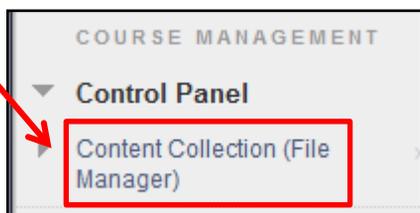


About the “Content Collection/File Manager”

Accessing the Content Collection

Under **Course Management** select **Content Collection (File Manager)**



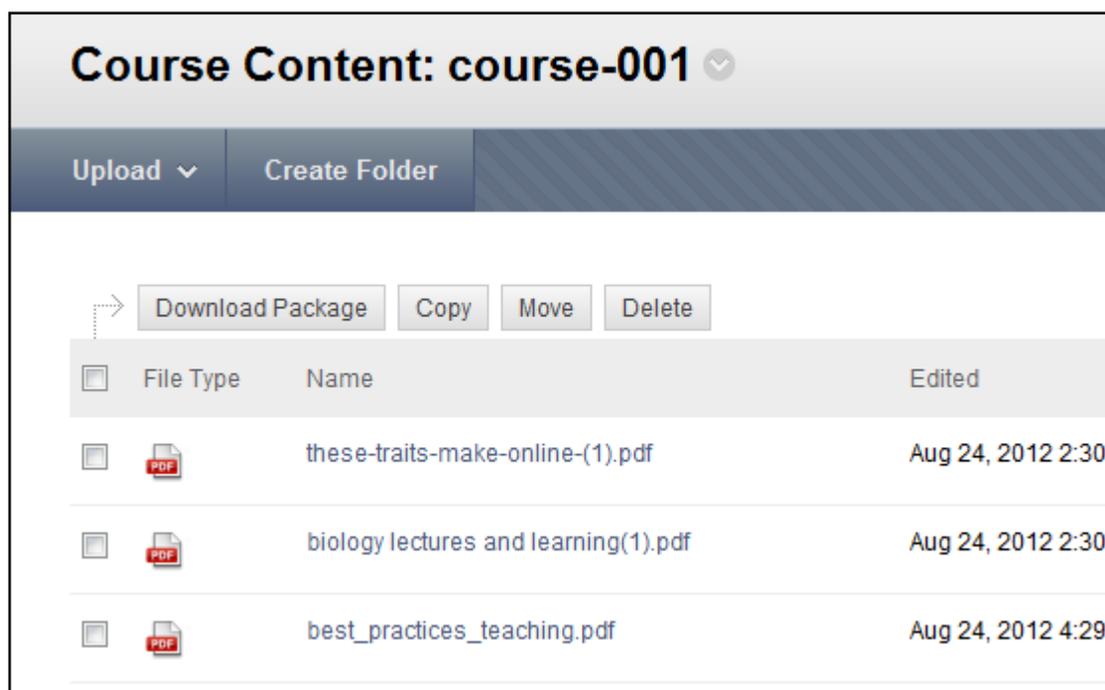
Click on the link with your course title



Course Content Directory

The files added to your course in Content Areas, Content Folders, Learning Modules, or as Item attachments become part of the Content Collection. This happens automatically when you use the function “Browse My Computer” to add a file. The link to the file gets added to the page you are on, but the file itself gets uploaded to the Content Collection.

NOTE: If a file is uploaded to the Content Collection directly and never added to a Content Folder or Learning Module or attached to an Item, the students will not be able to access the file. This can be tested by going to “Student View” under Course Tools.



A screenshot of the 'Course Content: course-001' page. The page has a header with 'Upload' and 'Create Folder' buttons. Below the header are buttons for 'Download Package', 'Copy', 'Move', and 'Delete'. A table lists files with columns for 'File Type', 'Name', and 'Edited'.

File Type	Name	Edited
PDF	these-traits-make-online-(1).pdf	Aug 24, 2012 2:30
PDF	biology lectures and learning(1).pdf	Aug 24, 2012 2:30
PDF	best_practices_teaching.pdf	Aug 24, 2012 4:29

REMEMBER: If you cannot access a file using the navigation menu that is *above* the “Control Panel” area of your course, your students cannot access those files either.