

# Manage Files

Manage Files involves the uploading, organizing, and preparation of documents or other course materials (Word documents, PowerPoint presentation, video files, etc.) that you want to appear somewhere in your D2L course content. Files may be loaded from your computer or other networked device to the Manage Files area.

## How to Access Manage Files

**Step 1:** Log into your course, then select **Course Admin** from the navigation bar.

The screenshot shows the top navigation bar of a D2L course. The course name is 'eLearning Course 2'. The navigation bar includes links for Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, Attendance, Course Admin (highlighted with a red box), Calendar, Checklist, and More. The user is logged in as 'ACC Designer II'. Below the navigation bar is a banner image of a building at night with the text 'eLearning Course 2' and the ACC logo. At the bottom of the banner, there are 'Announcements' and 'Welcome' dropdown menus.

**Step 2:** Under Site Resources select Manage Files.

The screenshot shows the 'Course Administration' page. The navigation bar is the same as in Step 1, with 'Course Admin' selected. The page title is 'Course Administration'. Below the title is a table with two columns: 'Category' and 'Name'. The 'Site Setup' section is expanded, showing a grid of site resources. 'Site Resources' is highlighted with a red box. Under 'Site Resources', 'Manage Files' is also highlighted with a red box. Other site resources include Course Offering Information, Homepages, Widgets, Book Management, Calendar, Content, Course Builder, External Learning Tools, Glossary, Import / Export / Copy Components, Links, and Manage Dates.

## Creating Folders and Uploading Files

**Step 1:** From the **Manage Files** tab, select **New Folder** to add a new folder.

The screenshot shows the 'Manage Files' interface. The location is 'content > enforced2012 > 1638620-eLearningCourse2'. The 'New Folder' button is highlighted with a red box. The file tree on the left shows folders: /content/enforced2012/1638, DeskPaper2, and Getting Started. The table below shows a list of files with columns: Name, Size, Type, and Last Modified Date. The last row shows a file named 'Videos' with a last modified date of 'Apr 25, 2018'.

Name	Size	Type	Last Modified Date
Videos		Folder	Apr 25, 2018

**Step 2:** Type in the name for your new folder and select **Save**.

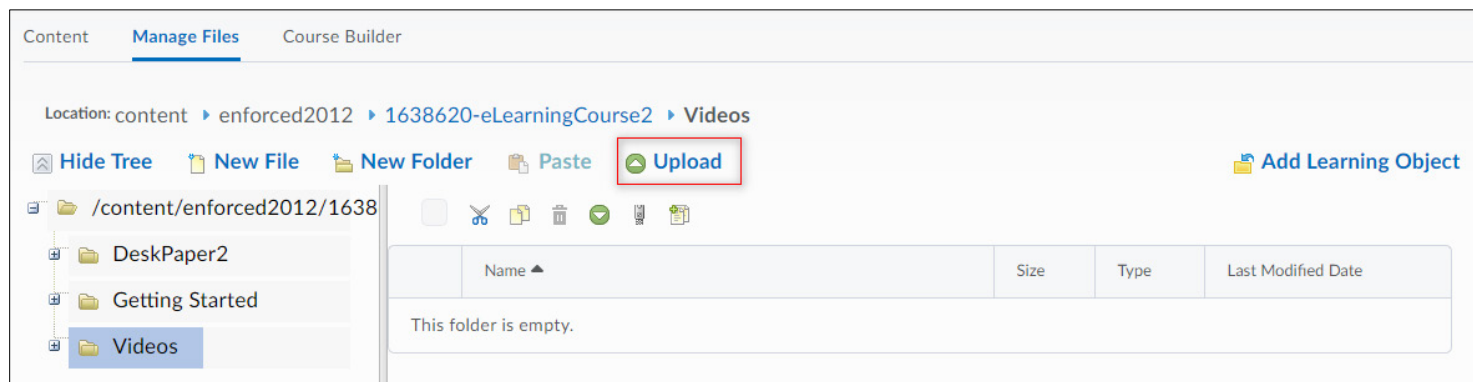
The screenshot shows the 'Manage Files' interface. The location is 'content > enforced2012 > 1638620-eLearningCourse2'. The 'New Folder' button is highlighted. The file tree on the left shows folders: /content/enforced2012/1638, DeskPaper2, Getting Started, and New Folder. The table below shows a list of files with columns: Name, Size, Type, and Last Modified Date. The last row shows a file named 'Videos' with a last modified date of 'May 11, 2018 8:42 AM'. The 'Save' button is highlighted with a red box.

Name	Size	Type	Last Modified Date
Videos		Folder	May 11, 2018 8:42 AM

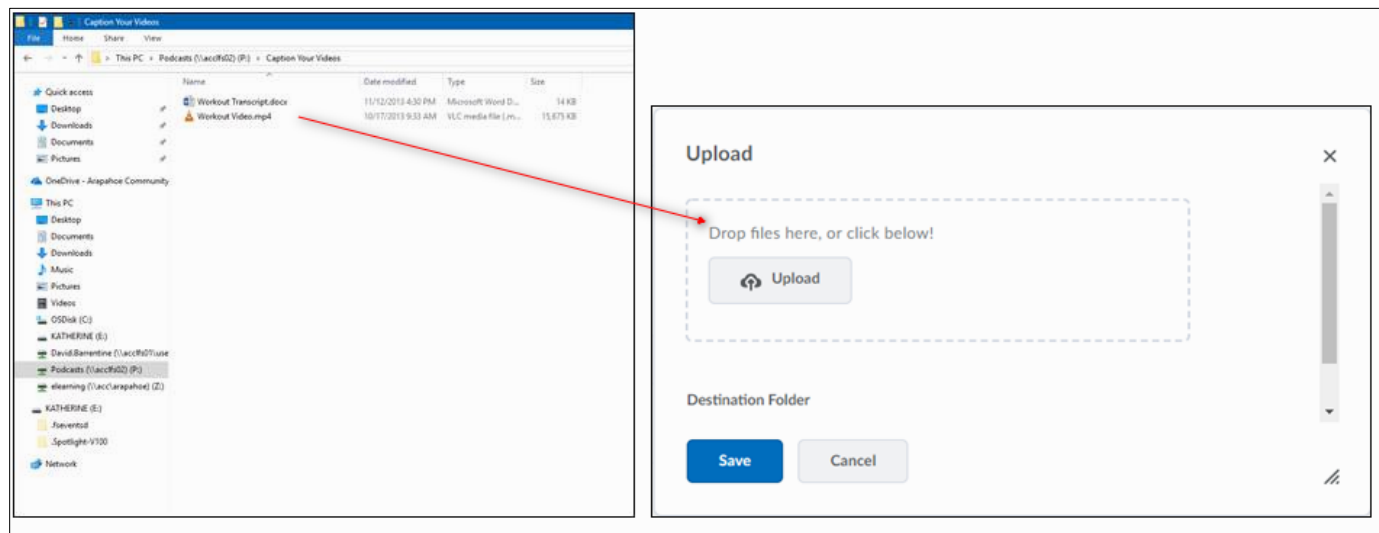
**Step 3:** Select the folder to which you want to upload a file.

The screenshot shows the 'Manage Files' interface. The location is 'content > enforced2012 > 1638620-eLearningCourse2'. The file tree on the left shows folders: /content/enforced2012/1638, DeskPaper2, Getting Started, and Videos. The 'Videos' folder is selected. The table below shows a list of files with columns: Name, Size, Type, and Last Modified Date. The last row shows a file named 'Videos' with a last modified date of 'May 11, 2018 8:42 AM'. The 'Videos' folder is highlighted with a red box.

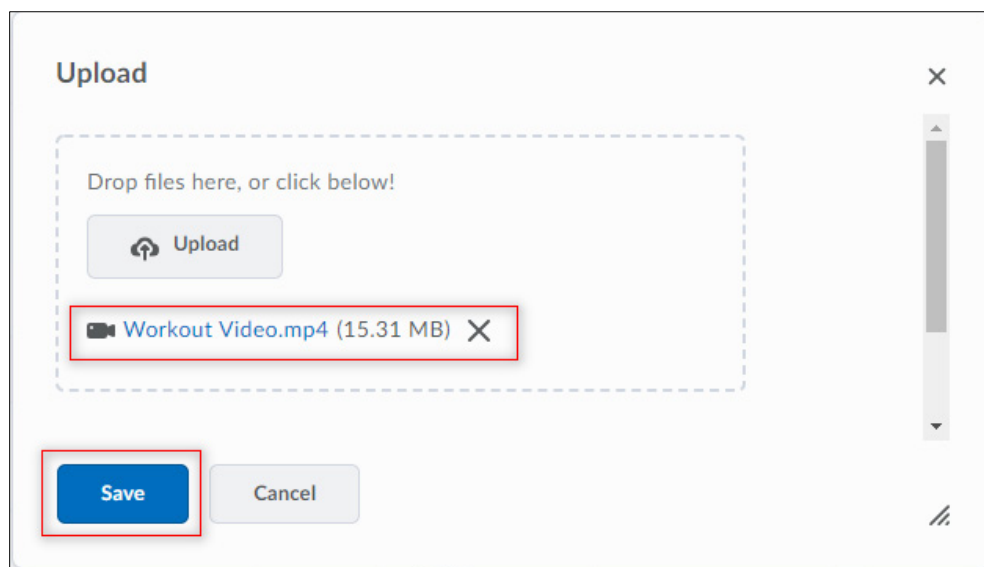
Name	Size	Type	Last Modified Date
DeskPaper2		Folder	Apr 25, 2018 8:19 AM
Getting Started		Folder	Apr 25, 2018 8:19 AM
Videos		Folder	May 11, 2018 8:42 AM

**Step 4: Select Upload.**

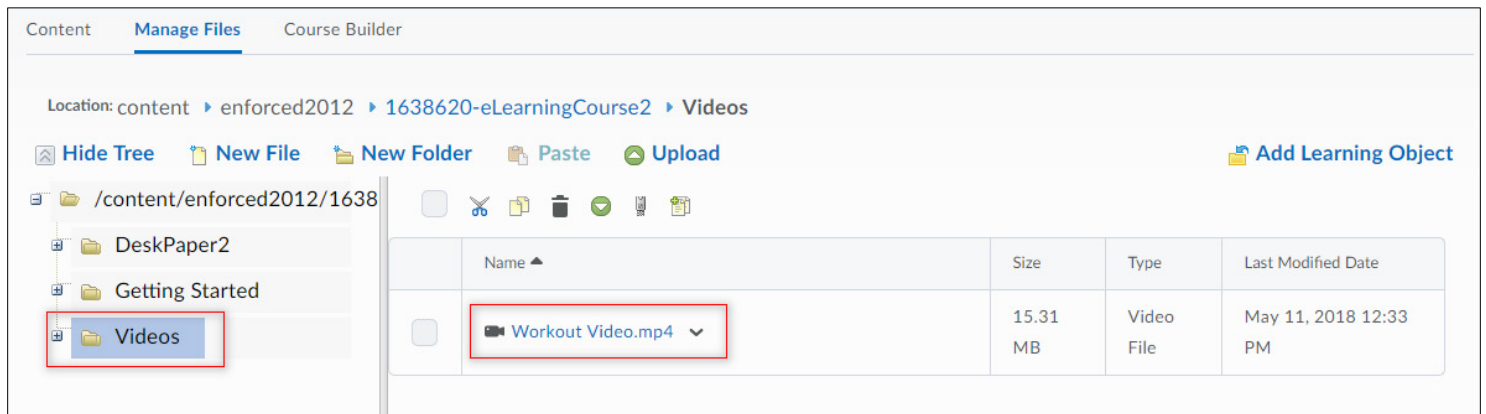
**Step 5:** There are multiple ways to upload files. If you want to use the Drag and Drop Method, open Windows Explorer to locate the file(s) you want to upload. You may drag and drop one or multiple files from your computer to the D2L destination folder.



**Step 6:** Once the file(s) appears, select **Save** to place it in the selected destination folder.



The new file will appear in your destination folder.



Content **Manage Files** Course Builder

Location: content > enforced2012 > 1638620-eLearningCourse2 > Videos

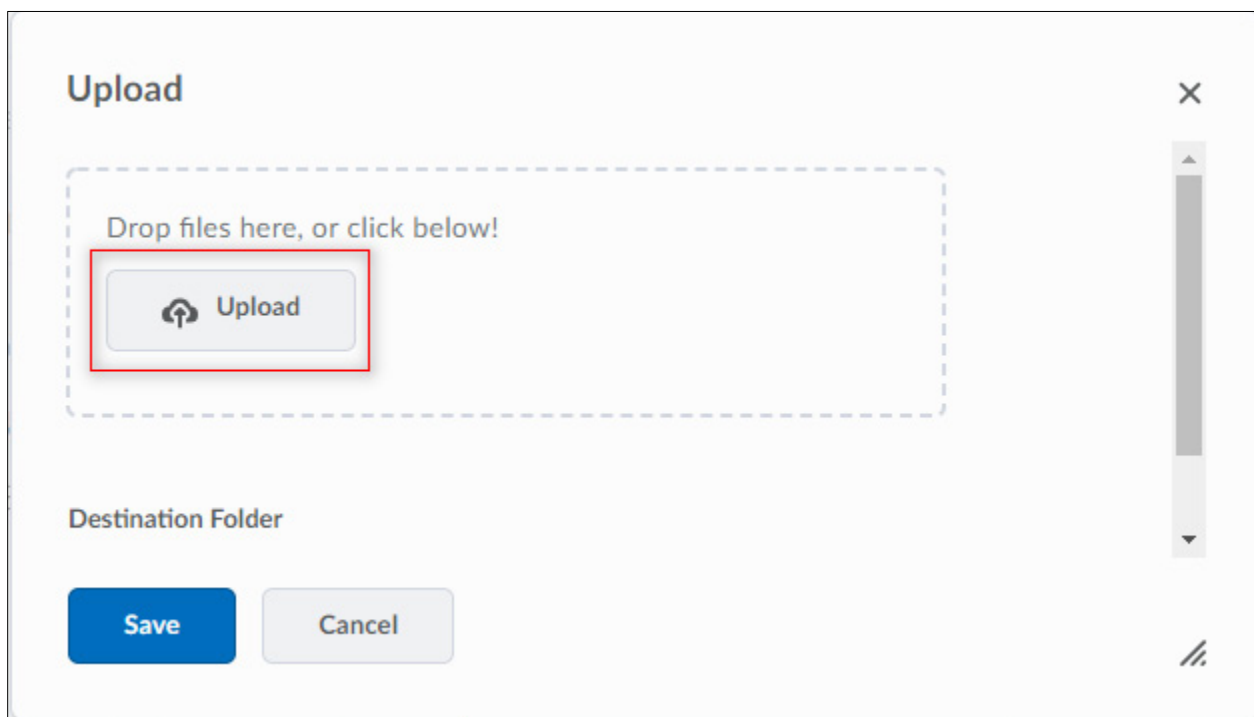
Hide Tree New File New Folder Paste Upload Add Learning Object

/content/enforced2012/1638620-eLearningCourse2/Videos

Name	Size	Type	Last Modified Date
Workout Video.mp4	15.31 MB	Video File	May 11, 2018 12:33 PM

## Upload files without using the Drag and Drop feature

**Step 1:** If you prefer not to use Drag and Drop, then select the **Upload** button.



Upload

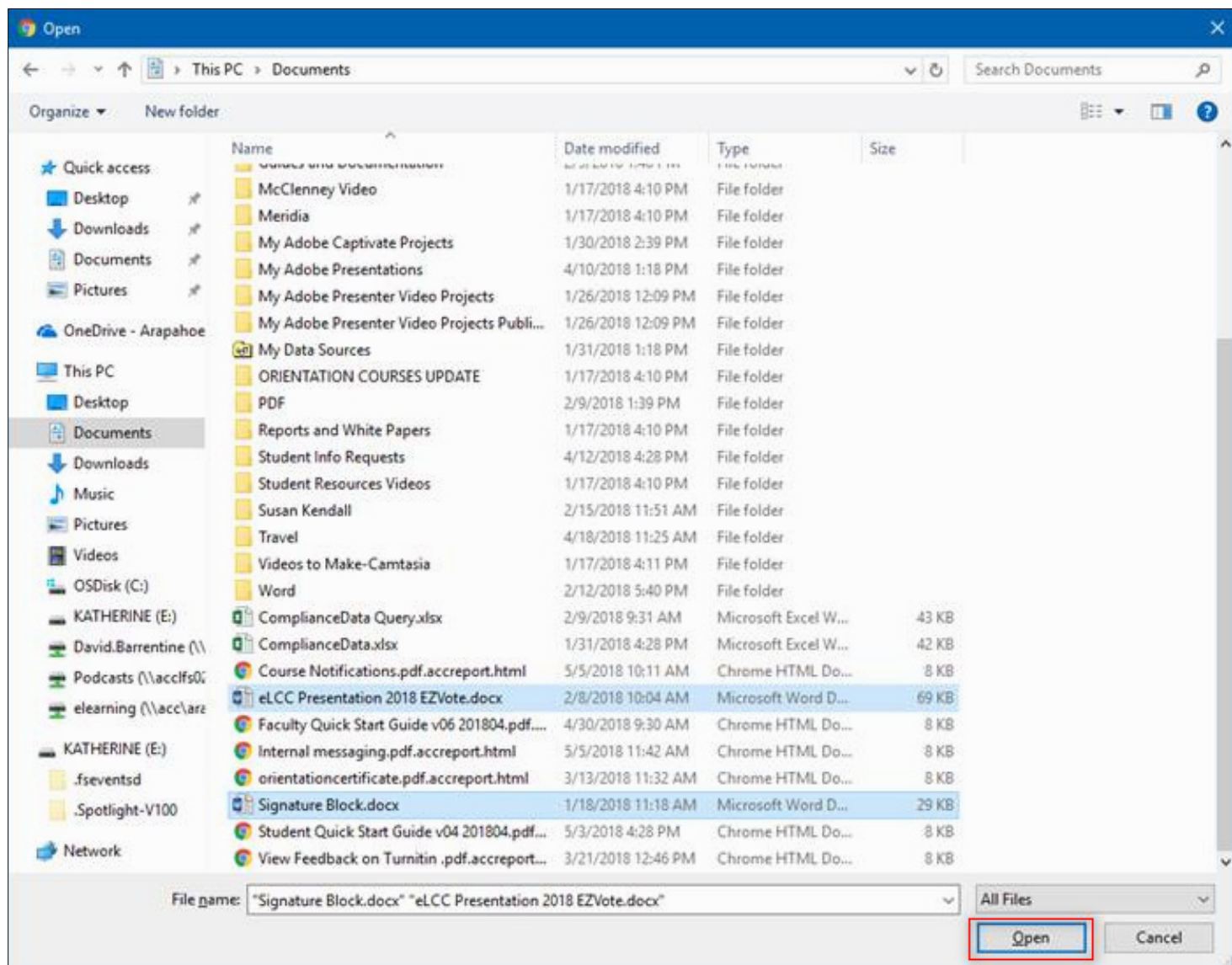
Drop files here, or click below!

Upload

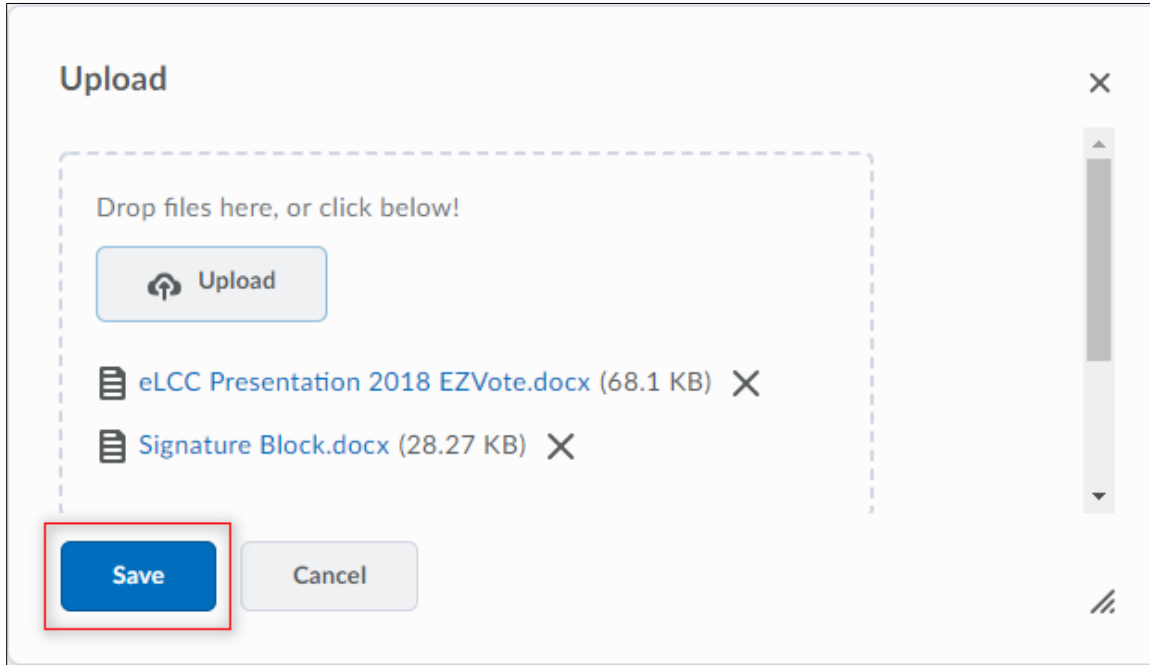
Destination Folder

Save Cancel

**Step 2:** This will bring up the **Open** window from which you can add files by selecting a file(s), then selecting **Open**.



**Step 3:** Once the files appear in the upload area, select the blue **Save** button to load them to the destination folder.



The files now appear in the destination folder.

	Name ▲	Size	Type	Last Modified Date
<input type="checkbox"/>	eLCC Presentation 2018 EZVote.docx ▼	68.1 KB	Word Document	May 11, 2018 12:55 PM
<input type="checkbox"/>	Signature Block.docx ▼	28.27 KB	Word Document	May 11, 2018 12:55 PM
<input type="checkbox"/>	eLearning Master Daylight Schedule.xlsx ▼	10.72 KB	Excel Spreadsheet	Apr 12, 2018 12:43 PM