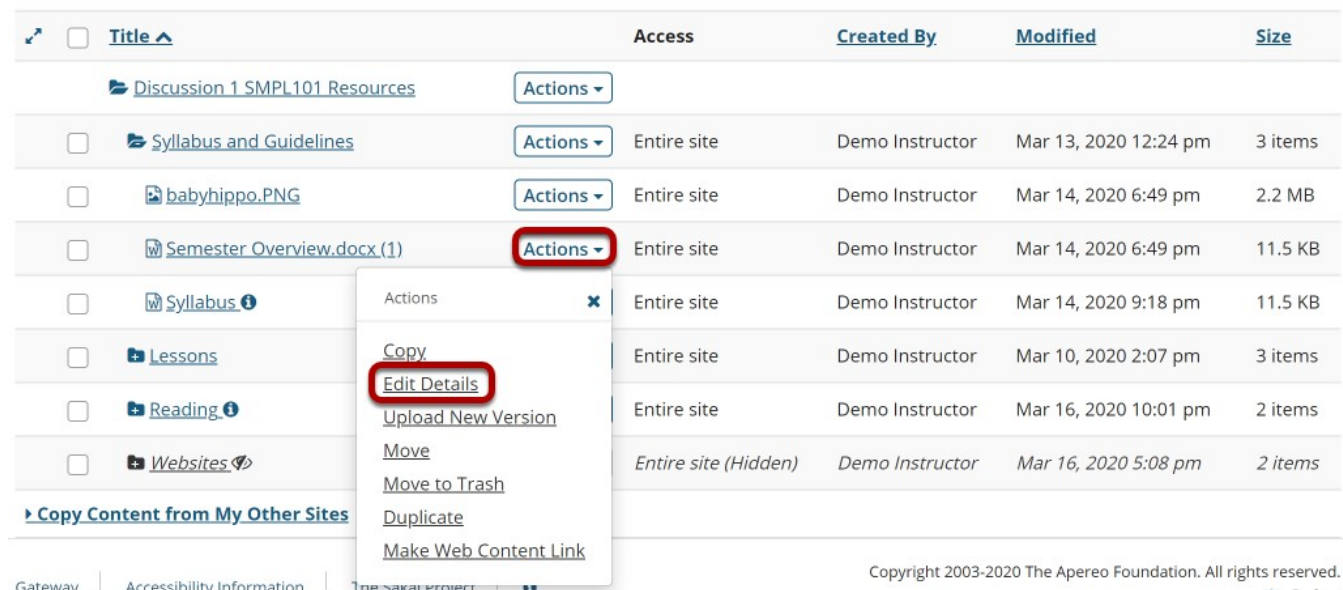# How do I obtain the URL for a file or folder in Resources?

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.

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.

Footer

Copy the URL.

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)

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.

Footer

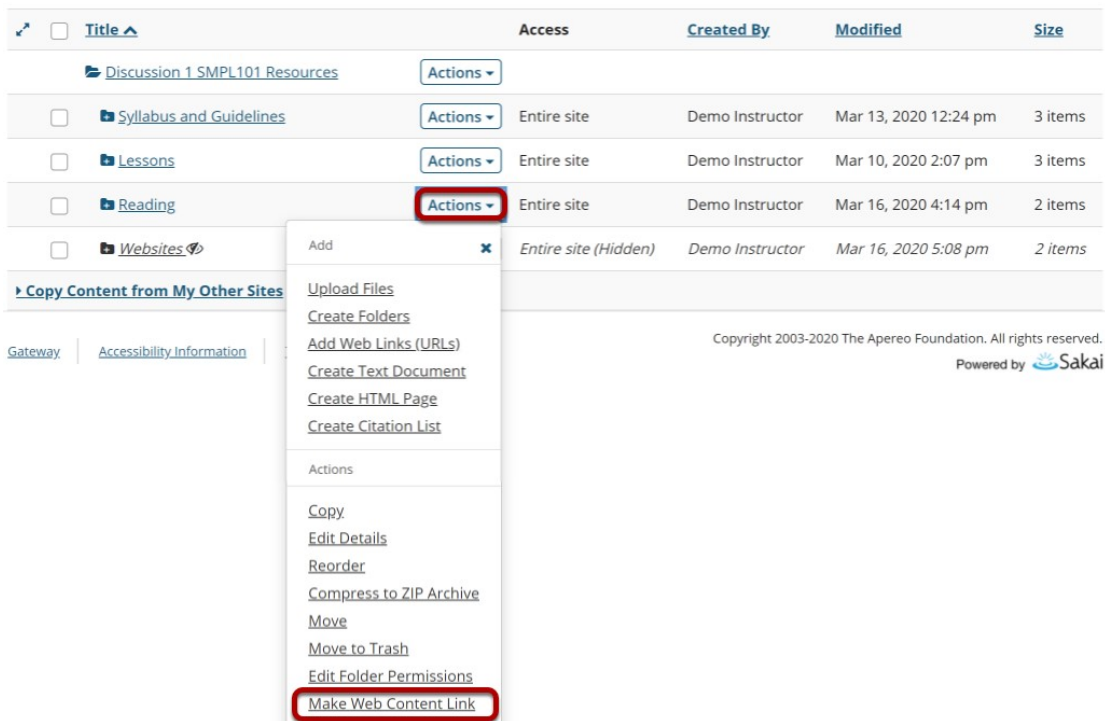# How do I make a link to a Resources folder appear in the Tool Menu?

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.

Footer

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**.
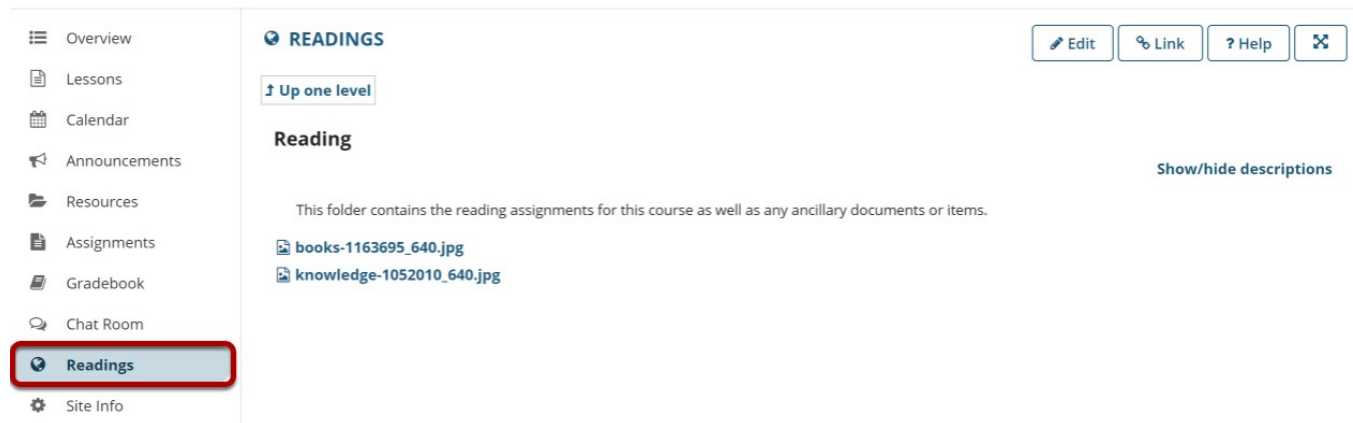
This displays the Make Web Content Link page.

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.

Footer

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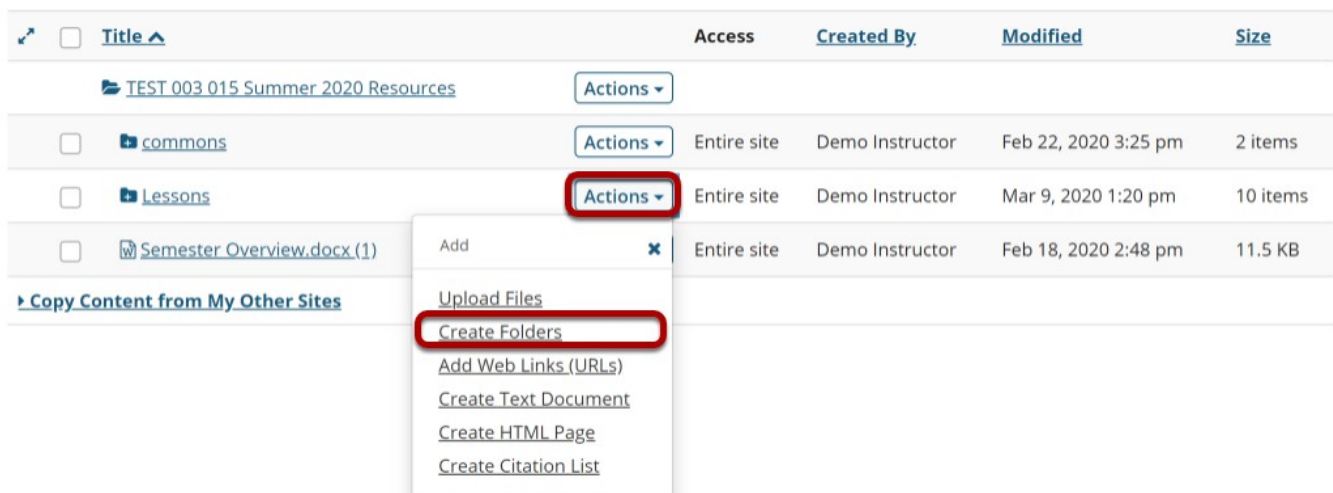
Instructors can create group folders in Resources that are only displayed to students assigned to that group. Instructors must first create the site groups. (See How do I create groups?)

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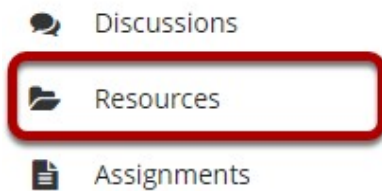
Select the **Resources** tool from the Tool Menu of your site.

Click Actions, then Create Folders.

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.

Footer

Enter the folder name and add details.

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.

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

Footer

View group folder.

		Title ∧		Access	Created By	Modified	Size
	☐	📂 TEST 003 015 Summer 2020 Resources	Actions ▾				
	☐	📁 commons	Actions ▾	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
	☐	📂 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	11 items
	☐	📁 Group A Lessons	Actions ▾	Select group(s)	Demo Instructor	Mar 17, 2020 12:39 pm	0 items
	☐	📁 Lessons_import	Actions ▾	Entire site	Demo Instructor	Mar 9, 2020 1:28 pm	1 item
	☐	📁 sakai_lessons_import	Actions ▾	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.*

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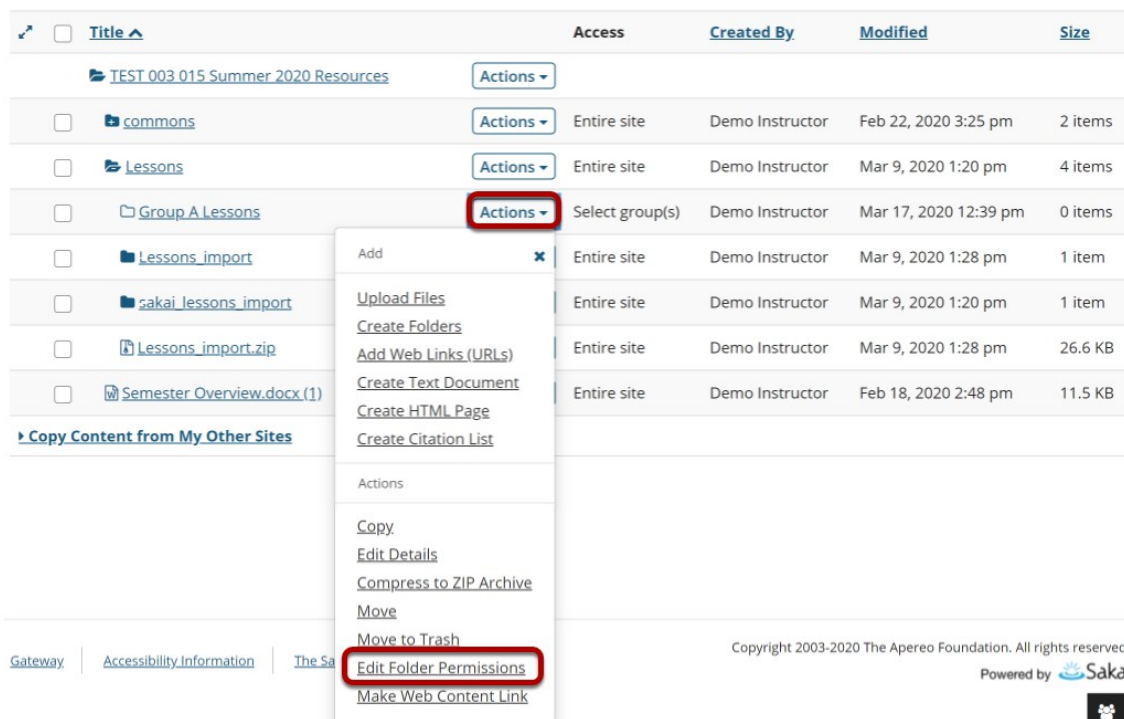
How do I allow group members to upload content to a group Resources folder?

Go to Resources.

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

Click Actions, and then select Edit Folder Permissions.

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.

Footer

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	☑	☑	☑
Read resources	☑	☑	☑
Edit any resource	☑	☐	☑
Edit own resources	☑	☑	☑
Delete any resource	☑	☐	☑
Delete own resources	☑	☑	☑
Access/create group resources	☐	☑	☐
Read hidden resources	☑	☐	☑

[**SAVE**] [Cancel]

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

Footer

Group members may now add and edit items.

		Title ∧		Access	Created By	Modified	Size
⤢	☐	📂 TEST 003 015 Summer 2020 Resources	Actions ▾				
	☐	⊞ commons	Actions ▾	Entire site	Demo Instructor	Feb 22, 2020 3:25 pm	2 items
	☐	📂 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	4 items
	☐	🗀 Group A Lessons	Actions ▾	Select group(s)	Demo Instructor	Mar 17, 2020 12:39 pm	0 items
	☐	▪ Lessons_import	Add ✖	Entire site	Demo Instructor	Mar 9, 2020 1:28 pm	1 item
	☐	▪ sakai_lessons_import	**Upload Files**	Entire site	Demo Instructor	Mar 9, 2020 1:20 pm	1 item
	☐	▪ Lessons_import.zip	**Create Folders** **Add Web Links (URLs)**	Entire site	Demo Instructor	Mar 9, 2020 1:28 pm	26.6 KB
	☐	▪ Semester Overview.docx (1)	**Create Text Document** **Create HTML Page** **Create Citation List**	Entire site	Demo Instructor	Feb 18, 2020 2:48 pm	11.5 KB

Actions

Copy

View Details

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?

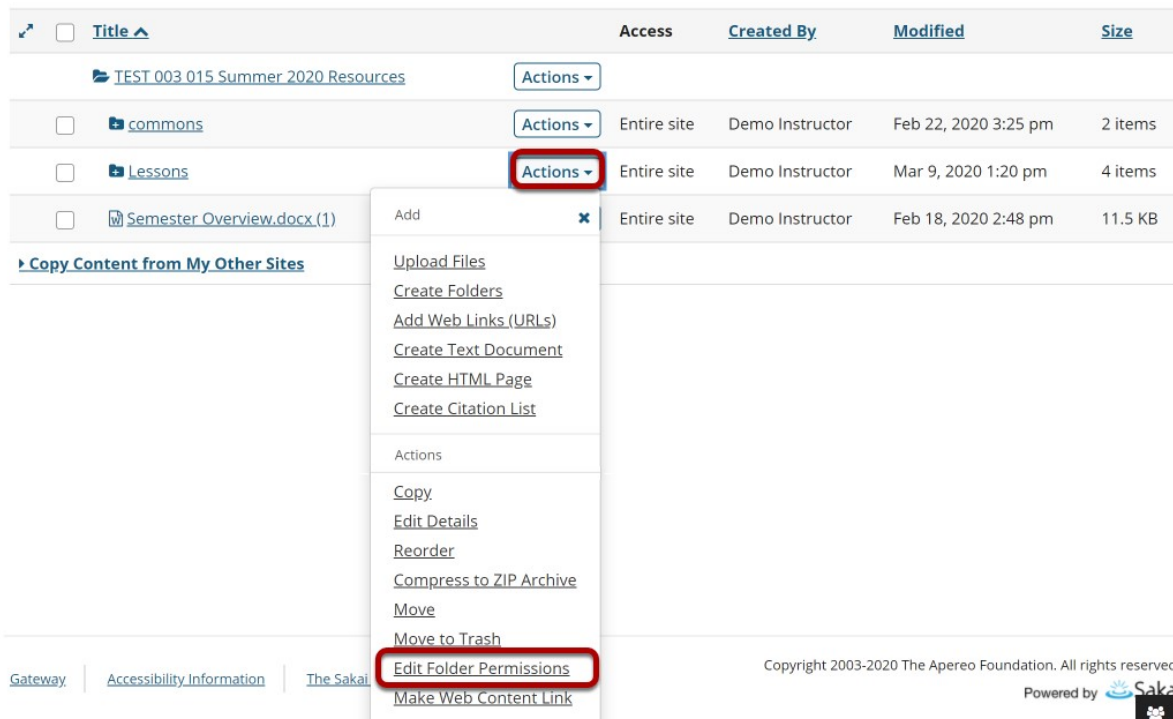Instructors can allow all students to upload and edit files to a selected folder in Resources. Instructors must first create the folder. (See How do I create folders?)

Go to Resources.

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

Click Actions, and then select Edit Folder Permissions.

Footer

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.

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.

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.

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.

Footer

Make the item public, and then select Update.

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.

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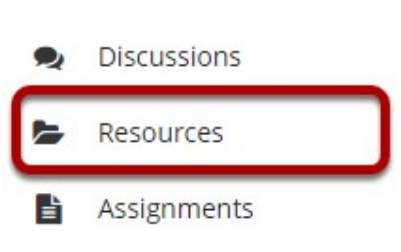
Select the **Resources** tool from the Tool Menu of your site.

Click Check Quota.
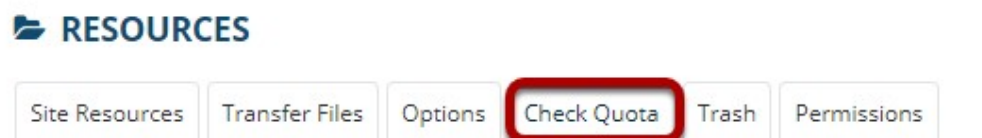
This displays the Resources Quota page.

Footer

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.

Footer

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.

Select Resources from the Tool Menu in your site.

Footer

Click Transfer Files.

To locate directions for setting up WebDAV on your computer, click **Transfer Files**.

WebDAV instructions will display.

This displays links to directions for setting up WebDAV for your computer's operating system. Locate your operating system in the list of supported systems shown, and follow the instructions provided for setting up WebDAV on your computer.

Footer

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.

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.

Click on **Edit** beneath the item where you want to attach the file.
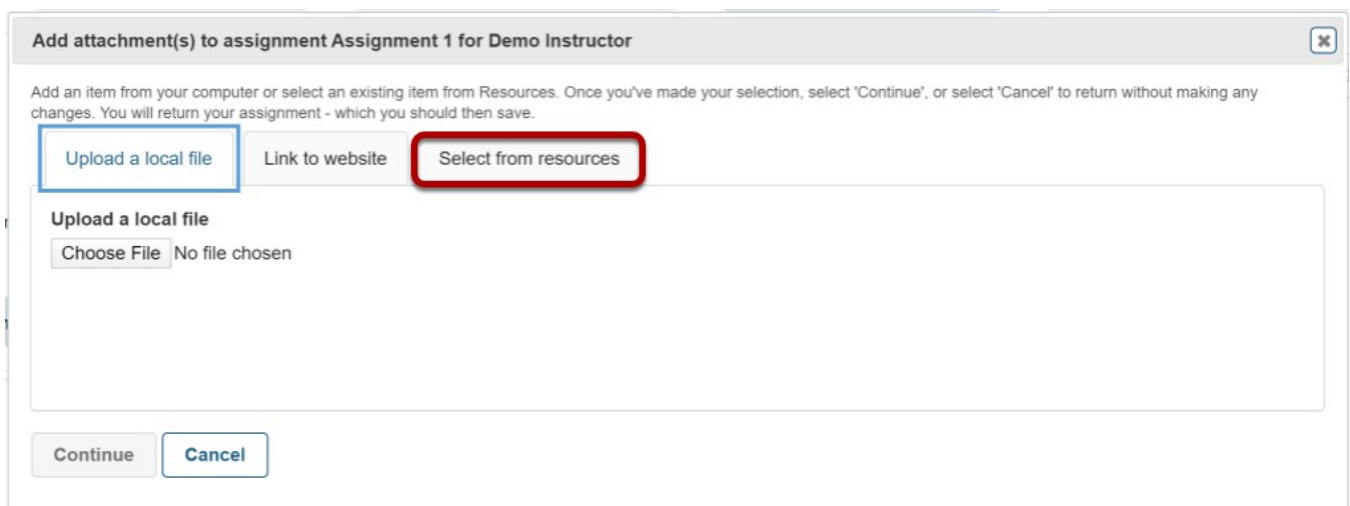
Under Attachments, select Add Attachments.

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.

Add attachment(s) to assignment Assignment 1 for Demo Instructor   [×]

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.

| Upload a local file | Link to website | Select from resources |

Upload a local file

Choose File   No file chosen

Continue   Cancel

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

Footer

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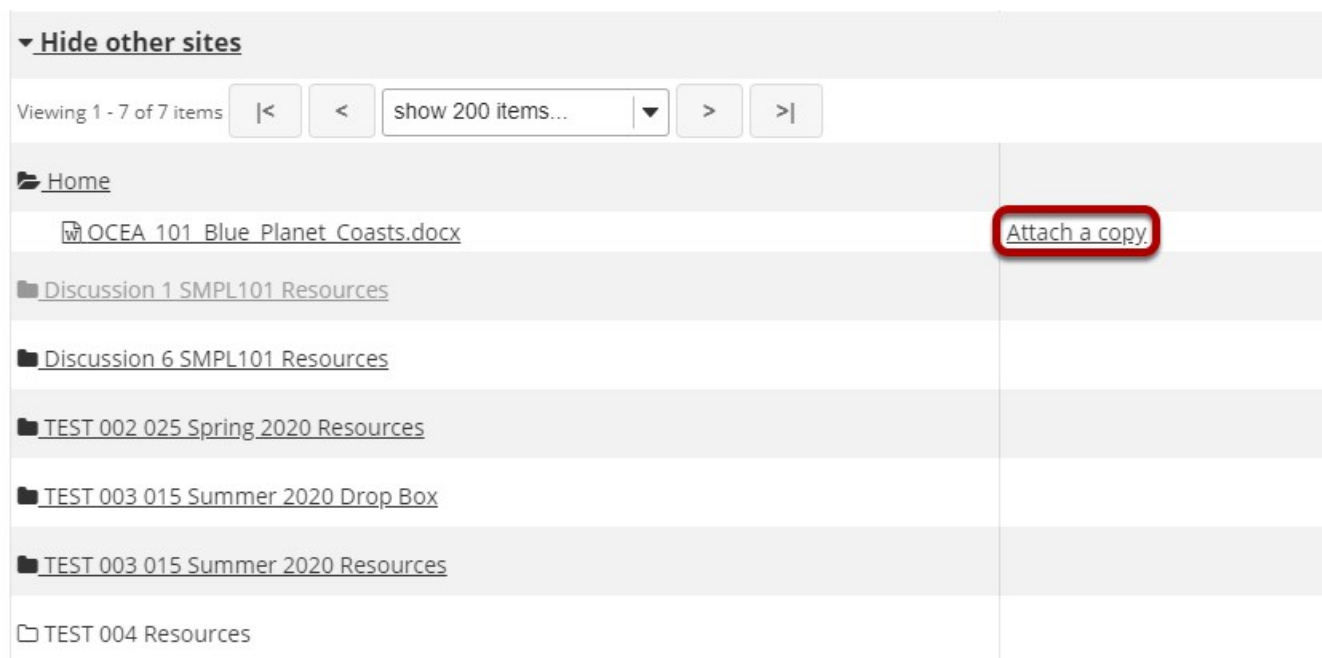
Select a resource

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	

Footer

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

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.

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?
Assignment 1 Edit |Duplicate | View Submissions	Entire Site	Open	Mar 17, 2020 10:25 PM	Mar 24, 2020 10:25 PM	0/0	No Grade	☐

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

Footer