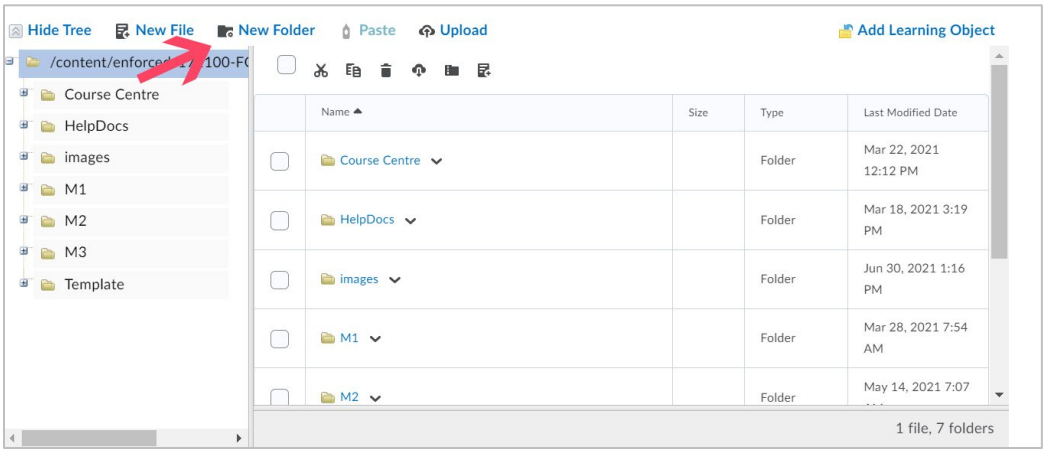
Best Practice for Organizing Course Files

As many have learned through experience, good organizational habits are key in keeping online courses running smoothly. To assist with course file organization, each Brightspace course comes equipped with the Manage Files tool. This tool stores all files within the course and gives a useful overview of these files. This document will outline the best practice for using Manage Files.

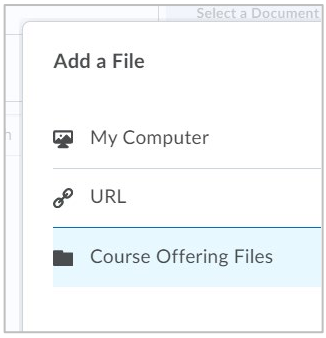
The Manage Files tool can be located by selecting Course Admin from the ribbon and clicking Manage Files (this will be located within the Site Resources category). Depending on if the course has had a template import, or content added already, this area may or may not be empty. Regardless, it is strongly suggested that instructors take the time to create folders to organize their course files. Instructors have the freedom to decide how they would like to section their files, but it is recommended to create at least 1 folder per module.

Note: *If you have had a template imported into your course it is very important that you* ***do not*** *delete the folders copied over with it. The files stored within these folders are necessary for use of the template.*

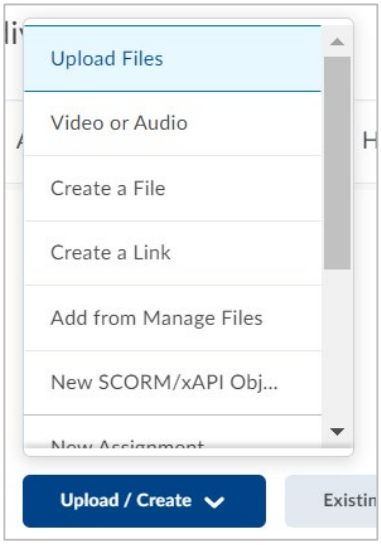
New folders can be created by clicking "New Folder" in the top left. Subfolders can also be created by clicking into a folder before hitting "New Folder".

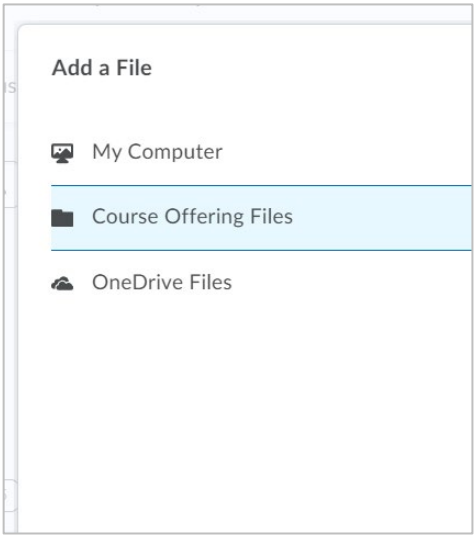


Once the folders have been created, instructors must take steps to ensure their files are being saved to the appropriate location as content is added to the course. The best way to ensure this happens is to upload the files within Manage Files before adding them to the course content. This can be done by clicking into the folder where the file is to be stored and choosing the Upload button. Image files can then be added to content pages, descriptions or quiz questions using the "Add Image" button and selecting "Course Offering Files".

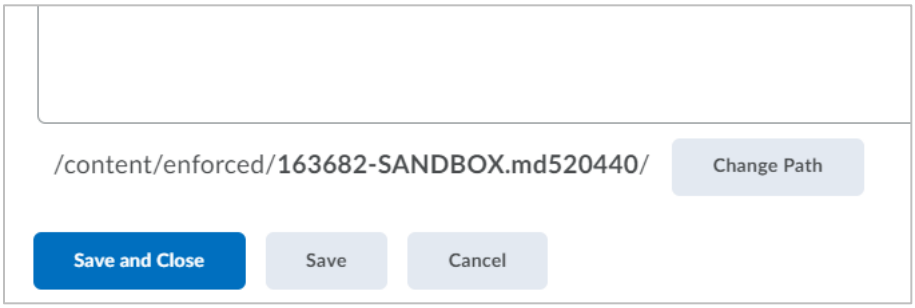


Other files such as PDFs or PowerPoint Slides can be added directly to a module by choosing “Upload/Create” > “Upload Files” > “Course Offering Files”.





For HTML content pages created using the “Create a File” option, it is important to change the location to which they will save. To change this, scroll to the bottom of the editor and chose to “Change Path”.



Note: *If Instructors choose to upload files directly into content, quizzes, etc. instead of into Manage files first, the above image will also apply. Change the path to the Manage Files folder the uploaded item belongs in. This will require creating the folders first as seen above.*