

Manage Files

Manage Files is the main storage area for all the files you add as content to your *WebCT* course. Content could be in different formats: Text, HTML, pictures, audio, video, etc...

Files located on your own PC cannot be used in *WebCT* unless it is located on a remote/networked server so that both you as a course designer and your students in class can have access to the documents. *MyFiles* Directory is where you place and transfer all your files on the remote *WebCT* server located at your institution.

In *Manage Files*, files are organized in folders. It could either be located on the root folder (the *MyFiles* directory), or located on a subfolder within *MyFiles*. To view the contents from any of the folders click on its title.

The following table shows the options included for both files and folders:

#	<i>File Options</i>	#	<i>Folder Options</i>
1	Upload	1	Create
2	Copy	2	Delete
3	Move	3	Rename
4	Rename		
5	Delete		
6	Download		
7	Zip		
8	Unzip		