

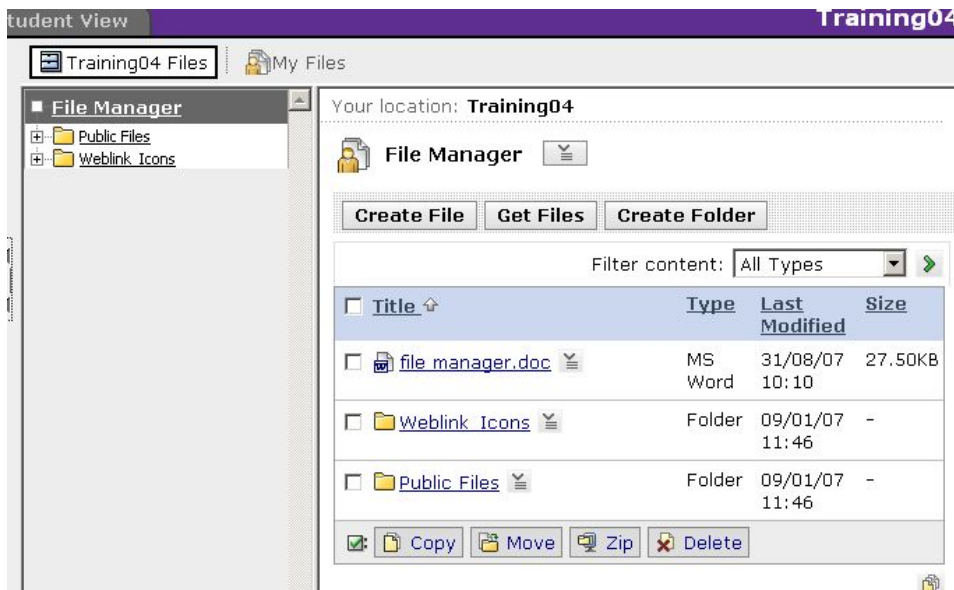


The File Manager tool allows you to upload files to Weblearn in advance of building content, thereby giving you a chance to decide how you will use the files for your blend. Students cannot see these files.

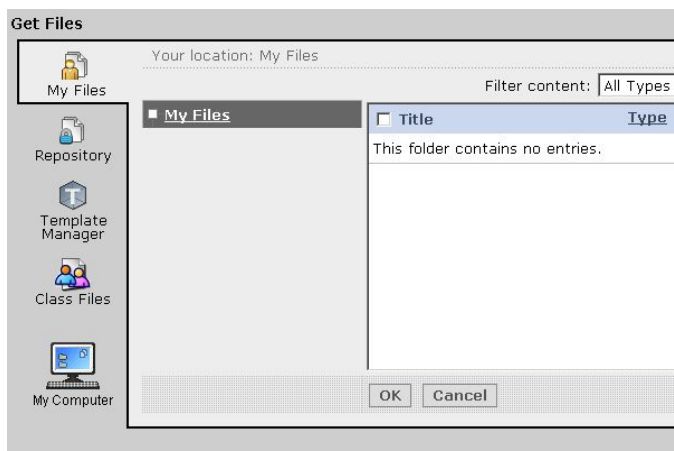
1. Go to **Build** tab > **Designer Tools** menu > **File Manager**



2. Click **Get Files** button

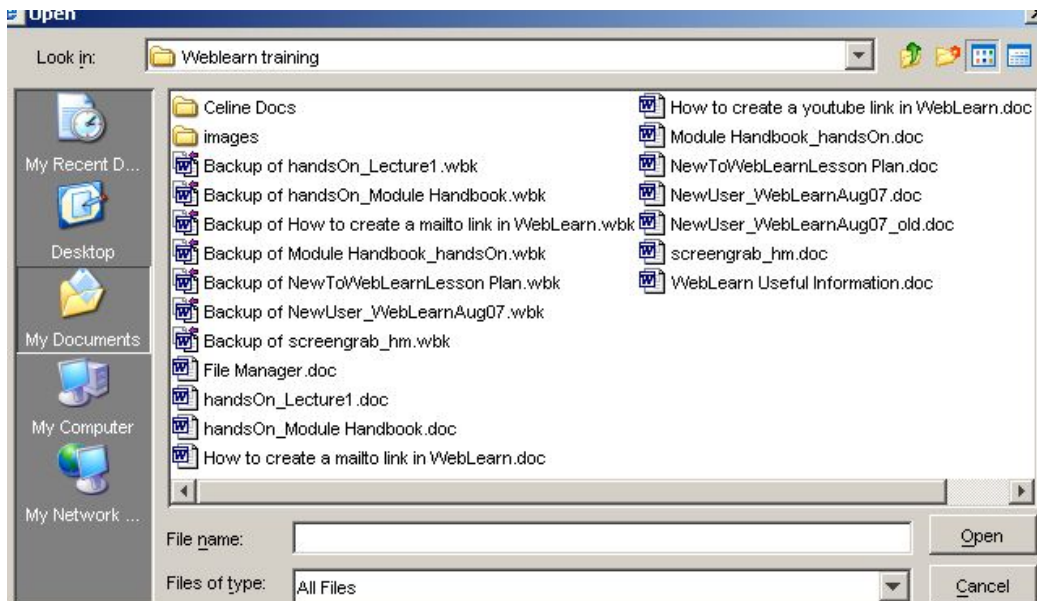


3. Click **My computer** to locate files from pc or memory stick

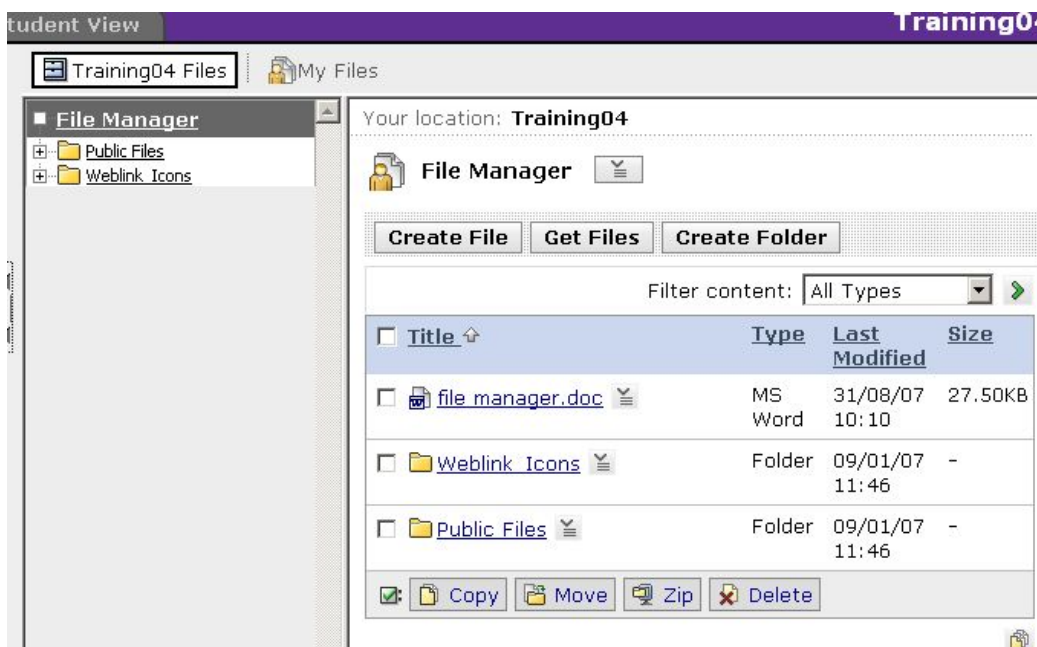




4. Select up to 10 files to upload



5. Click **Open**

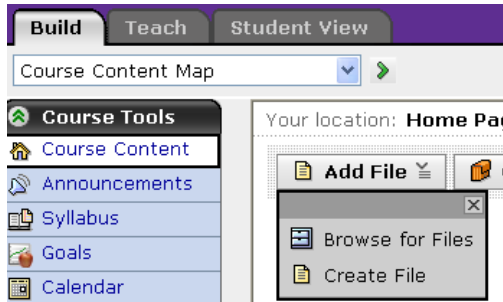


6. The files are stored in the root directory of the WebLearn course
7. You can then create folders to organise your files corresponding with week one, week two etc
8. To add a link to the files from your **Course Content (Home Page)** go to the **Build** tab

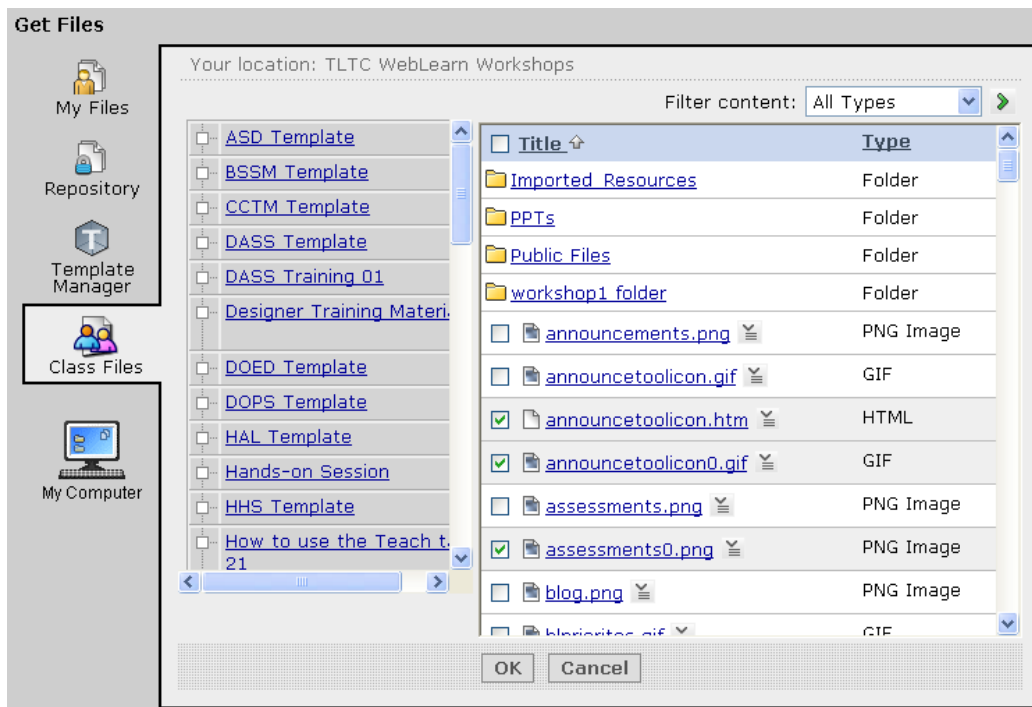


9. Click **Add File**

10. Click **Browse for Files**



11. Select from **Class Files** list on right



12. Click **OK**

13. The confirmation bar displays

✓ The items were created in File. A link to each item was added to Home Page.