

Manage Files in FOL

Review Course File Names

Give descriptive names to any files on your computer which you plan to upload to FOL. For example a pdf file containing a newspaper clipping about positive thinking could be named NewsClipPositiveThkg.pdf for easier identification.


To enter the Manage Files area in FOL:

1. Click the **Course Links** drop-down menu
2. Select **Course Admin**
3. Select **Manage Files**

Course Links ▾

Getting to the **ROOT**

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

 /content/enforced2016/16F4/770

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 a folder you want to organize your lesson files into.

Create "Images" Folder

Create an images folder at the root for course-wide images to be used for multiple lessons. You can also create an images folder within each unit/lesson folder.

To create an Images folder:

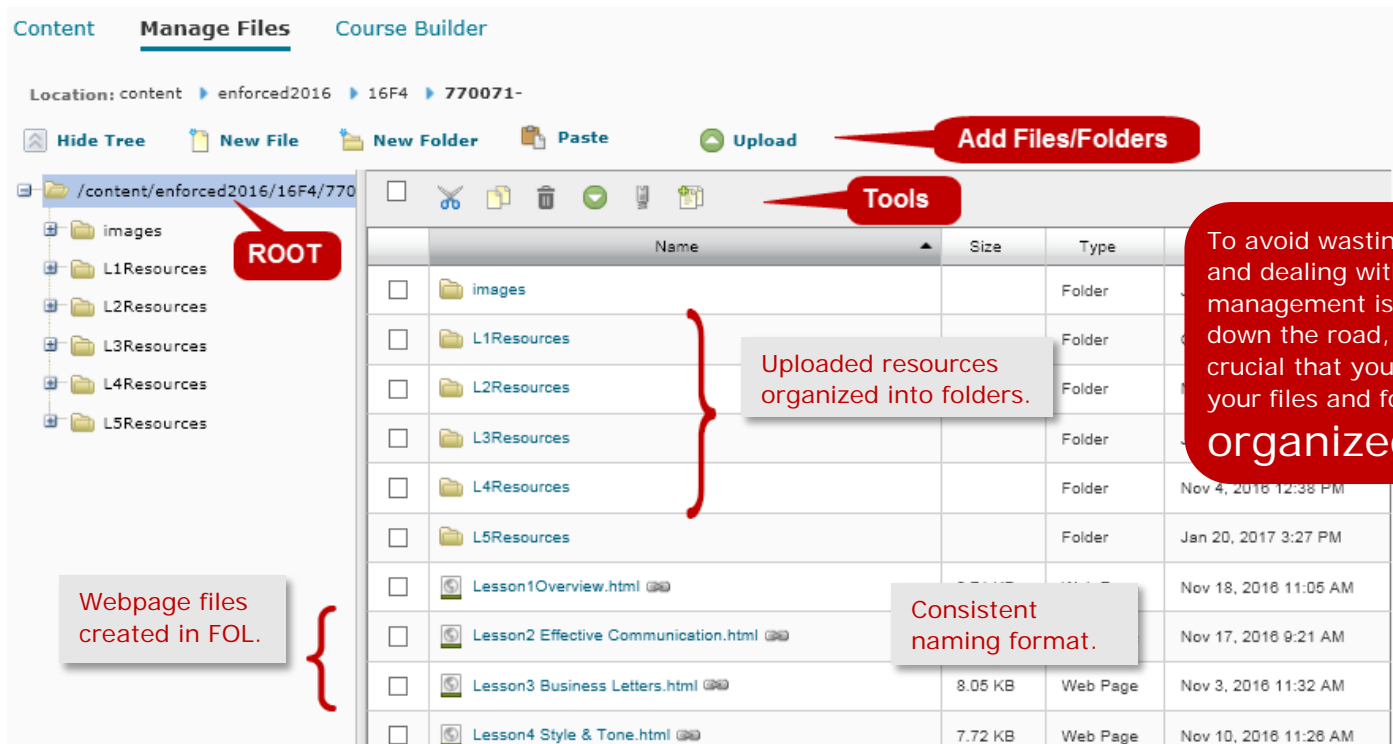
1. Select the root folder or open a folder to a specific lesson.
2. Click **New Folder** (see diagram below showing the row of options to add files/folders)
3. Enter "Images", click **Save**

Create "Lesson Resources" Folder

All resources for each lesson should be contained in a lesson resources folder. Lesson resources include all files that support your lesson such as PPTs, PDFs, Word documents, and additional HTML pages etc.

To create a Lesson Resources folder:

1. Select the root folder to ensure you are at the root of your course.
2. Click **New Folder**
3. Enter "L1Resources" (where L1 = Lesson #), click **Save**.





The screenshot shows the 'Manage Files' interface. The breadcrumb path is 'Location: content > enforced2016 > 16F4 > 770071-'. The left sidebar shows a tree view with folders: images, L1Resources, L2Resources, L3Resources, L4Resources, and L5Resources. The 'images' folder is highlighted and labeled 'ROOT'. The main area shows a table of files and folders. A red callout 'Add Files/Folders' points to the 'New Folder' button. A red callout 'Tools' points to the toolbar. A red callout 'Uploaded resources organized into folders.' points to the list of resource folders. A red callout 'Webpage files created in FOL.' points to the list of HTML files. A red callout 'Consistent naming format.' points to the HTML files. A large red callout on the right says 'To avoid wasting time and dealing with file management issues down the road, it is crucial that you keep your files and folders organized.'


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		Web Page	Nov 18, 2016 11:05 AM
Lesson2 Effective Communication.html		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



Common Tasks in the Manage Files area

To **upload** a file, click  **Upload** found above the table toolbar.

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

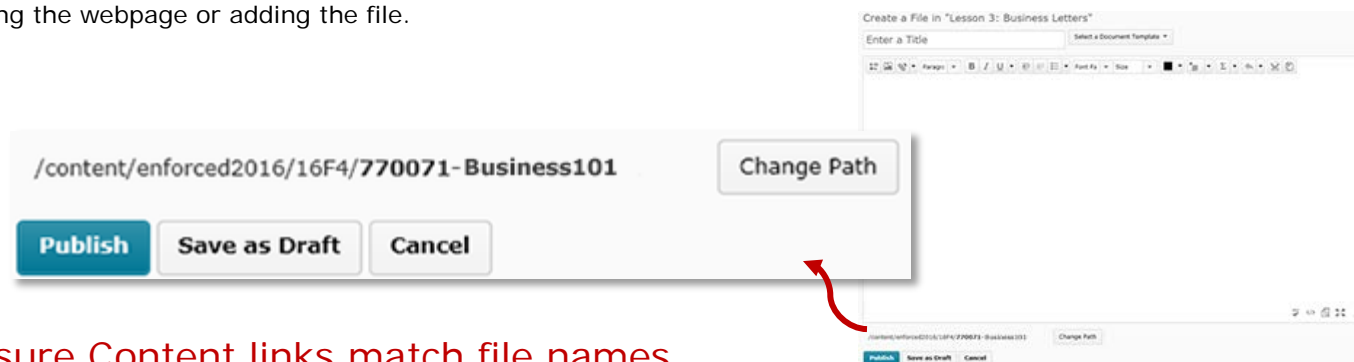
To **copy** a file, select a checkbox, then copy & paste. 

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

When creating or uploading a file from within the Content area, be careful to choose the destination of the file *before* saving the webpage or adding the file.



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.

Business Letters: Structure and Format

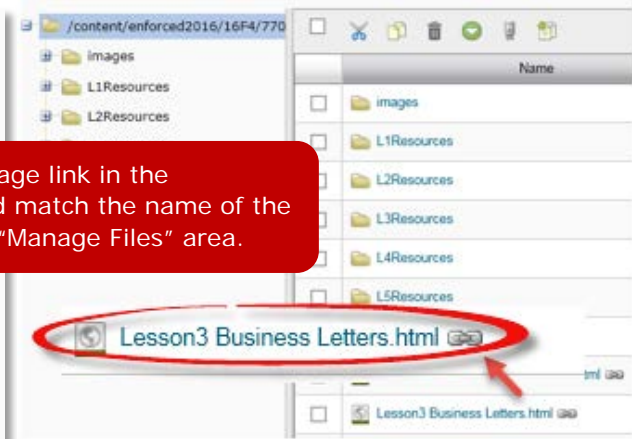
Outcomes:

- Critique business documents for proper s
- Recall the **components** of a properly for
- Draft properly **organized business lett**

Upload / Create Existing Activities **Bulk Edit**

Lesson 3: Business Emails

The name for a webpage link in the "Content" area should match the name of the associated file in the "Manage Files" area.



To link to a resource from within a lesson webpage:

1. Click the **Edit HTML** button to enter into Edit Mode.
2. Select the descriptive title you want to link to the resource E.g. **Video: Know your Audience**
3. Then click the Insert Quicklink icon.
4. Select **Course Files**, browse to the **Resources** section for that lesson and select the file you want to link to.

