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How do I upload or download multiple resources?
Resources
What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal My Workspace area.

Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another.

Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources.

Resources also allows users to upload multiple files using the Drag and Drop interface, or using the WebDAV protocol.

To access this tool, select Resources from the Tool Menu in your site.
Example of a Resources page.
How do I navigate the Resources tool?

There are a number of controls that determine the display of the Resources tool, making it easier to maneuver about within the tool space.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Reset

[Image of the Resources tool interface]

Clicking Reset will always return the Resources display to the root level with all the folders closed.
Clicking **Plus** + will open a folder, within the view of all of the folders. Clicking **Minus** - will close a folder.

**Folder View**
Clicking on the name of any folder will isolate the display to just the contents of that folder.

**Breadcrumb Trail**

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders.

**Expand All / Collapse All**
Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All / Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.
How do I create folders?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Add, then Create folders.

To the right of the site's root folder, from the Add drop-down menu, select Create folders.

This displays the Create Folders page.
Enter the name of the folder.

Add multiple folders. (Optional)

If you would like to create multiple folders, click Add another folder.

Note: You can add as many folders as you want by clicking "Add another folder".
Click Create Folders Now.

To create the folder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly created folder(s) displayed.
View folders in Resources.

Notice that the folders are displayed slightly indented to the root folder.
Create subfolders. (Optional)

To create a subfolder within a folder, from the Add drop-down menu, select Create Folders to the right of the parent folder.

This displays the Create folders page.

Enter a title for the subfolder.
Create multiple subfolders. (Optional)

If you would like to create multiple subfolders, click **Add Another folder**.

*Note: You can add as many subfolders of a folder as you want by clicking "Add another folder".*

**Click Create Folders Now.**
To create the subfolder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.

**View subfolders in Resources.**

Notice that the subfolders are displayed slightly indented to the parent folder.
How do I upload files?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Add, then Upload Files.

To the right of the folder you want to upload the file, from the Add drop-down menu, select Upload file.

This displays the Upload Files page.
Click Browse.

Click Browse to locate and select the file on your computer.

Edit display name. (Optional)

By default, the Display Name is the same as the file name. You can edit the Display name here.

Note: The selected file name will appear to the right of the Browse button.
Click Add Another File. (Optional)

You can upload as many files as you want (within the site's uploading size limit) by clicking Add Another File.

Click Upload Files Now.
View files in Resources.

The files are uploaded and placed within the selected folder.
How do I drag-and-drop files from my computer to a Resources folder?

Note: the drag-and-drop functionality has been temporarily disabled from Classes*v2, so you must use the standard upload process.

Go to Resources.
Select the Resources tool from the Tool Menu of your site.

Click Add, then Upload Files.

To the right of the folder you want to drag-and-drop files, from the Add drop-down menu, select Upload Files.
This displays the upload Files page.
Drag and drop files from your computer.

Drag files from your computer and drop them in box marked "Drop files to upload". This will display thumbnails of the files that will be uploaded.
Click Continue.

This uploads the files.
View files in Resources.

The files are now located inside the selected Resources folder.
How do I upload and unpack a zip file to a Resources folder?

There are two methods for uploading a zip file to Resources: drag-and-drop and the upload file functionality. Once you have uploaded the file, you may use the Actions / Expand Zip Archive functionality to unpack the zip file into its component files.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

From the Add drop-down menu, select Upload Files.

From the Add drop-down menu to the right of the folder where you want to upload the zip file, select Upload Files.
Drag and drop the zip file from your computer.

Drag the zip file from your computer and drop it in the box marked "Drop files to upload". This will display a thumbnail of the zip file that will be uploaded.
Or, click to use the file browser upload.

If you prefer to browse for your file instead, click on the Switch to file browser upload? link, or click once within the Drop Files area to go to the file browser view.
Locate and select the file on your computer.

Click Continue.

This uploads the zip file.
Click Actions, then Expand Zip Archive.

From the Actions drop-down menu next to the zip file, select Expand ZIP Archive.
View zip contents in Resources.

The zip file is automatically unpacked within the current folder.

*Note: A new subfolder within the current folder is created using the name of the zip file. The zip file content is unpacked within this new subfolder and the original zip file remains.*
How do I create a zip archive file in Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Compress Zip Archive.

To the right of the folder you want to zip archive, from the Actions drop-down menu, select Compress to ZIP Archive.

This creates a zip file.
Zip file contents.

The zip file contains a copy of all of the subfolders and files inside the selected folder.

*Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.*
How do I add a web link or URL?

Users can create links to web pages in Resources.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Add, then Add Web Links (URLs).

To the right of the folder you would like to add the web link, from the Add drop-down menu, select Add Web Links (URLs).

This displays the Add Web Links (URLs) page.
Enter web address.

Enter (or paste) the web site address (URL) and enter a name of the link.
You may also click Add Another Web Link to add additional links. (Optional)
Click Add Web Links Now.

View links in Resources.
This creates links to the web sites in the selected Resource folder.
How do I create a text document?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Add, then Create Text Document.

To the right of the folder where you want to create the text document, from the Add drop-down menu, select Create Text Document.

This displays the Create Text Document page.
Enter text, then click Continue.

Enter (or paste) the text into the text box, then click **Continue**.

This displays The details page for the text document.
Enter a **Name** for the text document, add additional data if needed, then click **Finish**.
View text document in Resources.

<table>
<thead>
<tr>
<th>Location: Poetry 101 Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove Move Copy Show Hide</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Poems</th>
<th>Add</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairy Song - Louisa May Alcott</td>
<td>Poems</td>
<td>Add</td>
<td>Actions</td>
</tr>
</tbody>
</table>

The text document has been placed in the selected folder.

*Note: You may click on the blue Information icon to the right of the file to see the item description.*
How do I create an HTML page?

Go to Resources.
Select the Resources tool from the Tool Menu of your site.

Click Add, then Create HTML.

To the right of the folder where you want to create the HTML page, from the Add drop-down menu, select Create HTML.

This displays the Create HTML page.
Enter (or paste) the text content of the document into the document.
Use the Rich Text Editor to format or add links and media.

Use the Rich Text Editor tools to format the text, add images, links or other HTML items to the document.

Click Continue to save your document when you are finished editing.
Enter a **Name** for the HTML document and any other data as needed, then click **Finish**.
View HTML file in Resources.

The HTML page is created and placed in the selected folder.

*Note*: You may click on the blue Information icon to the right of the file to see the item description.
How do I create a citation list?

Users can create a citation list for a books, journal articles, manuscripts, newspapers or musical compositions in Resources. Citations can either be added in two ways.

**Method 1:** Import a file in RIS (Research Information Systems) format.

**Method 2:** Manually create list.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

**Method 1: Import RIS file.**

To the right of the folder you want to import the RIS citation list, from the Add drop-down menu, select **Create Citation List**.

This displays the New Citation List page.
Enter a name, then Import.

```
Poetry 101: Resources

New Citation List
* Citation List Name: Robert Frost Articles

Show Citation List Options
Add Citations From: Google Scholar Sakai Resource Picker Manually Create Import

No citations have been added yet.

Done
```
Enter a name for the citation list, then click Import. This displays the Import Citations page.

Click Browse.

```
Poetry 101: Resources

Import Citations

Please select an RIS file to upload or enter the text of an RIS file directly into the text area below.

Import Back to Add Citations Cancel

Import File From Browse... No file selected.
Import RIS Formatted Data from the Following Text:

```

Click Browse to locate and select the .ris file on your computer.
Click Import.

Note: The selected .ris filename will appear next to the Browse button.

Click Done.

This creates the citation list.
View citation list in Resources.

The citation list is located in the selected folder.

Click on the citation list name.

Clicking on the list name will open the item and display the list of citations.
Method 2: Manually create list.

To the right of the folder where you want to create the citation list, from the Add drop-down menu, select Create Citation List.

This displays the New Citation List page.

Enter a name for the citation list, then click Manually Create.
This displays the Add Citation page.

Enter citation information, then Save.

Manually enter the citation information, then click Save Citation.

This returns the display to the New Citation List page with a summary of the citation information.
Click Done.

This returns the display to the Resources page.

View citation list in Resources.

The citation is listed in the selected folder.
Click on the citation list name.

Citation List: An Interview with Maya Angelou

Click "Get It!" to see if a copy of the citation is available through your library.

Citations (1)

Citation View | Title View

[An Interview with Maya Angelou]

Neubauer, Carol E. The Massachusetts Review, 28(2) 1987. 7.

Get It!

Citation View | Title View

Citations (1)

Clicking on the list name will open the item and display the list of citations.
How do I move a file or folder within Resources in the same site?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Click Actions, then Move.

To the right of the file or folder you want to move, from the Actions drop-down menu, select Move.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click Actions, then Paste Moved Items.

To the right of the folder you want to move the file or folder to, from the Actions drop-down menu, select Paste Moved Items.
View moved file in new location.

This returns the display to the Resources page with the file or folder now moved to the other folder.
Method 2: Click Actions, then Move.

To the right of the file or folder you want to move, from the Actions drop-down menu, select Move.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to move the file or folder to, click the clipboard icon.

View moved file in new location.
This returns the display to the Resources page with the file or folder now moved to the other folder.

Method 3: Select multiple items, then click Move.

Check the boxes to the left of the files or folders you want to move to select several items at once, then click Move.

This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to move the files or folders to, click the clipboard icon.
View moved files in new location.

This returns the display to the Resources page with the files or folders now moved to the other folder.
How do I copy a file or folder within Resources in the same site?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

**Method 1: Click Actions, then Copy.**

To the right of the file or folder you want to copy, from the Actions drop-down menu, select Copy.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click Actions, then Paste Copied Items.

To the right of the folder you want to copy the file or folder to, from the Actions drop-down menu, select Paste Copied Items.
View copied item.

This returns the display to the Resources page with a copy of the file or folder in the other folder.
Method 2: Click Actions, then Copy.

To the right of the file or folder you want to copy, from the Actions drop-down menu, select Copy.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to copy the file or folder to, click the clipboard icon.
View copied item.

This returns the display to the Resources page with a copy of the file or folder in the other folder.
Method 3: Select several items, then click Copy.

Check the boxes to the left of the files or folders you want to copy, then click **Copy**.

This places the Resource page in a temporary state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to copy the file or folder to, click the clipboard icon.
View copied item.

This returns the display to the Resources page with a copy of the files or folders in the other folder.
How do I copy a Resources file or folder from one site to another site?

Instructors can copy a Resource file or folder from one site to another site.

Go to Resources.

Select the Resources tool from the Tool Menu of the destination site.

Click Copy Content from My Other Sites.

This displays the Resource folders located in your other sites.
Navigate to the folders or files you want to copy.

If you need to expand folders to find your files, click the folder with the plus sign icon next to the folder title to expand it and view the contents. A folder that is already expanded will appear open with a minus sign on it.
Select the files or folders you would like to copy, then click Copy.

This places the Resources page into a temporary display state to facilitate the copying of files (Click reset to cancel).
Click the clipboard icon.

To the right of the folder you want to copy the files or folders to, click the clipboard icon.
View copied files.

This places a copy of the files or folders into the Resources folder on the other site.
How do I reorder files or folders within Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Files: Click Actions, then Reorder.

To reorder the files in a folder, to the right of the folder, from the Actions drop-down menu, select Reorder.

This displays the folder Reordering page.
Reorder items and Save.

Click and drag the items into the desired order, then click **Save**.

View reordered items.

This reorders the placement of the files in the folder.
Folders: Click Actions, then Reorder.

To reorder the folders on a site, to the right of the root folder, from the Actions drop-down menu, select Reorder.

This displays the folder Reordering page.
Reorder items and Save.

Click and drag the items into the desired order, then click **Save**.

View reordered items.

This reorders the placement of the folders on the site.
How do I upload a new version of a file in Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Upload New Version.

To upload a new version of a file, to the right of the file to replace, from the Actions drop-down menu, select Upload New Version.

This displays the Upload New Version page.
Click Browse.

Click Browse to locate and select the file on your computer.
This returns the display to the Upload New Version page with the name of the new file.

Click Upload New Version Now.
Original file is replaced.

This replaces the original file with the new revised file.

Note: The display name for the new file remains the same as the original file.
How do I hide files and folders?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Select the file(s) or folder(s), then click Hide.

This displays the Hide Items Confirmation page.

Confirm action by clicking Hide again.
Items are hidden.

This returns the display to the Resources page with the selected items hidden.

Notes:

- Instructors see hidden Resource items as grayed out.
- If you hide a folder, all of the files within the folder are automatically hidden.

Method 2: Click Actions, then Edit Details.
To hide a file or folder, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.

**Hide item and Update.**

Under **Availability and Access**, select **Hide this item**, then click **Update**.

**Item is hidden.**

This returns the display to the Resources page with the selected item hidden.

**Notes:**
• Instructors see hidden Resource items as grayed out.
• If you hide a folder, all of the files within the folder are automatically hidden.
How do I unhide files or folders?

There are 2 methods Instructors can use to un-hide (show) files or folders.

Method 1: Select files or folders / Show
Method 2: Actions / Edit Details / Show

Go to Resources.
Select the Resources tool from the Tool Menu of your site.

Method 1: Select the file(s) or folder(s), then click Show.

This displays the Show Items Confirmation page.
Click Show again to confirm.

Items are now visible.

This returns the display to the Resources page with the selected items available.
Method 2: Click Actions, then Edit Details.

To unhide a file or folder, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.
Select Show this item, then click Update.

Under Availability and Access, select Show this item, then click Update.

Item is now visible.

This returns the display to the Resources page with the selected item available.
How do I set the display of a Resources item to a specific time period?

Users can set the availability of a Resource file or folder to display to site participants at a specific date and time and become hidden at a specific date and time.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Edit Details.

To set specific availability of a file or folder, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit details page for the item.
Specify dates.

Under **Availability and Access**, select **From** and **Until**, set the dates and times, then click **Update**.

**Notes:**

- The "Show this item" radio button must also be selected.
- The "From" and "Until" functionality is optional. You can select to show an item "From" a date/time or show an item "Until" a date/time or both.

**View file or folder in Resources.**

This displays the file or folder in Resources as hidden, except during the specified time period.

**Notes:**

- Instructors see hidden Resource items as grayed out.
• If you set a specific date/time for the availability of a folder, all of the files within the folder automatically have the same availability date/time restrictions.
How do I remove a file or folder in Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Select the item(s), then click Remove.

To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click Remove.

This displays the Remove confirmation page.
Click Remove again to confirm.

---

**Poetry 101: Resources**

Are you sure you want to remove the following item(s)?

Remove confirmation...

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LewisCarroll_Jabberwocky.htm</td>
</tr>
<tr>
<td>WaltWhitman_AChildSaid.docx</td>
</tr>
</tbody>
</table>

Remove  Cancel

---

Items are removed.

---

**Poetry 101 Resources**

- **Readings**
  - AmericanPoets.pdf
  - APoetsJourney.pdf
  - RobertFrost_AtTufts1915.pdf
  - Week_2_Readings

---

Note: If you remove a folder, all of the items inside the folder are also removed.
Method 2: Click Actions,, then Remove.

To the right of the file or folder you want to remove, from the Actions drop-down menu, select Remove.

This displays the Remove confirmation page.

Click Remove again to confirm.
The Item is removed.

This removes the item from Resources.

*Note: If you remove a folder, all of the items inside the folder are also removed.*
How do I restore a removed file or folder in Resources?

Users can restore a file or folder they have previously removed from Resources.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Restore.

To restore a file or folder, to the right of the folder where the item(s) were removed, from the Actions drop-down menu, select Restore.

This displays the folder's Restoring page.
Select the items to be restored, then click Restore.

Items are restored.

This restores the previously removed items back to the folder.
How do I add and display contextual information about a file or folder?

Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Edit Details.

To add contextual information, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the item's Edit Details page.
Enter details, then Update.

Enter (or paste) a description of the file or folder in the Description box, then click Update.

View item details.

The description is now available to participants by clicking on the information icon.
How do I notify site participants that content has been added to Resources?

Site owners can automatically notify participants via the Notifications feature that an item has been added to Resources. When used, site members receive an email containing details of the file or link that has been added to Resources.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Add a content item.

See any of the following articles for more information on adding items to Resources:

- adding a file
- adding a URL
- adding a text document
- adding an HTML page
- adding a citation list

When adding an item, select High or Low notification.

Notes:

- When uploading a file, creating a web link, creating a text file, creating an HTML page or creating a citation, the Email Notification dialog box is displayed before confirming file creation.
- Selecting "High" will result in an email being sent to every site participant.
- Selecting "Low" will result in an email being sent to only those participants that have not opted out of "Low" level notifications in their workspace Preferences.
How do I obtain the URL for a file or folder in Resources?

Each file and folder in Resources has its own URL. Instructors can create links to folders or files in the Syllabus tool, Announcements tool or send an email to students containing the link.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Edit Details.

To obtain a file or folder's URL, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.
Copy the URL.

Under Web Address (URL) section, copy the item's URL.

Copy short URL. (Optional)

An alternative is to select Short URL check box and then copy a shortened version of the URL.
How do I make a link to a Resources folder appear in the Tool Menu?

Instructors can create a link to a Resource folder and have that link appear as a button in the Tool Menu.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Make Site Page.

To create a link to a Resources folder, to the right of the folder, from the Actions drop-down menu, select Make Site Page.

This displays the Make Site page.
Enter a name, then Add Page.

![Image of Make Site Page]

Enter a name for the page button, then click Add Page.

View folder link in Tool Menu.

![Image of Tool Menu]

This creates a link in the Tool Menu. Clicking the button displays the folder contents.

*Note: Any contextual descriptions that have been added to the folder or files are displayed on the page.*
How do I create a group folder in Resources?

Instructors can create group folders in Resources that are only displayed to students assigned to that group. Instructors must first create the site groups. (See How do I create groups?)

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Add, then Create Folders.

To create a Group folder, to the right of the root folder, from the Add drop-down menu, select Create Folders.

This displays the Create Folders page.
Enter name and add details.

Enter a name for the folder, then click **Add details for this item**.
This exposes the folder's detail properties.

**Enter item details, then create folder.**

**Availability and Access**
Choose who can see this folder and its contents.

- Only members of this site can see this folder and its contents.
- This folder and its contents are **publicly viewable**.
- **Display this folder and its contents to selected groups only.**

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td></td>
</tr>
<tr>
<td>Red</td>
<td></td>
</tr>
</tbody>
</table>

**Add Another Folder**

[Create Folders Now]  [Cancel]
Under **Availability and Access**, select **Display folder to Group**, select the group name, then click **Create Folders Now**.

**View group folder.**

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poetry 101 Resources</td>
<td>Add</td>
</tr>
<tr>
<td>Red Group Resources</td>
<td>Add, Actions, Select group(s)</td>
</tr>
<tr>
<td>Poetry Web Sites</td>
<td>Add, Actions, Entire site</td>
</tr>
<tr>
<td>Readings</td>
<td>Add, Actions, Entire site</td>
</tr>
</tbody>
</table>

This creates a folder that is only displayed to members of the selected group.

**Notes:**

- *Instructors and site managers can see and access all group folders.*
- *Students that are not a member of the group will not have the folder displayed in their Resources*
How do I allow group members to upload content to a group Resources folder?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Edit Folder Permissions.

To grant uploading permission to group members, to the right of the group folder, from the Actions drop-down menu, select Edit Folder Permissions.

This displays the folder permissions dialog box.

Note: You will need to make the folder a group folder in order to limit uploading permissions to a single group.
Modify student permissions and then Save.

![Permissions Table]

In the student column, select Create resources, Edit own resources and Delete own resources, then click **Save**.

**Group members may now add and edit items.**

![Group Members View]

This allows the students that are members of the group to upload and edit content in the group folder.

Students that are members of the group will have an "Add" and "Actions" button displayed in their view of the group folder.
How do I allow all students to upload content to a selected folder?

Instructors can allow all students to upload and edit file to a selected folder in Resources. Instructors must first create the folder. (See How do I create folders?)

Go to Resources.
Select the Resources tool from the Tool Menu of your site.

Click Actions, then Edit Folder Permissions.

To grant uploading permission to all students, to the right of the folder, from the Actions dropdown menu, select Edit Folder Permissions.

This displays the folder permissions dialog box.
Modify student permissions, then Save.

In the student column, select Create resources, Edit own resources and Delete own resources, then click Save.

Students may now upload and edit items within the folder.

This allows the students to upload and edit content in the selected folder.

Students will have an "Add" and "Actions" button displayed in their view of the folder.
How do I make a file or folder publicly viewable?

Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Edit Details.

To make a file or folder publicly viewable, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the Edit Details page for the item.
Make item public, then Update.

Under **Availability and Access**, select the radio button for **This folder and its contents are publicly viewable**, then click **Update**.

*Note: This can be done with files as well.*

The Resources item is designated as Public.

<table>
<thead>
<tr>
<th>Title</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poetry 101 Resources</td>
<td></td>
</tr>
<tr>
<td>Bibliography</td>
<td>Public</td>
</tr>
<tr>
<td>Poetry Web Sites</td>
<td>Entire site</td>
</tr>
</tbody>
</table>
What is the Resources quota?

Each site's Resources has a quota. That is, the limit to the amount of Resource storage space (in megabytes MB or gigabytes GB) allowed by the institution. Users can see how much storage space is currently being used in Resources and view the allowed quota.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Check Quota.

This displays the Resources Quota page.

Quota is displayed.

The amount of storage space currently being used and the site's quota will be displayed.
How do I upload or download multiple resources?

Users can upload/download multiple resources using the WebDAV protocol. WebDAV allows users to transfer files and folders from their local computer to and from their site Resources.

WebDAV stands for "Web-based Distributed Authoring and Versioning". It is a set of extensions to the HTTP protocol that allows users to collaboratively edit and manage files on remote web servers.

Once users have set up WebDAV for a particular site Resources, their computer will treat the Resources like any other folder on their local system. Users are able to drag and drop files and folders from Resources just as they would in “My Computer” in Windows, or the “Finder” on a Mac.

For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.

For Mac OS X we do not recommend the Finder to configure WebDAV. Mac users can use Cyberduck or AnyClient.

Depending on your specific operating system version, you may find one method performs better than another.

Get your Classes*v2 course site URL

1. Select the Resources tool from the Tool Menu of your site.
2. Click Upload-Download Multiple Resources.
3. Copy the WebDAV address (which begins https://classesv2.yale.edu/dav...). You can copy that address to your computer's clipboard by selecting it with your cursor, then right-clicking on it and selecting Copy. You can also copy the address by selecting it with your cursor and clicking on the browser’s Edit menu and selecting Copy.

Setting up WebDAV for Mac using Cyberduck

Note: There must be at least one object (file, folder etc.) in the course or project resource area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.
1. Get your course site URL by following the instructions above.
2. Download the Cyberduck WebDAV client.
   • For OS X version 10.5 and later, download the most recent software at: http://cyberduck.ch/
   • OS X versions before 10.5, download the Cyberduck WebDAV client at: http://update.cyberduck.ch/Cyberduck-2.8.5.dmg

3. Download the most recent software at: http://cyberduck.ch/
4. Decompress the file and double-click on the .dmg file. (Depending on the configuration of your decompression software, the disk image may automatically mount.)
5. A disk image with a name similar to Cyberduck-2.8.5 should now be available. Simply drag and drop the folder from the disk image to your Applications folder.
6. Open the Cyberduck application in your Applications folder.
7. Click the Open Connection button.
8. Select WebDAV
9. In Server, type (or copy and paste): hostname
10. In Port, type (or copy and paste): 80
11. Type in your netid and password
12. Click on More options and type (or copy and paste) in Folder the last part of the "Step 1" URL: dav/xxxx-xxxx-xxxx
13. Now click on Connect.

You will now see a window on your Mac screen that represents the resources that are in your site. Simply drag and drop between this window and other Finder windows on your Mac to transfer files to and from your Sakai site's resources folder.

Setting up WebDAV for Windows 8

Note: There must be at least one object (file, folder etc.) in the course or project resource area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

1. Get your course site URL by following the instructions above.
2. In Windows 8, click the Desktop icon.
3. From the Desktop, click File Explorer.
4. At the top of the File Explorer window, click Computer > Map Network Drive > Map network drive.
5. Select a vacant drive letter (e.g., Y) from the Drive drop down menu.
6. In the Folder field, type (or copy and paste) the URL for this site you copied earlier. Click Finish.
7. When prompted, enter your netid and password and click OK.
8. You can now drag files and folders to and from your computer and the site Resources folder.
Setting up WebDAV for Windows 7/Windows Vista

**Note 1:** There must be at least one object (file, folder etc.) in the course or project resource area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

**Note 2:** Use of Sakai's WebDAV functionality on Windows Vista requires that you have Vista Service Pack 2 installed. If you do not yet have Service Pack 2 installed, please run Windows Update by clicking Start > All Programs > Windows Update.

1. Get your course site URL by following the instructions above.
2. From the desktop or the Start menu, click Computer.
3. At the top of the window, click Map Network Drive.
4. Select a vacant drive letter (e.g., Z) from the Drive drop down menu.
5. In the Folder field, type (or copy and paste) the URL for this site shown above. Click Finish.
6. When prompted, enter your netid and password and click OK.
7. You can now drag files and folders to and from your computer and the site Resources folder.

When the setup process is complete, the course or project resources folder will appear under Computer as a drive, where it will act just like any other drive in Windows Explorer. You can now drag files and folders to and from your computer and the site's Resources folder.

**Alternate method of setting up WebDAV on Windows Vista/Windows 7**

If the process above yields connections errors, you may be able to utilize the WebDAV functionality to access your files using a free third-party client called AnyClient. Follow this process to download, install, and configure AnyClient.

1. Get your course site URL by following the instructions above.
3. Run the install.exe file and complete the setup wizard.
4. If the installer did not automatically launch AnyClient, click Start > All Programs > AnyClient > AnyClient to open AnyClient.
5. Click Connect at the bottom-left corner.
6. Click New at the bottom-left corner and give this connection a meaningful name on the left menu (e.g., History 101 Resources).
7. In the Host dialog box, type (or copy and paste) the path as shown above in step 1.
8. Type in your netid and password.
9. In the Connection type drop box, select WebDAV.
10. Click Save at the bottom of the window to save this connection for future use and click Connect.
Setting up WebDAV for Linux (Gnome)

Note: Some versions of Linux might have problems accessing My Workspace's resources, but the access to all other sites types will work fine (course, project, etc.).

1. Get your course site URL by following the instructions above.
2. Go to Places > Connect to Server...
3. In Service type select WebDav.
4. In Server, type (or copy and paste): hostname
5. In Port, type (or copy and paste): 80
6. In Folder, type (or copy and paste) the last part of the "Step 1" URL: dav/xxxx-xxxx-xxxx
7. Check the option Add bookmark
8. In Bookmark name, supply the name of the folder to create under "Network" and click Next.
10. Finally, you will be asked to supply your password.

You will now see a new drive under Places. This represents the resources in your site. It will act like any other folder on your computer. You can now drag and drop files into or out of this window and delete files by dragging them to the Trash.

Setting up WebDAV for Linux (KDE)

Note: There are some versions of Linux that might have problems accessing My Workspace's resources, but the access to all other sites types will work fine (course, project, etc.).

1. Get your course site URL by following the instructions above.
2. Open the file manager (Dolphin).
3. On the left side, in Places, choose Network.
4. Click on Add network folder.
5. Check web folder (webdav) and click on Next.
6. In Name supply the name of the folder to create under "Network" and click Next.
7. In User supply your Sakai username.
8. In Server, type (or copy and paste): hostname
9. In Folder, type (or copy and paste) the last part of the "Step 1" URL: dav/xxxx-xxxx-xxxx
10. If the URL uses HTTPS, check the option Encoded, and the port will change automatically to 80.
11. Check the option Create an icon for this remote folder.
12. Now click on Save and connect.
13. Finally, you will be asked to supply your Sakai password.

You will now see a new drive under Network inside the file manager (Dolphin). This represents the resources in your site. It will act like any other folder from your computer. You can now drag and drop files into or out of this window and delete files by dragging them to the Trash.
Setting up WebDAV for Linux (console)

1. Get your course site URL by following the instructions above.
2. Open a new terminal.
3. Type in the command `cadaver URL from Step 1`
4. You might be asked to accept a certificate
5. Type in your Sakai username and password
6. Now you can download and upload documents from the command line.

Type `help` for all available commands.