

WebCT 4.1: File and Folder Management

File Manager

Choose **Control Panel** →

Choose **Manage Files** →

Folders

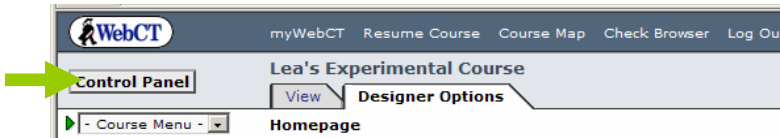
Create a Folder

Choose **Create folder** →

Enter a folder name: →

Select a location for the folder →

Choose **Create** →



Control Panel

Edit Page or Tool

Customize the Homepage and change course content.

Update the student view of the Content Modules in your course.

Update student view

Manage Files

Add, download, change, and organize the files in your course.

Actions

☞ indicates a selection is required from the main frame.

☞☞ indicates multiple selections are allowed.

Options: Files

Create file

☞ Edit

☞☞ Delete

☞☞ Copy

☞☞ Move

☞☞ Rename

☞☞ Zip

☞☞ Unzip

Upload

☞☞ Download

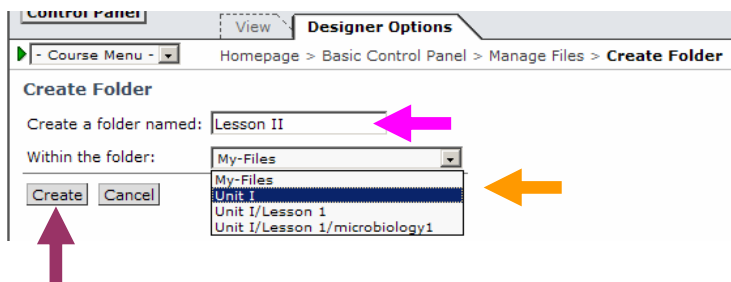
Options: Folders

Create folder

☞☞ Delete

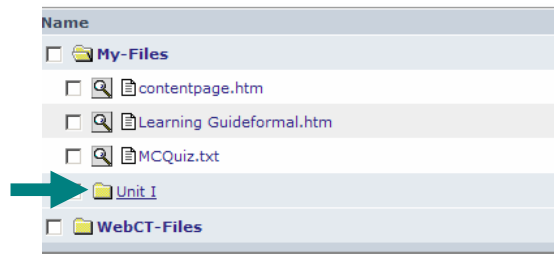
☞☞ Rename

☞☞ Zip

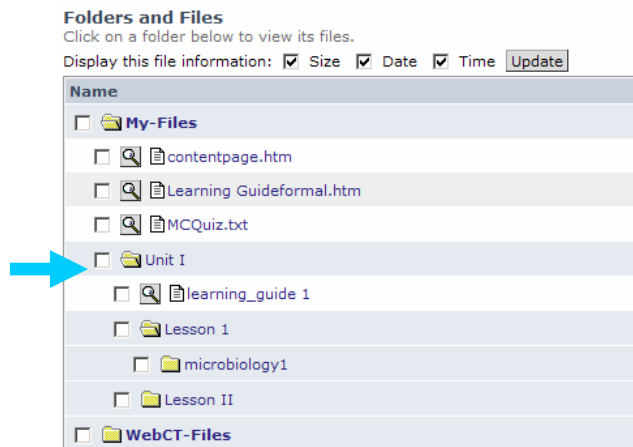


Open a Folder

Click on a folder to open →

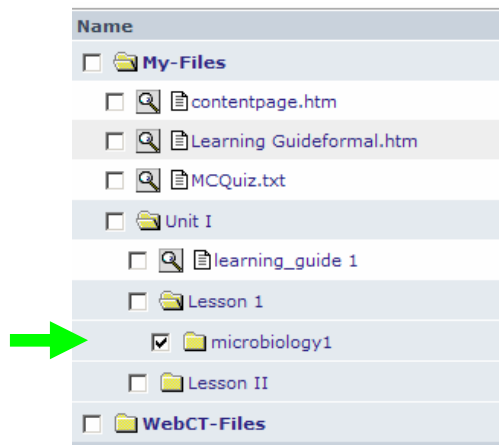


Folder opened →



Delete a Folder

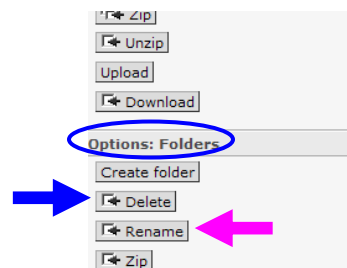
Click the for the folder to delete →



Under Options: Folders, choose →

Rename a Folder

Under Options: Folders, choose →



Enter a new name →

Choose →

Files

Create a File

Under Options: Files
choose →

Enter a filename →

Select a folder
location →

Enter the
file content →

To access the html
editor,
choose →

When complete,
choose →

Rename Folder

Old name: microbiology1

New name: →

→

Options: Files

→

Create File

*Filename: →

Folder: →


File content:

Width: Height:

Edit a file

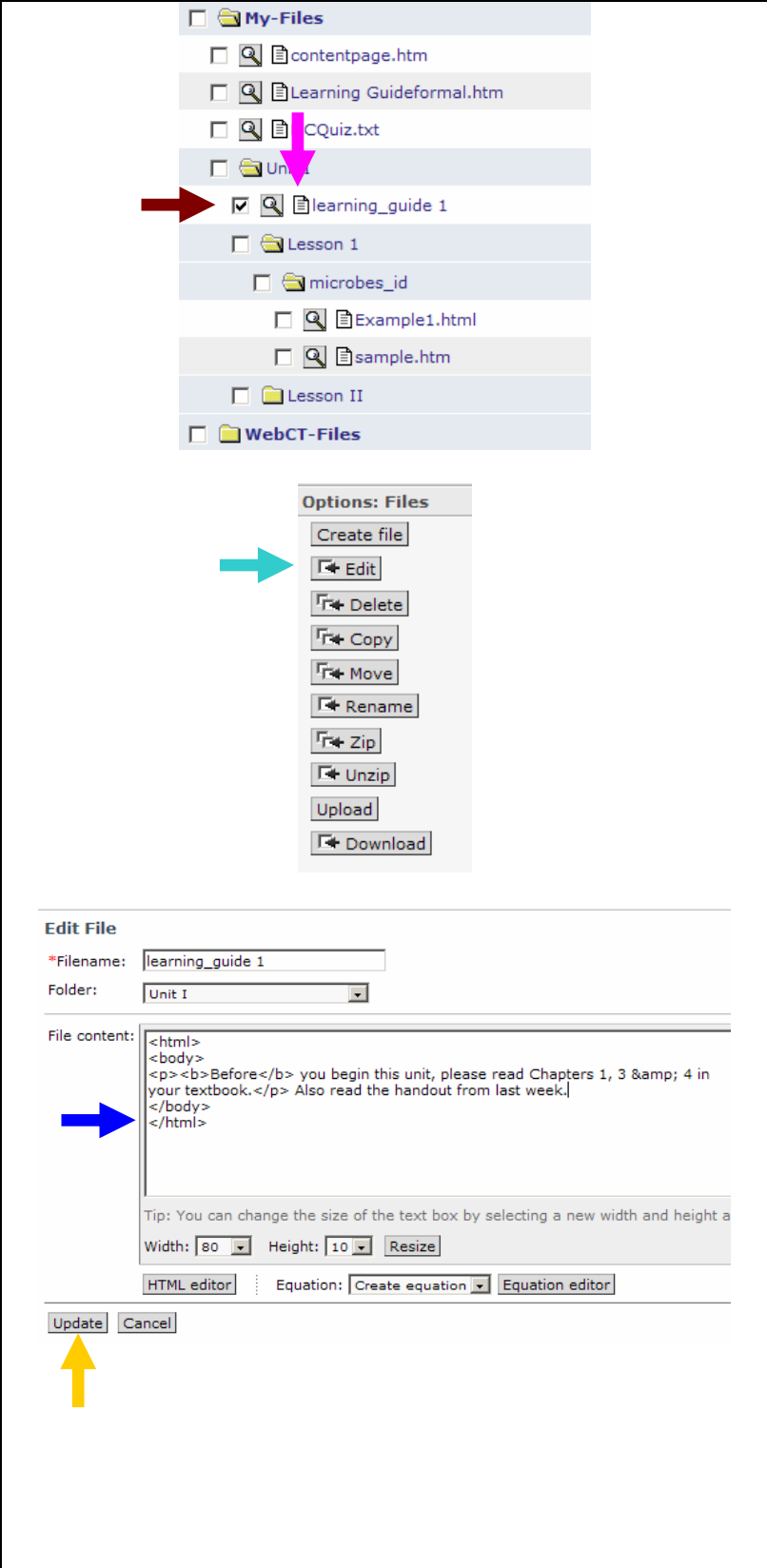
Click the for the file to edit →

Under Options: Files, choose →

OR choose the  next to the file to edit →

Edit the file as needed →

When all editing is complete, Choose →



The screenshot shows a file management interface with a file list on the left. The file list includes folders like 'My-Files', 'Lesson 1', and 'Lesson II', and files like 'contentpage.htm', 'Learning Guideformal.htm', 'CQuiz.txt', and 'learning_guide 1'. A red arrow points to the checkbox next to 'learning_guide 1'. A pink arrow points to the document icon next to 'learning_guide 1'. A green arrow points to the 'Edit' button in the 'Options: Files' menu.

The 'Options: Files' menu is open, showing buttons for 'Create file', 'Edit', 'Delete', 'Copy', 'Move', 'Rename', 'Zip', 'Unzip', 'Upload', and 'Download'. A green arrow points to the 'Edit' button.

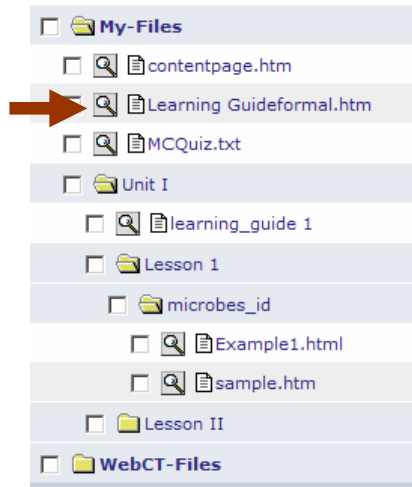
The 'Edit File' dialog is open, showing the filename 'learning_guide 1' and the folder 'Unit I'. The file content is displayed in a text area:


```
<html>
<body>
<p><b>Before</b> you begin this unit, please read Chapters 1, 3 & 4 in your textbook.</p> Also read the handout from last week.
</body>
</html>
```


 A blue arrow points to the text area. Below the text area is a tip: 'Tip: You can change the size of the text box by selecting a new width and height a'. There are input fields for 'Width: 80' and 'Height: 10', and a 'Resize' button. At the bottom of the dialog are buttons for 'Update' and 'Cancel'. A yellow arrow points to the 'Update' button.

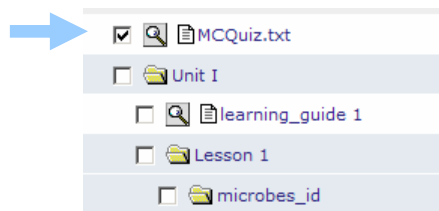
View a File



Choose  next to the file to view 

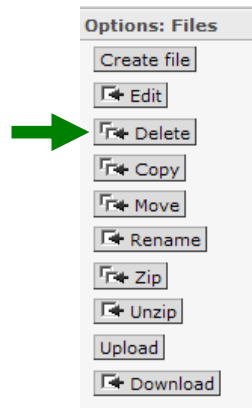



Delete a File

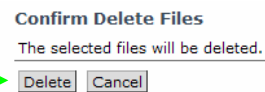
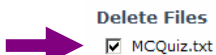
Click the for the file to delete 



Under Options: Files, choose  



Confirm the file to be deleted is correct 



Choose  

Upload a File

Under Options: Files, choose **Upload** →

Options: Files

- Create file
- Edit
- Delete
- Copy
- Move
- Rename
- Zip
- Unzip
- Upload
- Download

Choose **Browse...** →

Upload File

Note: Depending on the file size and network connection, this process may take several minutes.

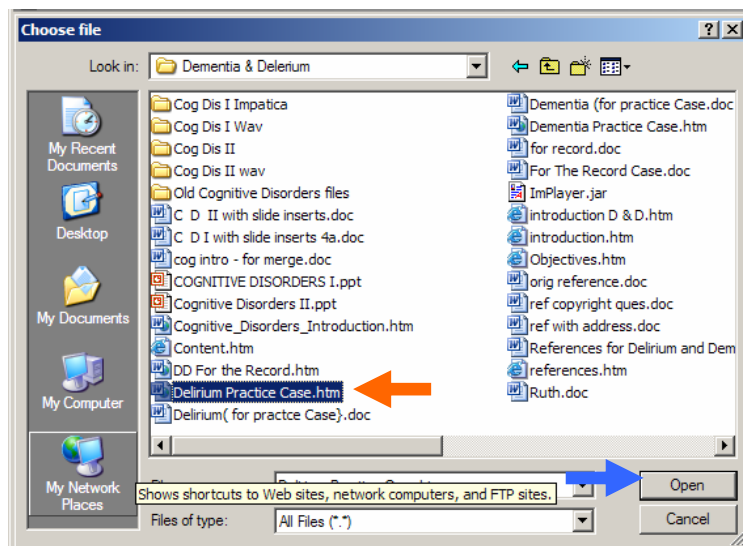
Filename: **Browse...** →

Destination folder: My-Files

Upload **Cancel**

Select the file to upload →

Choose **Open** →



Select the destination folder →

Choose **Upload** →

Filename: C:\Documents and Set **Browse...**

Destination folder: Unit I/Lesson 1

Upload **Cancel**

- My-Files
- Unit 1
- Unit 1/Lesson 1
- Unit 1/Lesson 1/microbes_id
- Unit 1/Lesson II

Unzip Files

Click the for the .zip file to unzip →

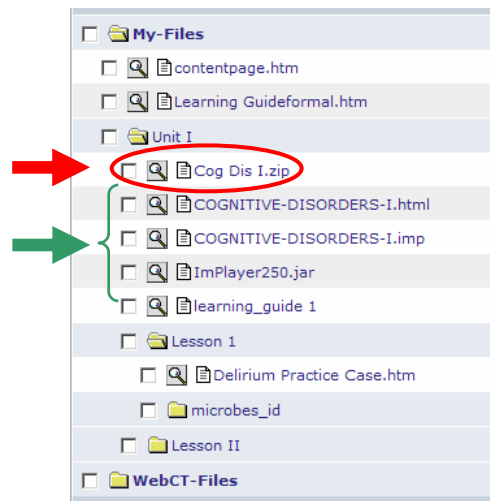
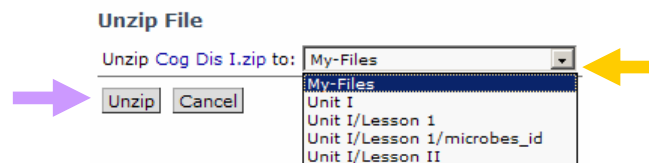
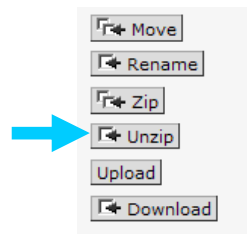
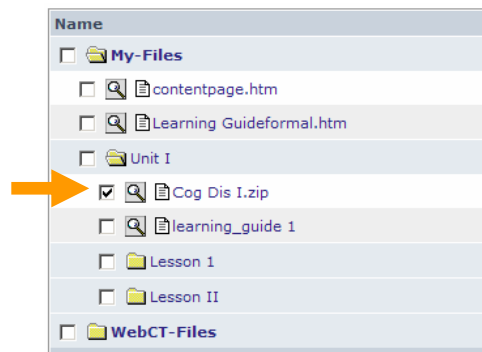
Under Options: Files choose →

Select the folder in which to unzip the file →

Choose →

The files are unzipped. →

NOTE: Once the file is unzipped, be sure to delete the original .zip file to save server space. →



Zip files

To zip files in preparation for downloading, click the for the files to zip →

Choose →

Confirm the correct files have been selected →

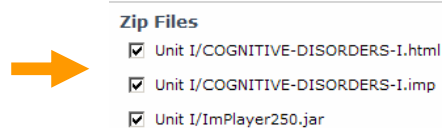
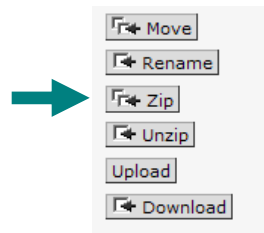
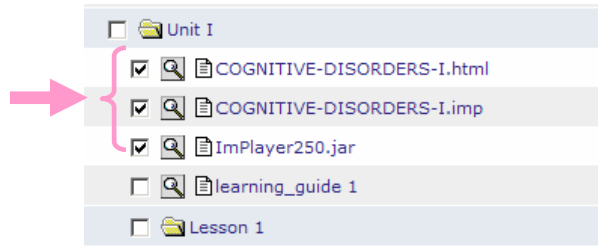
Select the folder to zip the files to →

Enter a filename for the zip file →

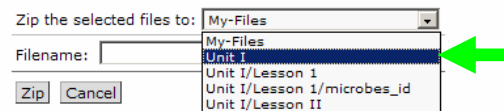
Choose →

Download Files

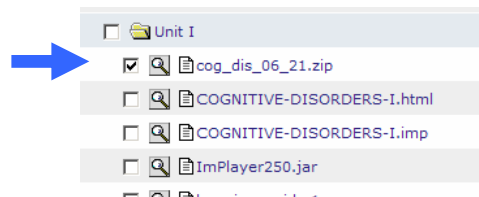
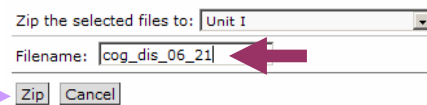
Click the for the files to download →

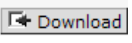





Select Destination File and Folder

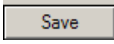




Select Destination File and Folder

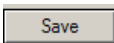



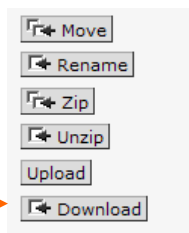
Choose  

Choose  



Choose  

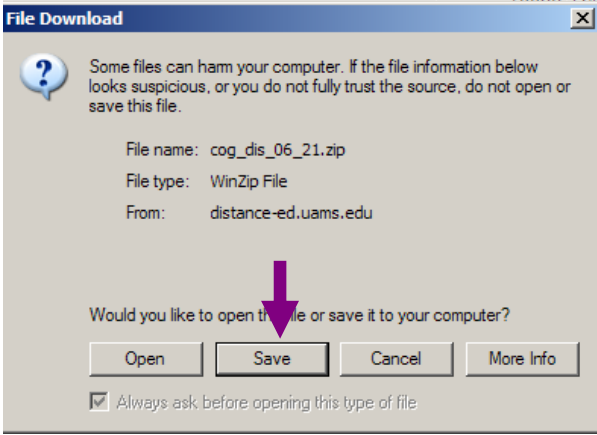
Select a file location 

Choose  







Download File
Click **Download** to save file [cog_dis_06_21.zip](#) to your computer.



Save As

Save in:  

File name:  

Save as type: WinZip File

