

File Management in Desire2Learn

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Importance of Browser choice

It is best that you use **Internet Explorer** when you do any editing to your course. If you use anything else you may encounter problems. One known issue that will happen when you use a browser other than IE, you will lose header tags. This can cause the page to appear in D2L as blank when it actually is not.

Knowledge of HTML

BEST PRACTICE: It is advantageous to learn the basics of HTML and how to build a simple web page, if you want to take on course development.

Please investigate this website http://www.createfreewebsite.net/html_tutorial/htmltoc.htm

Here you will find an HTML codes tutor and lessons to assist you in learning the basics of building a web page.

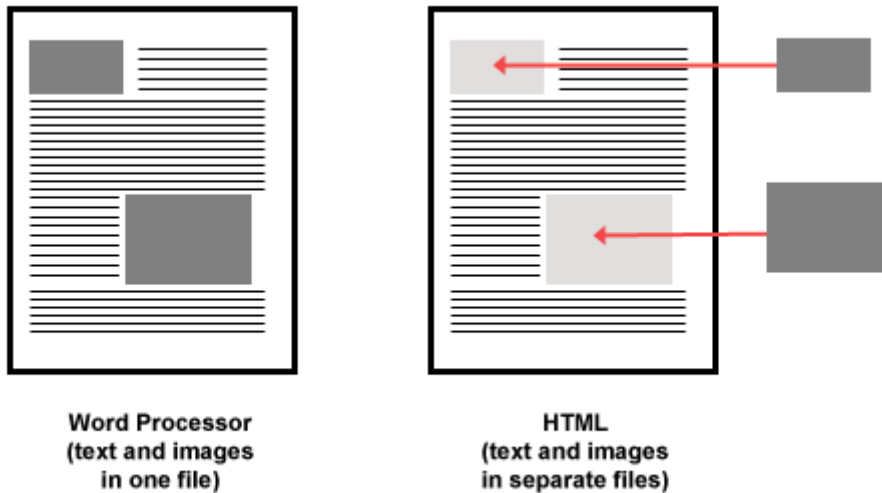
Here are a few common tags to be familiar with:

- `<HTML></HTML>`
this is the tag that surrounds a web page and allows it to work.
- `< H1></ H1>`, `<H2></ H2>`, `<H3></ H3>`
These determine the size of the headlines
- ``
Bold text
(Note: This way to bold text is more accessible than using the `` code.)
- ``
italic text
(Note: This way to italicize text is more accessible than using the `<I></I>` code.)
- `<P></P>`
Creates new paragraph
- `http://www.health.state.mn.us/divs/chs/phn/resources.html`
This is an example of a URL link looks as code. Note the target=blank. This will launch a new browser window for the student when they click the link.

Please refer to this website for an HTML 'cheatsheet' of tags along with description of each one.
http://webmonkey.wired.com/webmonkey/reference/html_cheatsheet/

How Web Pages Work

HTML pages differ from Word documents. Word documents are self-contained packages that house all text and images in one file. HTML is a reference file which contains only text. Images in an HTML page are actually links to other files.



*When adding or revising an HTML page in a course, remember to upload the HTML **and** all associated files such as images. If you do not, links will be broken in your HTML page.

Managing Files:

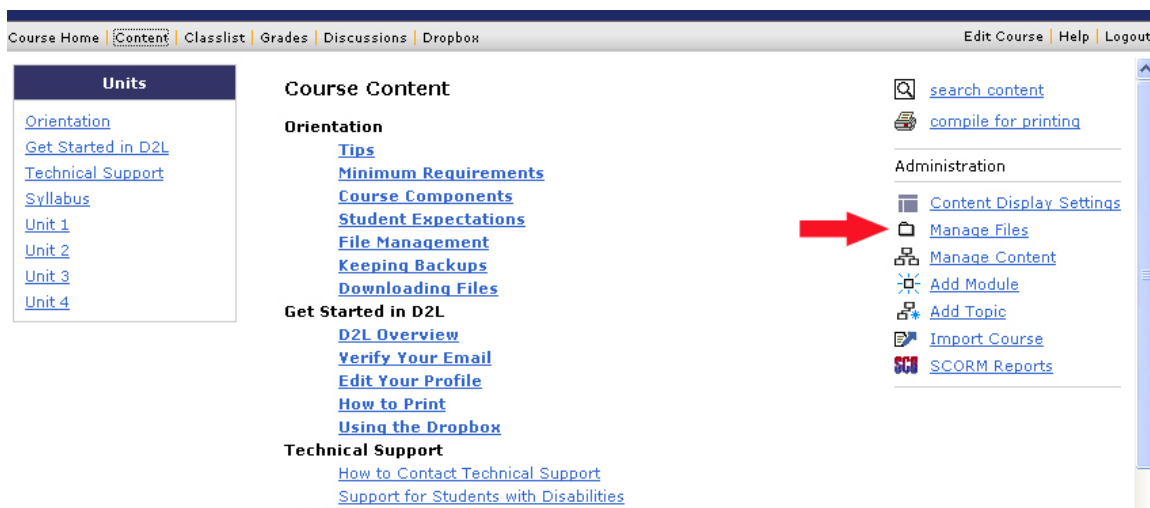
The following section was adapted from "Manage Files," in Teaching with D2L produced by Desire2Learn
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The Manage Files area of D2L allows you to:

1. **Organize and Manage Files and Folders**- You can perform basic tasks such as creating, deleting, copying, and moving files and folders, and more advanced tasks such as changing file and folder properties, and zipping and unzipping files.
2. **Create Topics from your Files** - You can create topics from the File area once you have created your course content structure.

To access Manage Files:

Click on **Content** on your course navigation bar and then click on the **Manage Files** link.



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Suggested D2L Course Structure

Course Content

Orientation

- Minimum Requirements
- Student Expectations

Policies

- Academic Dishonesty
- Dropping a Class

Support

- How to Contact Technical Support
- Support for Students with Disabilities

Syllabus

- Welcome Letter
- About the Instructor
- Course Description
- Course Outcome
- Course Requirements
- Grading Policy
- Course calendar
- Listing of Textbooks & Articles
- Reading Assignments
- Library Services

Unit 1: Title (optional)

Lesson 1: Title

- Lesson Outcomes
- Reading Assignments
- Lecture or Instructor Notes
- Learning Activity (Assignment, Discussion, Group Work, etc.)
- Assessment (Quiz, Exam, etc.)

Lesson 2: Title

- Lesson Outcomes
- Reading Assignments
- Lecture or Instructor Notes
- Learning Activity (Assignment, Discussion, Group Work, etc.)
- Assessment (Quiz, Exam, etc.)

Lesson 3: Title

- Lesson Outcomes
- Reading Assignments
- Lecture or Instructor Notes
- Learning Activity (Assignment, Discussion, Group Work, etc.)
- Assessment (Quiz, Exam, etc.)

Unit 2: Title (optional)

Lesson 4: Title

- Lesson Outcomes
- Reading Assignments
- Lecture or Instructor Notes
- Learning Activity (Assignment, Discussion, Group Work, etc.)
- Assessment (Quiz, Exam, etc.)

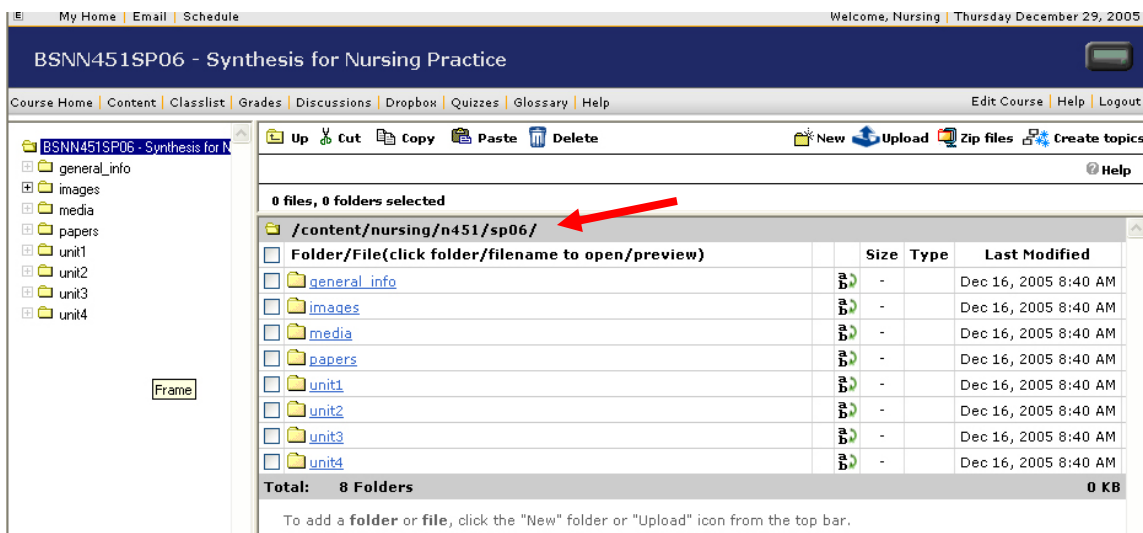
Lesson 5: Title

- Lesson Outcomes
- Reading Assignments
- Lecture or Instructor Notes
- Learning Activity (Assignment, Discussion, Group Work, etc.)
- Assessment (Quiz, Exam, etc.)

More units and lessons as needed.

Course File Management

It is important to be extremely organized when managing and creating a course in D2L. Below is an example of the 'course files' area of D2L.



- The red arrow is pointing to the folder path. **see next page of this booklet for the file hierarchy outline.*
- The general info folder is where all syllabus pages go including the course calendar.
- The images folder is where any images associated with the course should be.
- The media folder contains any video, audio or flash files.
- Typically what remains are folders for each unit in the course.

BEST PRACTICE: All course files and pages should be contained in the course.

Although it is possible to link a page or file from another location, it is not best practice. Often times the link may work for the instructor but it may not work for the students because they do not have access to where ever it came from. For example, an instructor has a document that was attached to students in the Fall semester in the announcement area. Then in the Spring semester, the instructor created a link to this document- actually linking it from the Fall announcement page. This is a situation where it will appear to work on the instructor end, but it will not work for the student because they do not have access to previous courses.

Sample File Hierarchy

general_info <standard directory>

- assignments.htm
- description.htm
- grading.htm
- lessons.htm
- outcomes.htm
- textbooks.htm
- text_readings.htm

images <standard directory>

unit#

- l#_title.jpg
- l#_title.gif

unit1 <standard directory>

- u1_outcomes.htm
- u1_descriptions.htm
- l1_assignment1.htm
- l1_assignment2.htm
- l1_discuss.htm
- l2_reading_title.htm
- l2_group.htm
- l2_lecture_notes.htm
- l3_commentary.htm
- l4_quiz.htm
- l4_exam.htm
- l4_survey.htm

unit2

unit3

unit# <more units as needed>

How to Organize and Manage Files and Folders:

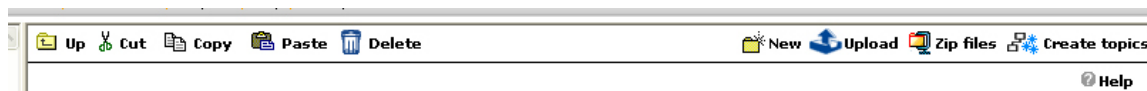
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File Properties

File and folder properties such as size, type and date last modified are displayed. The **T** beside a file name indicates a file being used as a topic.

Open a File or Folder

Click the file or folder you wish to open. Open a folder to display the contents of that folder. Clicking on a file will open that file in a new window.



Create a New Folder

1. Click on the folder where you would like to add a New Folder. If you would like to add the folder to your base course path, click on the course path (located in the top left-hand of your screen).
2. Select the **New Folder** icon.
3. A script prompt will open and you can type your folder name and select **OK**.

Copy a File or Folder

1. Check the box beside the folder or file you want to copy. On the top menu, click the **Copy** icon.
2. Open the folder where you want to place the copied item.
3. From the top menu, click the **Paste** icon.
4. To select more than one file or folder to copy, click the corresponding boxes beside the files or folders and then select copy and paste.

Move a File or Folder

1. Check the box beside the folder or file you want to move.
2. On the top menu, click the **Move** icon.
3. Open the folder where you want to move the item.
4. From the top menu, click the **Paste** icon.

Change the Name of a File or Folder

1. Select the **Rename** icon beside the file or folder you wish to rename.
2. Type in your name and select **OK**.

Delete a File or Folder

1. Select the checkbox beside the file or folder you wish to delete.
2. Select the **Delete** icon from the top menu.
3. To delete multiple files or folders, select the corresponding check boxes and select the delete icon.

Upload File

The Upload File tool allows you to send a file from your computer to the server.

1. Select the directory into which you wish to upload the file.
2. Select the **Upload** icon from the top menu.
3. Browse to find your file.
4. Click the **Upload** button. Note that the directory is listed below the file.

Zip Files

The **Zip** icon will compress the selected files into a zip file and allow you to download it.

- Simply select the files/folders by selecting the checkboxes.
- Next, select the **Zip** icon and follow the standard Zip directions.

Unzip Files

The UnZip icon will uncompress selected .zip files on the server.

- Upload your zip folder (follow *Upload File* instructions).
- Select the **UnZip** icon beside the zipped files.
- You will be asked if you wish to replace files with the same file names.

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Using URL links in your course

Often times you will want to provide outside resources to your students.

BEST PRACTICE: It is best that you set up the link to launch a new browser window and place a note for the student that it will do so.

Rationale: **1)** a web page in a new browser window provides more elbow room to navigate and explore the site, rather than being confined to the partial window within D2L. **2)** It is important to add a note about the new window being launched because it is aligned with ADA guidelines. A person using a screen reader will not know that the new window is launched unless there is a note saying so.

Example of disclaimer note:

(The following link will launch a new browser window. Please close the new window when you are finished to return to this course.)

```
<A href="http://www.health.state.mn.us/divs/chs/phn/resources.html"
target=_blank>http://www.health.state.mn.us/divs/chs/phn/resources.html</A>
```

This is an example of a URL link looks as code. Note the **target=_blank**. This will launch a new browser window for the student when they click the link.

For links within a course, we recommend using relative links between documents. This is based on the course file structure. For example, to link between pages in the same unit the following code would be used:

For documents in the same folder:

```
<A href="page2.html">Go to page two.</A>
```

For documents in different folders:

```
<A href="../unit2/page1.html">Go the first page in Unit 2.</A>
```

Note that these links between content pages do not open in a new window.