

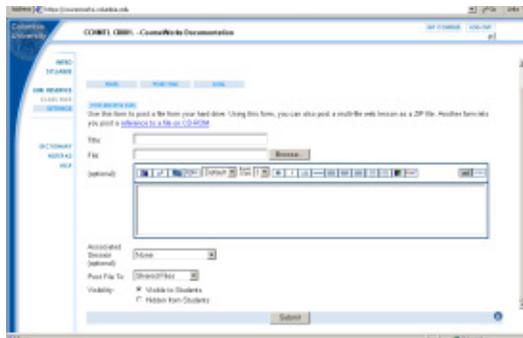


### Working With Class Files

The Class Files page allows you and your students to share documents. These can include (but are not limited to) word processing documents, graphics, or even audio and video files. Select **CLASS FILES** from the left-side navigation bar. You will see a list of folders and files. You can always return to this view by clicking **FILES** at the top of the screen.

You can create a new folder within the “Shared Files” folder by clicking the “New” link to the right of “Shared Files”.

It is recommended that you create new folders for each sub-category you think you might need. For example, if you think you’ll post news articles regularly, you might want to create a “news” folder so students know where to look.



### Posting Files

1. Click **CLASS FILES** on the left-side navigation bar.
2. Click the **POST FILE** button.
3. Type a descriptive name in the “Title” text box.
4. Locate the file on your hard drive (or CD-ROM or floppy) you wish to post by clicking the “Browse” button.
5. Write a short description of the file in the main text box (optional).
6. Use the “Associated Session” dropdown menu to attach the file to a specific class session (optional). If you associate the file with a class session, a link will appear in the class session and the Class Files area.
7. Select where you’d like to post the file (the “Shared Files” folder and its subfolders is accessible by the entire class, “Dropboxes” is restricted to the individual whose name is associated with the dropbox, and “My Files” is your private folder, which only you can view and which is viewable across all your courses). Any subfolder you’ve created will appear in this list.
8. Select the option to make the file hidden from students (optional). You can always make the file visible to students later on.
9. Click “Submit”. You will return to Files page which now includes the file you just posted.



File	Date	Posted To	Submitted By
test	Nov 10 11:10 AM	Collaborative Files	at
test	Nov 10 11:21 AM	Collaborative Files	at
test	Nov 10 11:23 AM	Collaborative Files	at
test	Nov 10 11:25 AM	Collaborative Files	at
2P388E000A	Nov 10 11:40 AM	Collaborative Files	at
2P388E000A	Nov 10 11:40 AM	Collaborative Files	at
picture	Nov 24 01:18 PM	Collaborative Files	at
www_why	Nov 24 01:13 PM	Collaborative Files	at
log	Nov 10 01:13 PM	Collaborative Files	at
Test file	Nov 10 12:12 PM	Collaborative Files	Not Deleted

## Files Log

CourseWorks maintains a record of files that have been uploaded to your course. You can access this record at any time by clicking **CLASS FILES** on the left-side navigation bar, then clicking the **LOG** button.

## Using Files in Other Sections

You can use the files you uploaded to your Class Files section in any other CourseWorks section by clicking the “Files Collection” () or “Site Map” () icon. Courseworks will then display either a pop-up window that lists the files or will provide a drop-down menu of your class files.

## Frequently Asked Questions:

Q: Can I post files from my Mac?

A: Yes, but be sure that each file has an extension so other users can access your files.

Q: Why do I get an additional screen when I post an image?

A: If you have a large or oddly sized image, you can resize it. However, if you leave the fields blank and click submit, your image will not be altered.

Q: I have many files to put into my site. Is there an easy way to post them all?

A: Yes, using a zip utility you can package the files and post them en masse. Please contact an Educational Technologist if you need help with this process.