

Lesson 4: Managing and Uploading Files

In this lesson, you will learn how to:

- Create a new Folder
- Create a Zipped or Compressed Folder
- Upload Multiple Files

Managing the Files Area

The **Files** area is a repository for the content files you want to make use of in your course. You can:

- Upload files (html, doc, docx, pdf, ppt, pptx, jpg, gif, png, etc.)
- Create folders to organize content
- Preview and edit HTML or txt files
- Upload and unzip a zipped folder of files

Only the instructor has the access to the Files area. A standard practice is to create folders to organize your files and then upload the files. You can move files between folders.

From the **Administration** block, click the **Files** link to go to the Files area. If there are any folders already there (*backupdata/moddata*) **DO NOT DELETE** them.

Exercise 4-1 Making a Folder

In this exercise you will learn how to create a new folder.

	Name	Size	Modified	Action
<input type="checkbox"/>	backpdata	25.7MB	25 May 2009, 04:04 PM	Rename
<input type="checkbox"/>	moddata	1.4KB	12 Jun 2009, 10:35 AM	Rename
<input type="checkbox"/>	week01	13.2MB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week02	674.5KB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week03	1.3MB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week04	1.3MB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week05	7.5MB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week06	504KB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week07	1.3MB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week08	582.5KB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week09	86KB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	week10	2.1MB	12 Jun 2009, 10:39 AM	Rename
<input type="checkbox"/>	1090-html-basics2009.doc	243KB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	educ1090-2009_grouping.XLS	25KB	25 May 2009, 04:10 PM	Rename
<input type="checkbox"/>	test.htm	564 bytes	25 May 2009, 04:10 PM	Edit Rename

With chosen files...

Make a folder Select all Deselect all Upload a file

1. On the Files screen, click the **Make a folder** button.
2. On the Create a folder screen, type in the name of the folder you wish to create.
3. Click **Create**. The file is created in the Files area.

Exercise 4-2 Uploading Multiple Files or a Folder

This can be done by zipping up files or folders, uploading the zip file into Navigate, then unzipping it. In this exercise, you will upload a file of documents of your choice.

Step One:

Select the steps that apply to your computer configuration.

To zip up files using a **Windows** Computer:

1. Open the folder where the files or folders are stored.
2. Select the files and/or folders to be zipped up.
3. Right click and choose Send to Compressed (zipped) folder.
4. The zip file will be created in the same directory.

To zip up files using a **Mac OSX** Computer:

1. Locate the folder where the files or folders are stored.
2. Select the files and/or folders to be zipped up.
3. Right click and choose **Compress # of items**.
4. The compressed file will be created in the same directory.
5. Rename the compressed file **Archive** as you wish.

Step Two:

These steps apply to all users.

To unzip the file in Navigate:

1. In your Navigate course, under the **Administration** menu click on **Files**.
2. If you haven't already done so, make a folder where the files will be unzipped.
3. Go into the folder and click on **Upload a file**.
4. Click on **Browse** and locate the zip file.
5. Select it and click on **Open**.
6. Click on **Upload this file**.
7. You should see the *File uploaded successfully* message.
8. Under Action click on **Unzip**.
9. The files and/or folders will be unzipped.
10. Now you can display the contents of the folder by linking to the folder.