

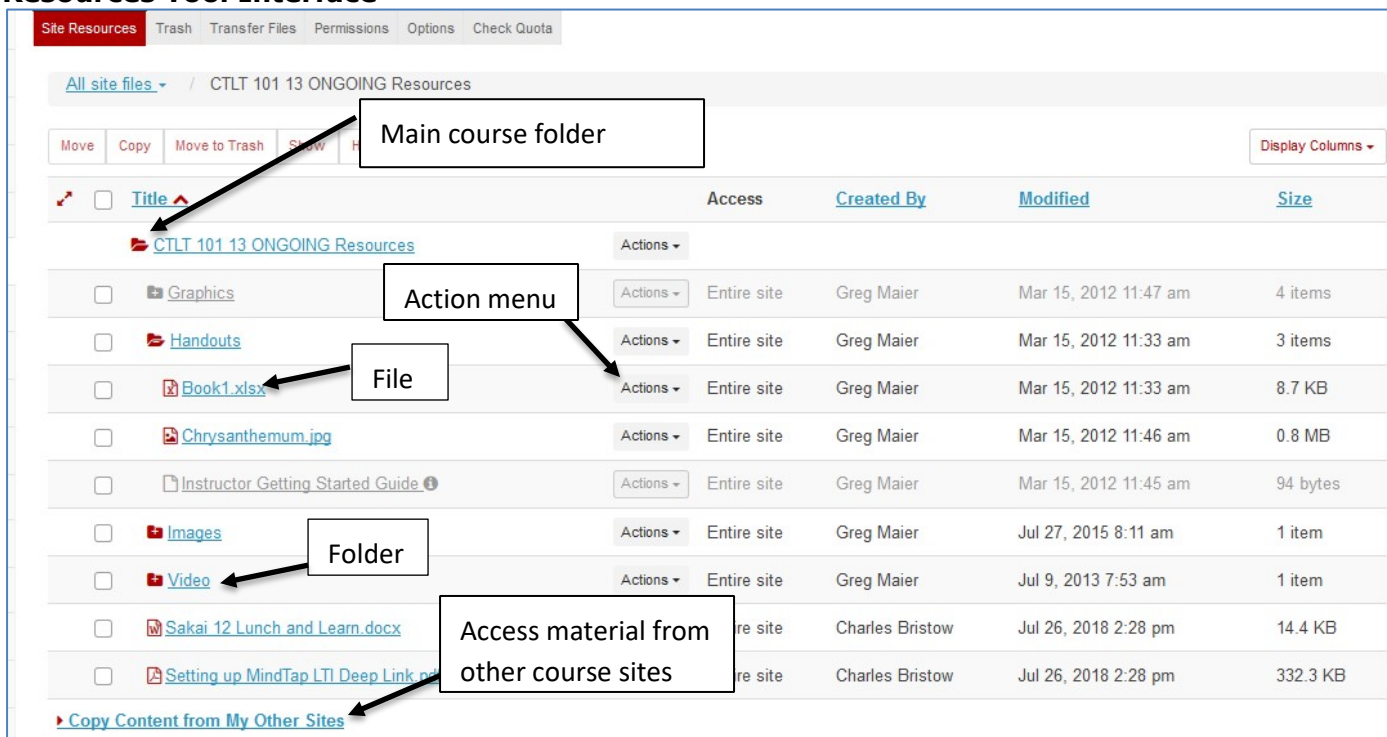
## ReggieNet: Resources

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### Resources




The Resources tool allows you to upload documents, PowerPoints, PDFs, images, and other types of files to ReggieNet for your own and your students' use.



### Resources Tool Interface



The screenshot shows the ReggieNet Resources tool interface. At the top, there are navigation tabs: Site Resources (selected), Trash, Transfer Files, Permissions, Options, and Check Quota. Below the tabs, the breadcrumb path is 'All site files > / CTLT 101 13 ONGOING Resources'. A toolbar contains 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide' buttons. A 'Display Columns' dropdown is on the right. The main area is a table with columns: Title, Access, Created By, Modified, and Size. The table lists several items, including folders like 'Graphics', 'Images', and 'Video', and files like 'Book1.xls', 'Chrysanthemum.jpg', and 'Sakai 12 Lunch and Learn.docx'. Callouts with arrows point to specific elements: 'Main course folder' points to the 'CTLT 101 13 ONGOING Resources' folder; 'Action menu' points to the 'Actions' dropdown for the 'Graphics' folder; 'File' points to the 'Book1.xls' file; 'Folder' points to the 'Images' folder; and 'Access material from other course sites' points to the 'Copy Content from My Other Sites' link at the bottom.

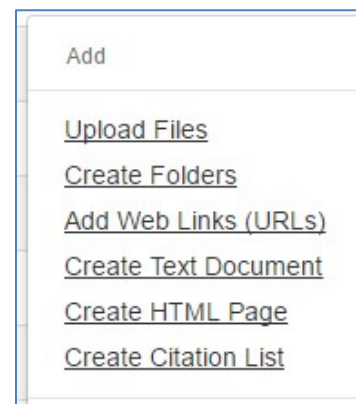
### Icons in Resources

	Closed Folder, NO content inside it
	Closed Folder, content inside it
	Open Folder, content inside it

	Hidden folder
	ReggieNet Link to external website

## Adding Content

1. Click RESOURCES in the breadcrumb bar if the Resources home page is not displayed.
2. Click the **Actions** dropdown list for the folder in which you want to store the resource to display the pull-down list.
3. Click to **select the type of resource** you want to add.
  - **Upload Files** – Upload individual files to ReggieNet. You can only upload 250MB of files per batch of files.
  - **Create Folders** – Create subfolders to organize content.
  - **Add Web Links** – Create ReggieNet weblinks to external websites for students to access and use.
  - **Create Text Document** – Create a ReggieNet document with no formatting (like a document in Notepad).
  - **Create HTML Page** – Create a ReggieNet document formatted with HTML (web page)
  - **Create Citation List** – Create a ReggieNet document that lists citations (either by manual entry or importing from a citation creator like RefWorks).



## Uploading Files

When uploading files, you can select files in several ways:

Option 1 - Drag and drop files. After selecting one or more files from your computer desktop or folder content windows, drag the files and drop them in the box where **Drop files to upload** is displayed.

Option 2 - Click inside the box to browse to the desired files

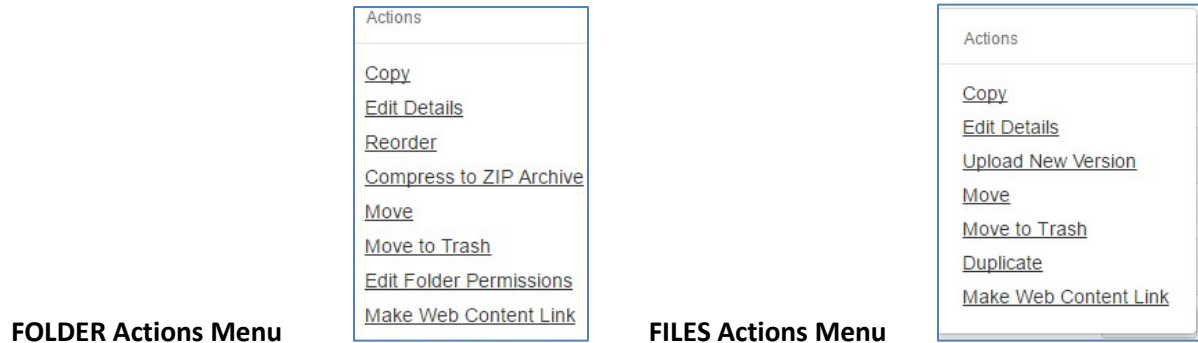
Option 3 – Upload a ZIP file. If you upload a ZIP file, you can then choose **Expand Zip Archive** from the **Actions** dropdown menu for the file; a new folder of the same name will be added in Resources, containing all the items from the ZIP file.



## Organizing Resources

1. Click RESOURCES in the breadcrumb bar if the resource home page is not displayed.
2. Click the **Actions** button next to the folder or file you want to work with.

3. Select from the **pull-down menu** any of the actions displayed.

You have several options for organizing your resources, as shown in the following images.

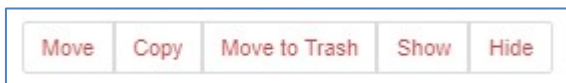



- **Copy:** Copy the file or folder to another location within Resources. After you click copy, you will see a  icon next to folders where you can paste the materials you copied.
- **Edit Details:** This is a powerful tool in the Resources tool, see the next page for a detailed description.
- **Upload a New Version (FILES ONLY):** Replace an old version of a file with a new version without needing to upload a different file. The file name needs to be identical to the original file name, including the extension. If the label for the file has been changed (see **Editing details**, below), make sure you match the actual file name.
- **Compress to ZIP Archive (FOLDERS ONLY):** creates a zip file
- **Move:** When you select move, the entire column for that file/folder will be selected, and you will see a  icon to the right of every folder where you can move the item.
- **Move to Trash:** Remove the file/folder from Resources. When you move a folder to trash, be aware that you remove all materials within it as well. Item in Trash can be restored.
- **Duplicate (FILES ONLY):** Create a duplicate version of the file. It will appear with the name Copy of *Original File Name*.
- **Edit Folder Permissions:** Set unique folder permissions for individual folders/files.

### Alternate method for copying, moving, or deleting multiple items

You can also perform certain operations on individual or multiple files using the following method:

1. Click the checkbox to the left of the item(s) you wish to affect
2. Click the appropriate action on the menu buttons just above the file listing section



3. Selecting **Move** or **Copy** will cause the  icon to appear to the right of every folder where you can move the item.

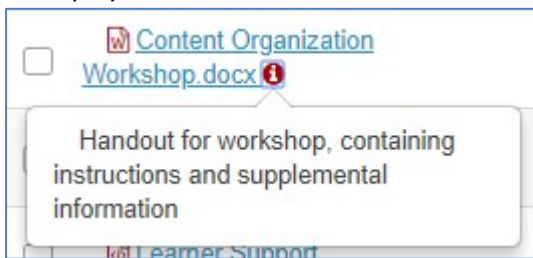
Selecting **Move to Trash** will bring up a screen to confirm the operation

Selecting **Show** or **Hide** will change whether students have permission to view the file

## Editing Details

The Edit Details option for individual files will allow you to control when students see resources and what information they see about the resources.

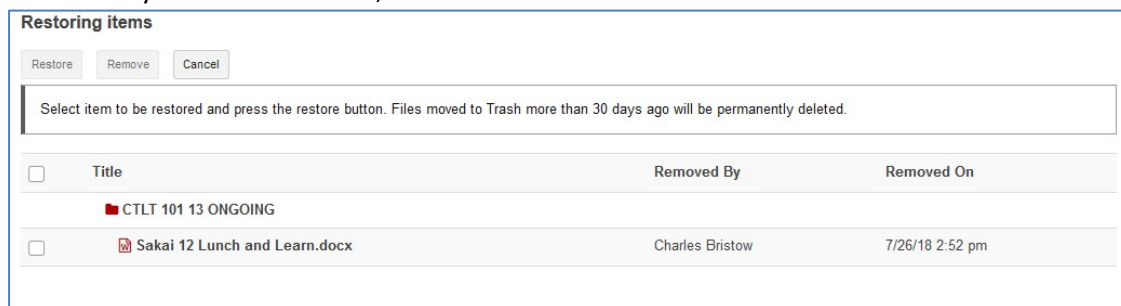
- **Display name** – you can change the label used for the file/folder.  
*Note: If you change the display name, the underlying file name will remain the same.*
- **Description** – you can provide a description for the file/folder. If a description is provided, a small icon will appear next to the item name. When the user clicks on this, the description will be displayed in a small box:



- **Availability and Access**  
**Show this item** and **Hide this item** – you can toggle between these two options to control whether students can see the item.  
**From** and **Until** calendar pickers – you can also provide dates to control availability.  
**Display file/folder to selected groups only** – If any groups have been created, you will also see this option. When you click the radio button for this option, a list of the groups within the site will be displayed; click the checkbox for the appropriate group(s).

## Trash

Folders or files that have been moved to Trash can be restored. Click on the **Trash** tab; click the check box(es) for the item(s) you want to restore, and click **Restore**. Items will be restored to their previous location. If you restore a folder, all the contents of the folder will be restored as well.

A screenshot of a "Restoring items" dialog box. At the top, there are three buttons: "Restore", "Remove", and "Cancel". Below the buttons is a text box with the instruction: "Select item to be restored and press the restore button. Files moved to Trash more than 30 days ago will be permanently deleted." Below the text box is a table with three columns: "Title", "Removed By", and "Removed On". The table contains two rows of data.

<input type="checkbox"/>	Title	Removed By	Removed On
<input checked="" type="checkbox"/>	CTLT 101 13 ONGOING		
<input type="checkbox"/>	Sakai 12 Lunch and Learn.docx	Charles Bristow	7/26/18 2:52 pm

## Copying files from other sites

You also have the option to copy items from your other course sites. At the bottom of the Resources page, you will see this link:



▶ [Copy Content from My Other Sites](#)

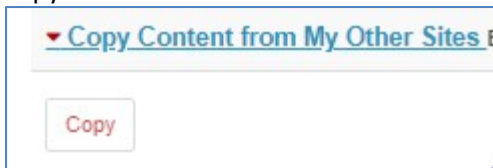
When you click on this, you will see a list of all the other sites you are a member of. Navigation from this point can be a bit tricky, although the copy function is essentially the same as described above.

If you click on the course name, the page will refresh so that it no longer shows the files of the **current** site; just the files of the site you selected.

1. Click the checkbox next to the file(s) or folder(s) you wish to copy.
2. Scroll to the top, and click **Copy** in the menu bar.
3. Click on the link at the top for the Resources folder for the current site
4. Click on the clipboard icon to the right of the folder where you wish to put the copied files

If you click on the folder, the contents will be expanded to display the files of the selected site, but the files of the current site will still be visible at the top.

1. Click the checkbox next to the file(s) or folder(s) you wish to copy.
2. Scroll to the area between the current site resources and the other site resources, and click the Copy button



3. Click on the clipboard icon to the right of the folder where you wish to put the copied files