

## Best Practices for Using the Resources Tool

### Overview

- The iLearn Resources Tool can be used to upload the course related information files.
- The Resources Tool is course-dependent.

### Recommendations for Using Resources

**TIME SAVER TIP #1:** Organize your files in Resources into **folders** that correspond to each Lesson Module or unit in your course (e.g. place files from Unit 1 in a Unit 1 folder in resources, files from Unit 2 into a Unit 2 folder, etc.).

**TIME SAVER TIP #2:** Schedule when folders/files should be “shown” and “hidden” to students ahead of time so that you don’t need to remember to do this each week. Hidden files or folders appear grey.

**IMPORTANT:** If you link to a file in Resources from a Module in Lessons the Resources folder will need to be set to “show” in order for the link to be active to students. If you don’t have to control access to the files, you may find it more convenient to “show” your folders and files by default to avoid having to change settings during the semester.

**TIME SAVER TIP #3:** You can quickly reorganize content in your Resources area by using the “Move” option.

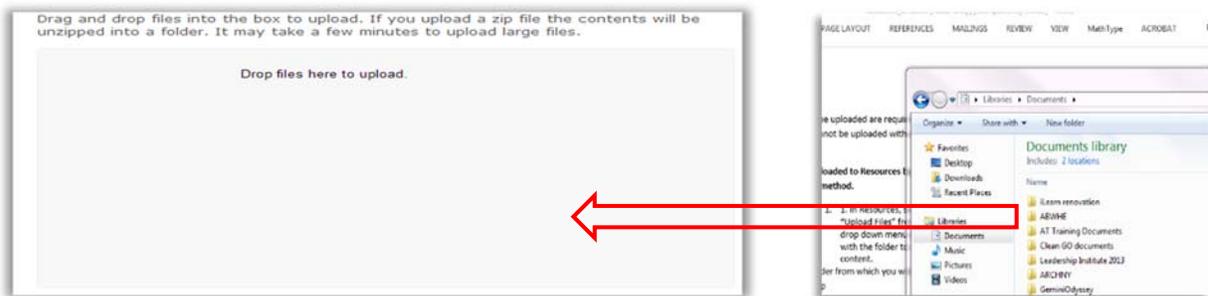
### Adding Files to Resources

1. Access the Resources Tool and select “**Create Folders**” from the “Add” drop down menu.
2. If you are adding content that you will link to from Lessons, create a new folder with a name that corresponds to a specific Lesson Module (Unit 1 content in a Unit 1 folder, Unit 2 content in a Unit 2 folder, etc.).
3. Select “**Upload Files**” from the “Add” drop down menu associated with the folder to which you wish to add content.



4. Click “Browse” to select a file you wish to upload. If you wish to upload more at a time, click the “Add Another File” button.
5. Browse the required file to be uploaded and click on “Upload Files Now” button to upload the file.

6. Another method to upload files in bulk is to use the “drag and drop” feature. Select the tiles in your local machine and drag the file into the “drag and drop box” area.



7. **You can also drag and drop files in a zip format.** A zip file will be unpacked automatically into a folder of the same name.

**NOTES:**

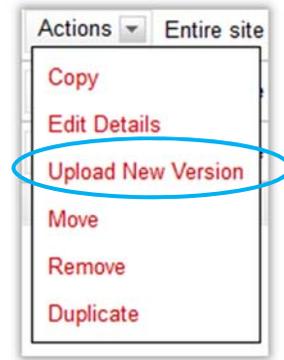
- Files to be uploaded are required to be zipped or selected as a group to be uploaded. A folder and its contents cannot be uploaded without being zipped.
- When a zip file is uploaded, it automatically creates a nested folder with the same name as the zip file. When multiple document files are selected for upload, they will display directly in the folder.

## Managing Files and Folders

### Topic 1: Replacing or Updating Files in Resources

If you simply need to replace an existing file in Resources with a new version of the file, it is best to use the “Upload New Version” option. This way, the file name and link remains the same.

1. Locate the file in Resources that you wish to replace or update.
2. From the “Actions” drop down menu associated with the file select the “**Upload New Version**” option.
3. Select the new version of the file from your computer and click the “Upload New Version Now” button.
4. This will replace the original file in Resources with the new version from your computer.



**Important:** Uploading a file to Resources that has the same file name of a file already in Resources, the new file will be automatically renamed with the numeral “1” appended to the end of the file name. This is done to avoid accidentally overwriting the original file.

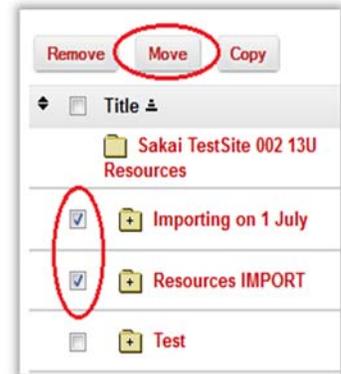
**Topic 2: URLs may be shortened for easier management and access.**

1. Select “Edit Details” from the “Action” drop down menu for the folder or file.
2. Scroll down to the “Web Address (URL)” section and check the “Short URL” checkbox for shorter URL to access.



**Topic 3: Moving Files from one Resource Folder to Another**

1. Check off the box next to the files or folder you want to move into the new folder and then click the “**Move**” link at the top of Resources.
2. A clipboard icon (📄) will appear next to each folder. Click the clipboard icon associated with the new folder and all of the files/folders you checked off will be moved into it.



**Topic 4: Copying Files from one Resource Folder to Another**

1. Check off the box next to the files or folder you want to move into the new folder and then click the “**Copy**” link at the top of Resources.
2. A clipboard icon (📄) will appear next to each folder. Click the clipboard icon associated with the new folder and all of the files/folders you checked off will be moved into it.



### Topic 5: Scheduling Resources to “Show/Hide” For Students

1. Select “Edit Details” from the “Action” drop down menu for the folder or file you wish to schedule.
2. Scroll down to the “Availability and Access” section and select the date and time when you wish the folder or file to be “shown” to students in the “From” section.
3. Then select the date and time in the “Until” section when you wish the folder and file to be “hidden” to students

● Show this folder

From

Date: JUL 2 2013 Time: 12 00 pm

Until

Date: JUL 9 2013 Time: 12 00 pm

Only if the following condition is met:

Gradebook Test1 (40.0 points) due date has passed.

Hide this folder and its contents

**NOTE:** If you do not need to hide the content after it becomes available to the student, simply select the “Show this folder” option and leave the “From” and “Until” options unchecked.

**WARNING:** Do **NOT** change permissions in the Resources tool. If you think you want to change the permissions for resources, please contact Academic Technology at (845) 575 – 3836.

**WARNING:** You can hide/unhide individual files. It is highly recommended that you do **NOT** hide an individual file within a folder that is marked as “Show”.

### Topic 6: Check Quota

Each site has a quota of 1GB storage when it is created. If you have a lot of files in your Resources and worry if you may run out of space, you can click the “Check Quota” button to find out how much quota you have used.

A rectangular button with a red border and a dark red background, containing the text "Check Quota" in white.

Please contact the Academic Technology office if you have questions about the quote of your site.