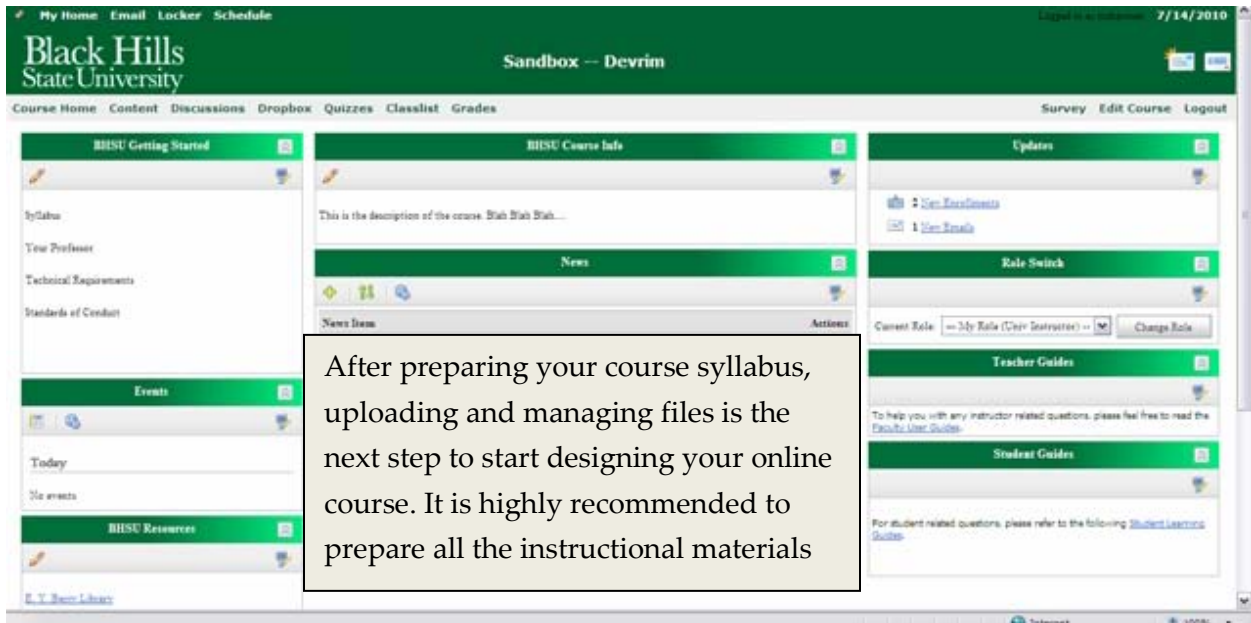




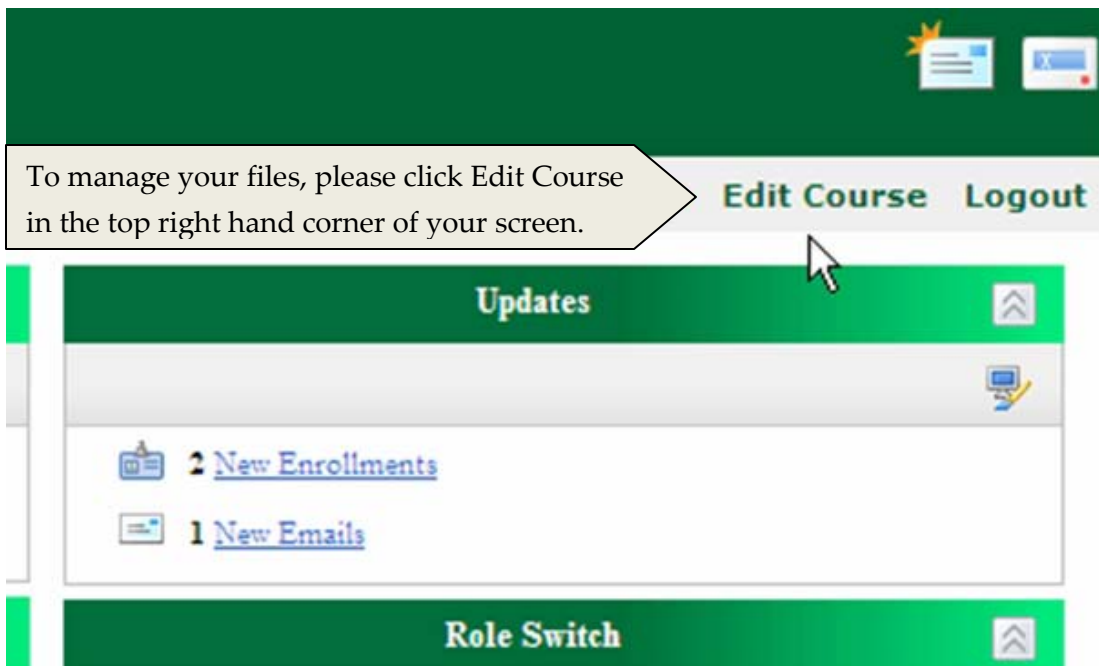
Uploading and Managing Files in D2L

This tutorial will show how to manage and upload files in D2L.

Getting to Managing Folders



To manage your files, please click Edit Course in the top right hand corner of your screen.



Create, edit or delete widgets. Share widgets across the organization.
Upload thumbnails for custom widgets.

work areas.

Tools



[Import / Export / Copy Components](#)

es, or change metadata

Import course components from a file or copy them from another org unit; export components to a zip file.



[Intelligent Agents](#)

Create agents to notify users of course activity.



[Manage Files](#)

Upload and delete files, create content topics from files.

In the next page, please click “Manage Files” in the tools subsection.



[Self-Registration](#)

Configure self registration settings for this Course Offering, change the registration form, review and approve enrollments, manually enroll or unenroll users, or view an enrollment report.



[View User Progress](#)

View user activity for individual users enrolled in this Course Offering, including login history, participation in discussions, content access, and grades.

Setting Up Folders

Before uploading your files, you may want to spend some time on how you would like to organize your files. Effective organization of your files will help you to save tremendous amounts of time in the long run. In our sample course, we will have reading materials, PowerPoint presentations, and course administration related files such as a syllabus and rubric. Therefore, we will create three folders to collect different documents for the course. You may also prefer to create folders for each week if it is how you would like to organize your materials.

Course Home Content Discussions Dropbox Quizzes Classlist Grades

Course Admin Tools

Course Design Accelerator

Instructional Design Wizard

Course Builder

Navigation

Course Offerings

Manage Files

Location: Sandbox -- Devrim

Hide Tree New File New Folder Paste Upload

Sandbox -- Devrim

This folder is empty.

In order to create a folder, please click "New Folder" located at the top of the window.

Paste Upload

New Folder

Then, enter the name of your new folder into the textbox and press Enter.

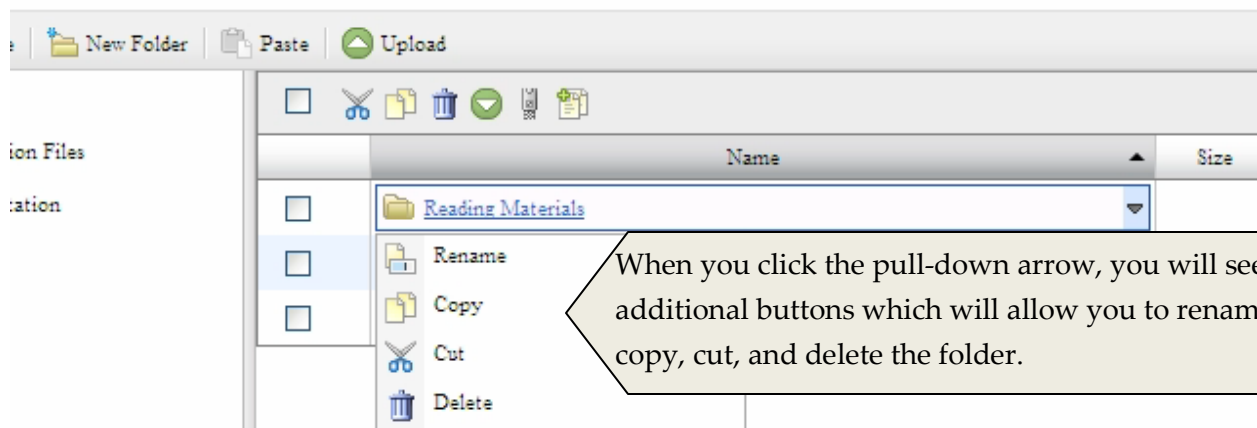
Manage Files

Location: Sandbox -- Devrim



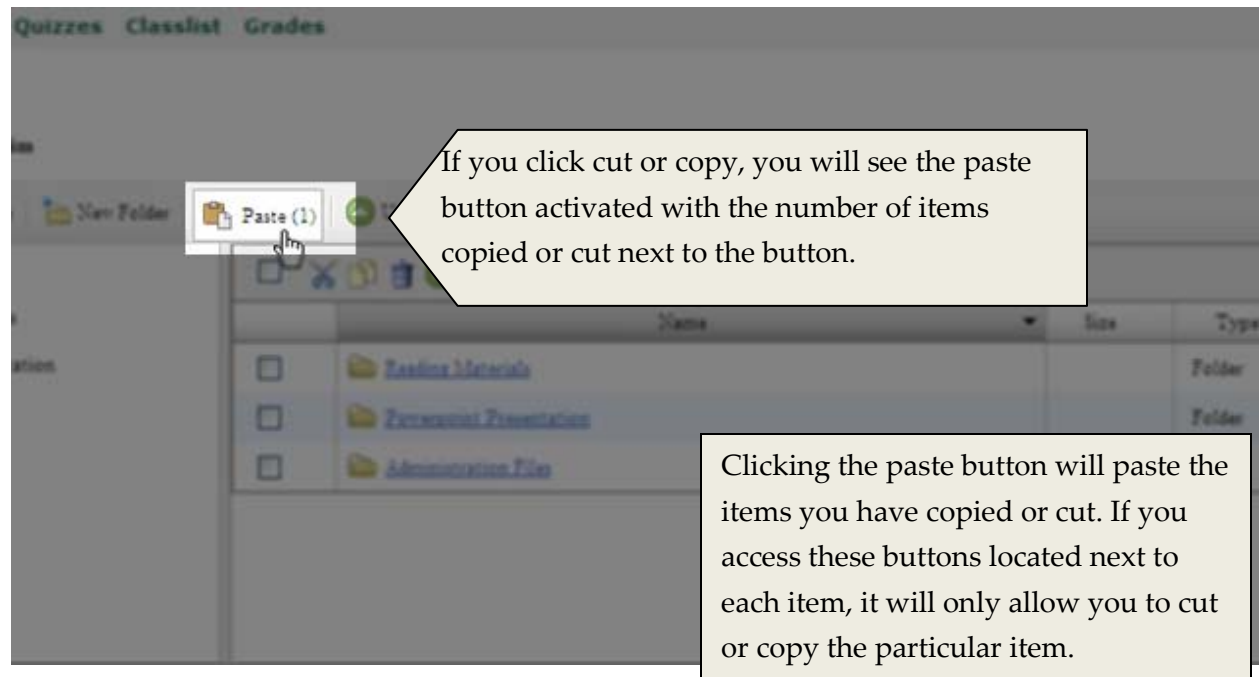
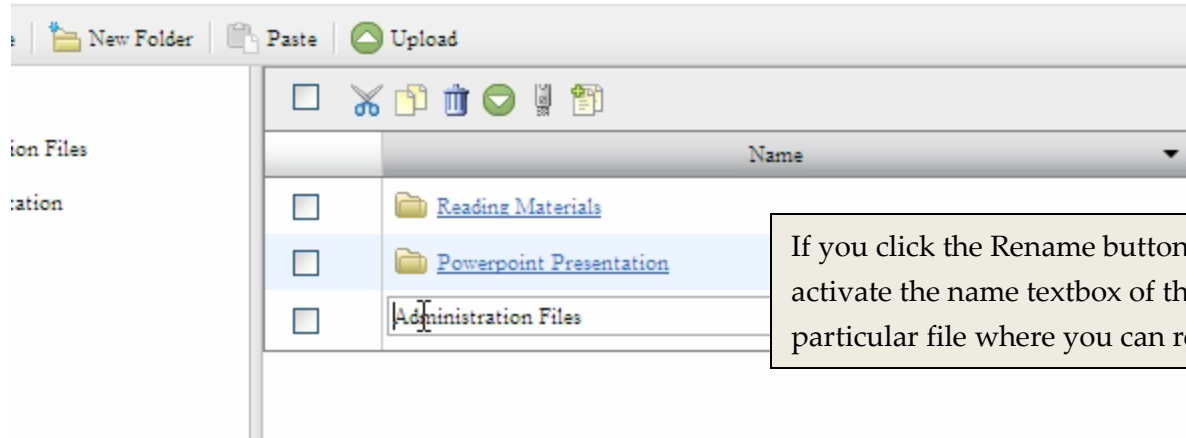
Please follow the same steps to create the other folders. The more folders you have, the more organized you will be.

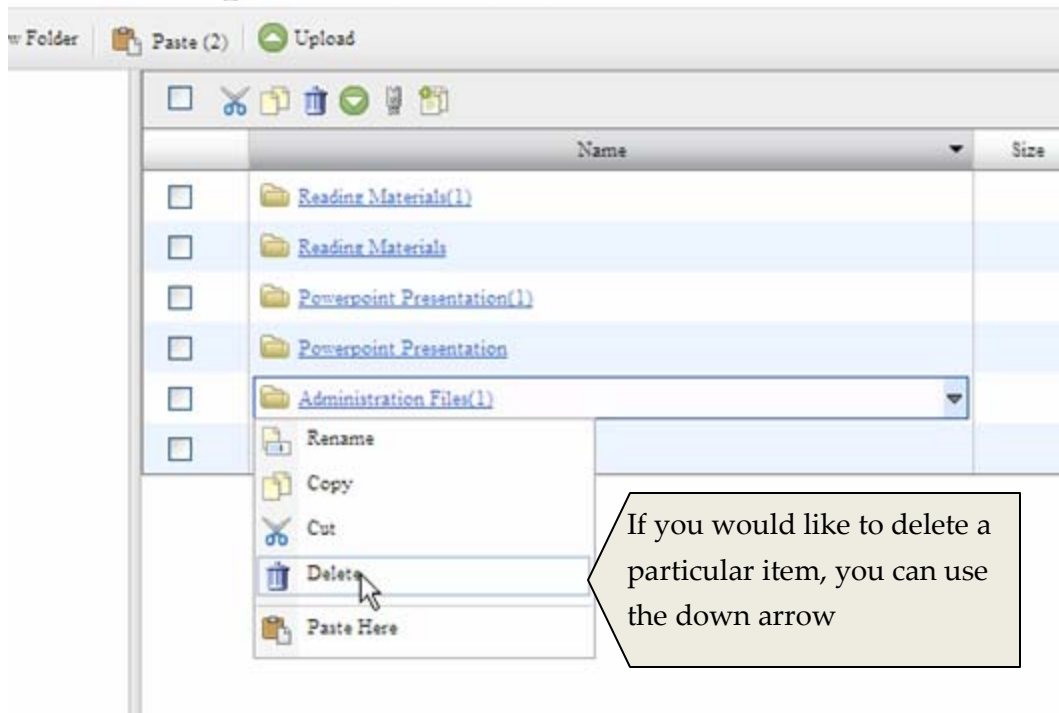
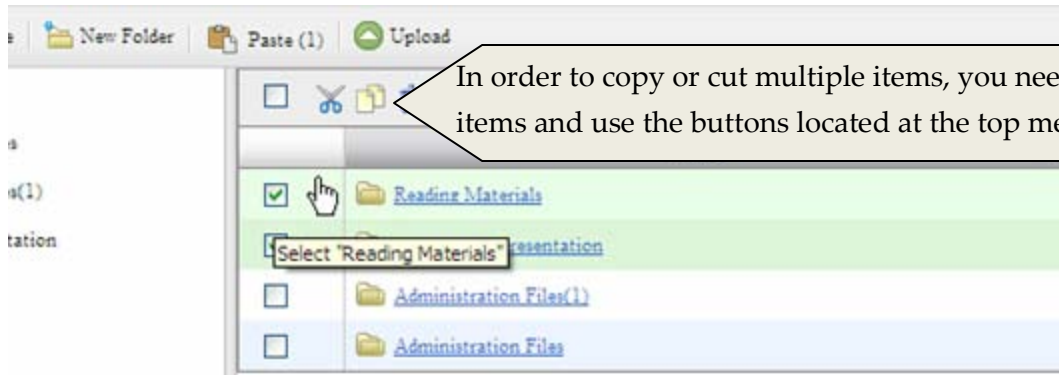
At some point if you make a mistake while naming the file, you can always click the down arrow located to the right of each folder. The arrow will appear when you drag your cursor to the folder.

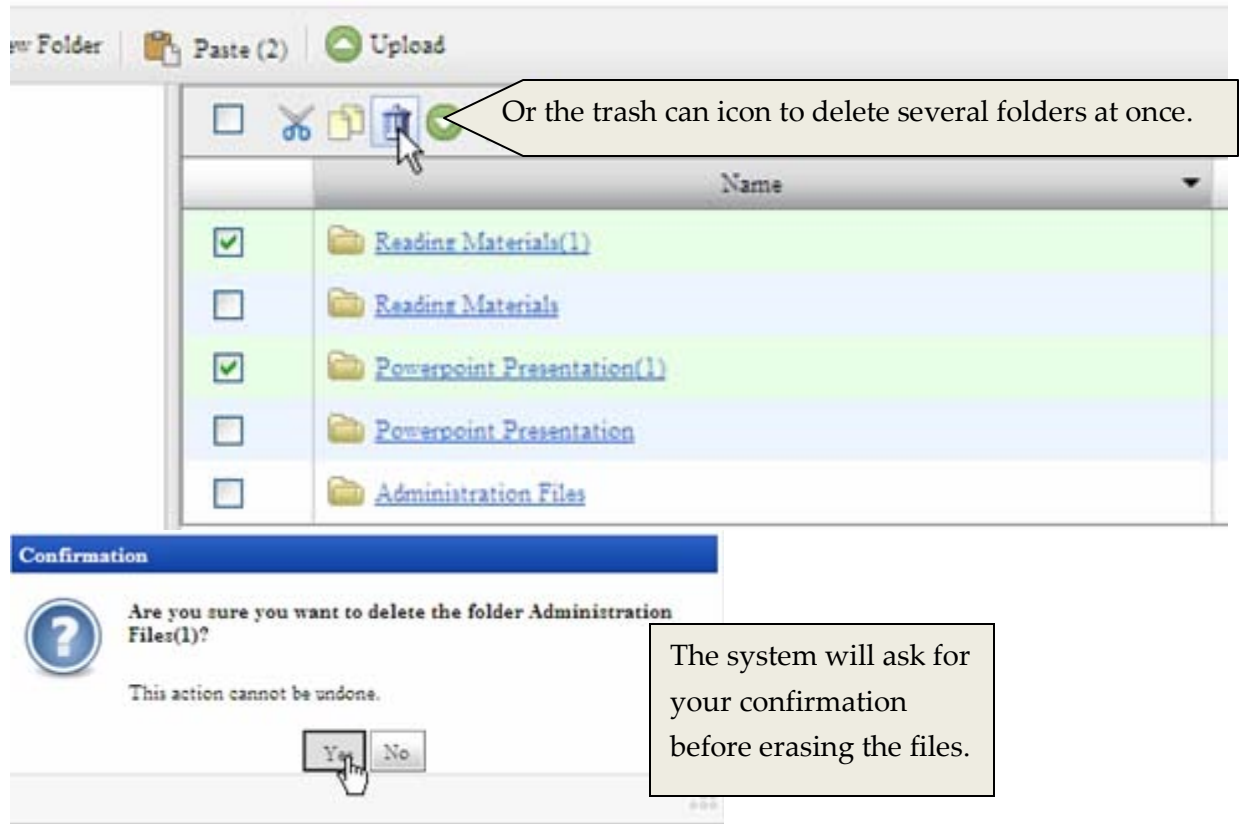


When you click the pull-down arrow, you will see additional buttons which will allow you to rename, copy, cut, and delete the folder.

im







If you follow this tutorial you be able to setup and manage your folders in your D2L course.