

Copying Files Over in FOL

Copying files from one course to another in FOL

Course A = the course you want to copy files *from*

Course B = the course you want to paste files *into*

Course A Instructions

In the course that you want to copy files from (Course A), create a folder titled **COPY** and then copy and paste any wanted files from within that course into the **COPY** folder. Then within this folder, organize these files **into a hierarchy that reflects your new course**.

E.g. Unit 2 | Lesson5 | Images

Course B Instructions

Then when you copy the files over to Course B using the **Import/Export/Copy Components** option on FOL you will know *exactly* where those files and folders will be located (otherwise they can be tricky to find and organize properly).

Using the Import/Export/Copy Components:

1. In Course B go to **Import/Export/Copy Components**
2. Select **Copy Components from another Org Unit**
3. Click **Search for offering** to find & select Course A
4. Click **Add Selected**
5. Choose **Select Components**
6. Select **Course Files** and **Select Individual items to copy**
****Do not** select the Content checkbox
7. Click **Continue**
8. Select the **COPY** folder to copy into your new course.

Once you are finished you can go into **Manage Files** in Course B and find the **COPY** folder. Organize the files into the new hierarchy with the Manage Files tools provided.

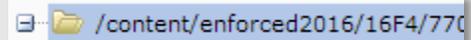
*Remember to delete the COPY folder in Course A.

To link to a file from within a lesson webpage:

1. Click the **Edit HTML** button to enter into Edit Mode.
2. Select descriptive wording within your text that you want to link the resource to E.g. **Video: [Know your Audience](#)**
3. Then click the Insert Quicklink icon. 
4. Select **Course Files**, browse to the folder for that lesson and select the resource you want to link to.

Getting to the ROOT

In the Manage Files area, on the left-hand side, you will see the root folder. E.g.



Think of this folder as your home base. When you click the root folder, the table displays your lesson files and corresponding resource folders for your course. From here you can create or select the folder you want to organize your lesson files into.

Manage Files Area Tools

To **move** a file, select a checkbox, then cut & paste. 

To **copy** a file, select a checkbox, then copy & paste. 

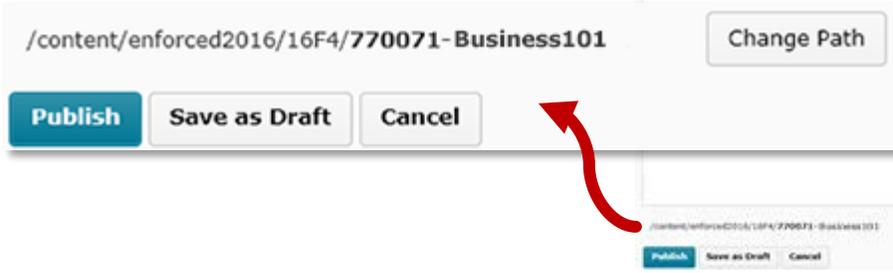
To **rename** a file, mouse-over the file to display the dropdown arrow. Select **Rename** from the dropdown menu.

To **edit** a file, mouse-over the file to display the dropdown arrow. Select **Edit File** from the dropdown menu.



Organizing Files created/uploaded in the Content area

If you create or upload a file from within the Content area, it's important that you **choose the destination of the file** before you save or publish.



Be sure to set **where** you want this file to reside.

Ensure Content links match file names

If you rename a file in the Content area, be sure to update the name in the Manage Files area. It must be clear which content item (in the Content area) is associated with which file (in the Manage Files area).

For example, if a file in the Content area is renamed to refer to *Emails* instead of *Letters*, then this change needs to be updated in the Manage Files area. Failing to do so may make it difficult and time-consuming to find the file for that content item.

Uploaded resources organized into folders.

Content **Manage Files** Course Builder

Location: content > enforced2016 > 16F4 > 770071-

Hide Tree New File New Folder Paste Upload **Add Files/Folders**

Tools

ROOT

| Name | Size | Type | |
|--------------------------------------|---------|----------|-----------------------|
| images | | Folder | |
| L1Resources | | Folder | |
| L2Resources | | Folder | |
| L3Resources | | Folder | |
| L4Resources | | Folder | Nov 4, 2016 12:38 PM |
| L5Resources | | Folder | Jan 20, 2017 3:27 PM |
| Lesson1Overview.html | 2.71 KB | Web Page | Nov 18, 2016 11:05 AM |
| Lesson2 Effective Communication.html | 7.6 KB | Web Page | Nov 17, 2016 9:21 AM |
| Lesson3 Business Letters.html | 8.05 KB | Web Page | Nov 3, 2016 11:32 AM |
| Lesson4 Style & Tone.html | 7.72 KB | Web Page | Nov 10, 2016 11:28 AM |

Consistent naming format.

Webpage files created in FOL.

To avoid wasting time and dealing with file management issues down the road, it is crucial that you keep your files and folders organized.