

Manage Files

The Manage Files tool is a file management system for your course. You can use this tool to organize and upload files associated with your course offering.

Tip: D2L recommends that you organize your files into folders, creating a folder for each module or unit of content.

Manage Files enables you to select and upload files from your computer to Brightspace. You can upload most file types to a content directory in Manage Files, but only files with specific extensions can be used as content topics.

The functions you can perform in Manage Files can be divided into the following two categories:

- **Organize and manage course files and folders:** Perform tasks such as creating, editing, deleting, uploading, moving files and folder, and zipping and unzipping files.
- **Create topics from your files:** You can create topics using files from your course content structure.

Note: When you zip or unzip a file on the **Manage Files** page in a course, you are notified that the operation is happening in the background and a notification will be sent when it is complete. This allows you to perform other tasks while waiting for the operation to complete.

When the file successfully zips or unzips, a notification appears in **Update alerts** (the bell icon). Clicking the notification takes you back to the **Manage Files** page in the course.

Note: The **Edit File** and **New File** options in **Manage Files** open in a new tab in your browser. This allows the editor to load in full screen, rendering a single dialog on the page. This prevents users from having to resize the **Edit File** and **New File** dialog.

Visual tour of the Manage Files tool

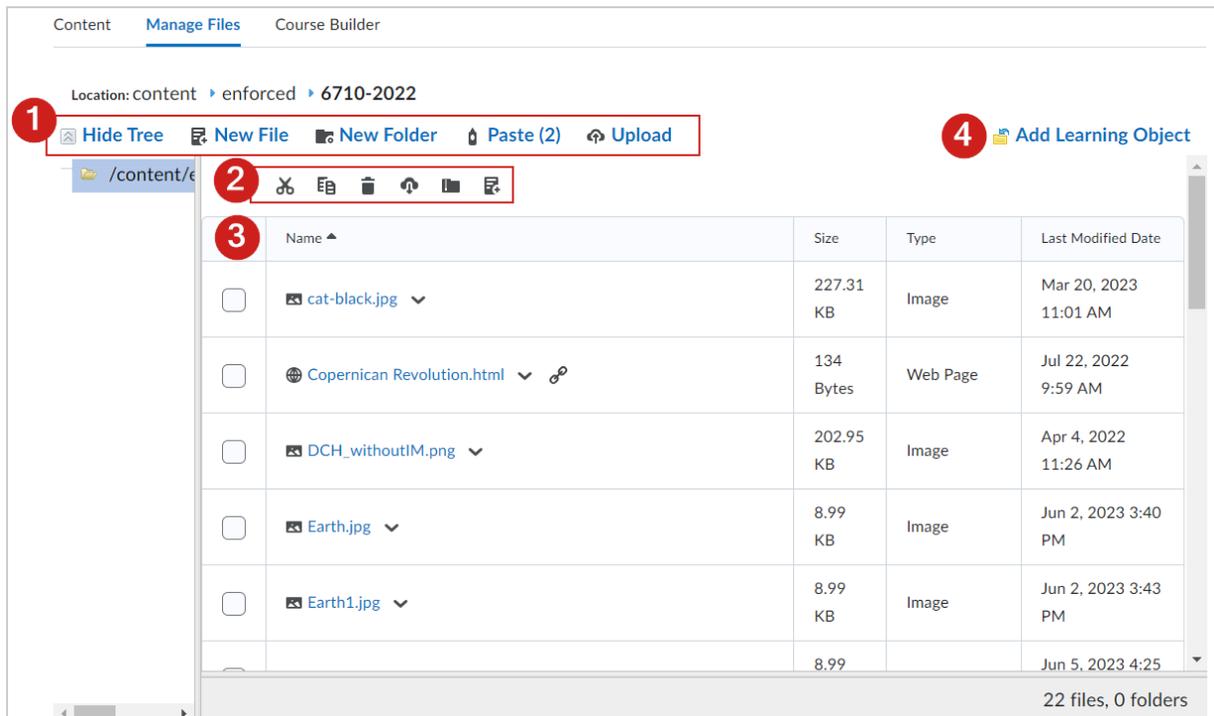


Figure: Use **Manage Files** to create new files and manage existing files from one page.

1. Review the location of your files, and use the icons to create new files, new folders, paste selected content from the list, or upload new content.
2. Use the icons to cut, paste, delete, download, zip, or upload files.
3. Select files from the list to save or select the arrow to access additional options for each file.

You can create a content topic using a file directly from Manage Files. The **Link** icon displays beside files in use as topics in the Content tool.

Note: Content HTML file editing, including via Manage Files and Course Builder, has a character limit of 2 million characters.

To create a Content topic in Manage Files

1. On the **Manage Files** page, select the check boxes beside the files you want to designate as topics.
2. Click the **Add Content Topics** icon.

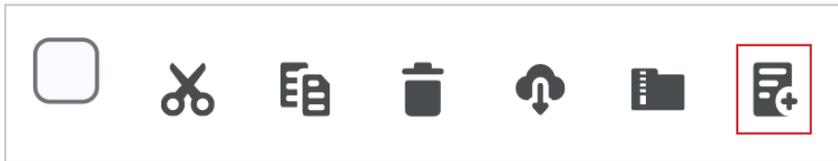


Figure: Click **Add Content Topics** to open the **Add Multiple Topics** page.

3. From the drop-down list, choose a **Parent Module** for the topics.
4. Enter **Topic Titles**. If you rename a file that is a topic in your course, it automatically updates the file reference in the **Manage Content** area.
5. Click **Add**.

Add Multiple Topics

Properties

Parent Module*
Ancient Astronomers

Course Files

<input type="checkbox"/>	File	Topic Title*	Topic Short Title
<input checked="" type="checkbox"/>	enforced		
<input checked="" type="checkbox"/>	6710-2022		
<input checked="" type="checkbox"/>	Copernican Revolution.html	Copernican Revolution	<input type="text"/>

Figure: The **Add Multiple Topics** page displays the **Parent Module** drop-down list. Click **Add**.

Warning: Use caution when moving files and folders if they are referenced in the Content area. Moving a file that is currently in use as a topic might result in a broken link.