

Content Management (Manage Files) – comparable to Course Documents

Setting Preferences

The following preferences can be set by clicking **Preferences** on the toolbar.

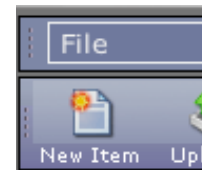
- **Show Tool Tips** allows you to enable the display of a short description of features as you mouse over a tool.
- **New files appear** allows you to select where new files will be added (top or bottom of list).
- **Default Upload Method** allows you to select your default upload method.



Modules

Creating Folders

1. On the toolbar, click **New Item** (or click File New – then select).
2. In the **Select a new item type to create** list, select **Folder**.
3. In the **Folder Name** box, type a name for your folder.
4. Click **Create Folder**.



Creating Hyperlinks

1. On the **File** menu, point to **New** and then click **Hyperlink**.
2. In the **Link Text** box, type the text for your link.
3. In the **Url** box, type the URL of the site you want to link to.
4. Click **Create Link**.

Inserting Separators

1. On the **File** menu, point to **New** and then click **Separator**.
2. In the **Separator Label** box, type a label for your separator.
3. Click **Create Separator**.

Creating HTML Documents

1. On the **File** menu, point to **New** and then click **HTML Document**.
2. In the **File Name** box, type a name for your html document.
3. Click **Create HTML Document**.
4. Create your html document.
5. Click **Save**.

Setting Link Text (Student View)

1. Click the arrow next to the item you want to set link text for.
2. In the **Link Text (Student View)** box, type the link text.

Or

1. Check the box next to the item to set link text for.
2. Click the Properties button on the menu bar.
3. Make changes to the **Link Text** (or other properties)

Selecting a Template for Your Course

1. Click the check box in front of the folder you want to select a template for.
2. On the toolbar, click **Properties**.
3. In the **Module Template** list, select the template you want.
4. Click **Save**.

Publishing Content

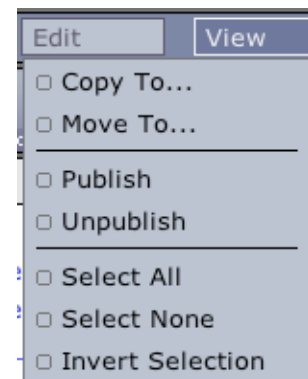
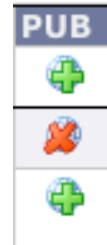
Students will not be able to see any content within your course until you publish it. You can publish one file at a time or multiple files all at once.

Publishing Individual Items

- Click the publish button next to the item you want to publish.

Publishing Multiple Items

1. Select the items you want to publish in one of the following ways:
 - Click the check box in front of each item you want to publish.
 - On the **Edit** menu, click **Select All** or **Invert Selection**.
Invert selection will select everything except what is currently selected.
2. On the **Edit** menu, click **Publish**.



Renaming

1. Click the check box next to the folder you want to rename.
2. On the toolbar, click **Rename**.
3. In the **File Name** and/or **Link Text (Student View)** box, type a new name for your folder.

Deleting

1. Select the items you want to delete in one of the following ways:
 - Click the check box in front of each item you want to delete.
 - On the **Edit** menu, click **Select All** or **Invert Selection**.
Invert selection will select everything except what is currently selected.
2. On the toolbar, click **Delete**.

Uploading

You can transfer files from your computer into K-State Online in one of the following ways:

- **Basic File Upload** allows you to browse your computer for individual files, select them and then upload. This is the most simple upload method and should work in all circumstances. This method allows only five files to be uploaded at a time and it does not support uploading a folder.

1. On the **Tools** menu, point to **Upload** and then click **Basic File Upload**.
2. Click **Browse**.
3. Browse to the file location of the file you want to upload.
4. Select the file and then click **Open**. Repeat this process for up to 5 files.
5. Click **Upload File(s)**.
6. Click **Cancel**.



• **Drag and Drop Applet** allows you to browse your local system and drag and drop multiple files or folders to upload to your course. The FTP Applet makes it easy to upload many files and folders to your course.

Note: The FTP Applet requires you to install a Java applet that handles the uploads. By selecting **Yes**, when asked by the security warning from JSCAPE L.L.C. to install the applet, you will be asked to install the applet each time you use the tool.

1. On the **Tools** menu, point to **Upload** and then click **Drag and Drop Applet**.
2. Click **Yes** to continue to loading the Java applet.
3. Find the file location, select the file(s) and then click and drag the files to the box to upload the files.
4. Click **Close**.

Copying and Moving

Copying

1. Select the items you want to copy in one of the following ways:
 - Click the check box in front of each item you want to copy.
 - On the **Edit** menu, click **Select All** or **Invert Selection**.
Invert selection will select everything except what is currently selected.
2. On the **Edit** menu, click **Copy To...**
3. In the **Course** list, select the course you want to copy to.
4. Click the folder you want to copy to.
5. Click **Copy**.

Moving

1. Select the items you want to move in one of the following ways:
 - Click the check box in front of each item you want to move.
 - On the **Edit** menu, click **Select All** or **Invert Selection**.
Invert selection will select everything except what is currently selected.
2. On the **Edit** menu, click **Move To...**
3. In the **Course** list, select the course you want to move to.
4. Click the folder you want to move to.
5. Click **Move**.

Previewing Your Course

- Click the **Preview** button.



Zippping Files and Folders

1. Select the items you want to zip in one of the following ways:
 - Click the check box in front of each item you want to zip.
 - On the **Edit** menu, click **Select All** or **Invert Selection**.
Invert selection will select everything except what is currently selected.
2. On the **Tools** menu, click **Zip**.

Downloading Files From Your Course

1. Select the items you want to download in one of the following ways:
 - Click the check box in front of each item you want to download.
 - On the **Edit** menu, click **Select All** or **Invert Selection**.
Invert selection will select everything except what is currently selected.
2. On the **Tools** menu, click **Download**.
3. Click **Save**.
4. Browse to the saving location, enter a file name and click **OK**.
5. Close the download window.

Additional Assistance:

IT Help Desk – place to call if have questions on passwords or specific problems with K-State Online not working.

532-7722 or 800-865-6143

iTAC trainers can provide training on a one-to-one or group setting.

Cathy Rodriguez
cathyr@k-state.edu
532-5977

Sarah Silva
gr8ful@k-state.edu
532-3949

Instructional Designers – Office of Mediated Education. These designers can help if have questions about how to design a course or additional resources when using K-State Online.

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