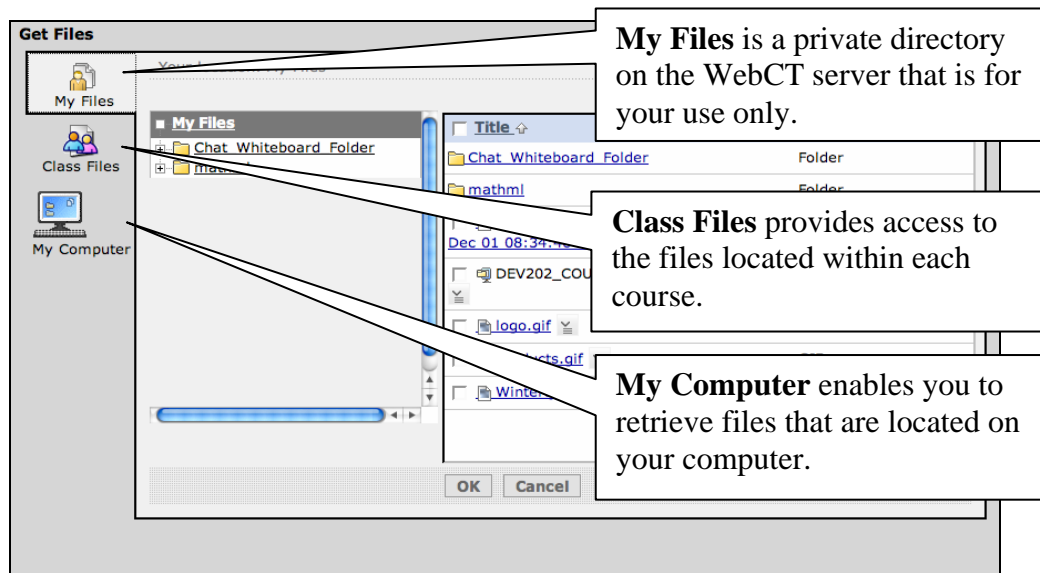


Get Files

The Get File tool is used to gather files from 3 main locations including: My Files, Class Files and My Computer (see below). The Get Files utility will appear in multiple tools including attaching files to discussion message, attaching files to email messages, using the File Manager, adding files to course content, adding files to folders, adding files to learning modules, adding attachments to assignments and browsing for files in the media library. In the Help Menu, you may see the term Content Browser, which is the Get Files tool.

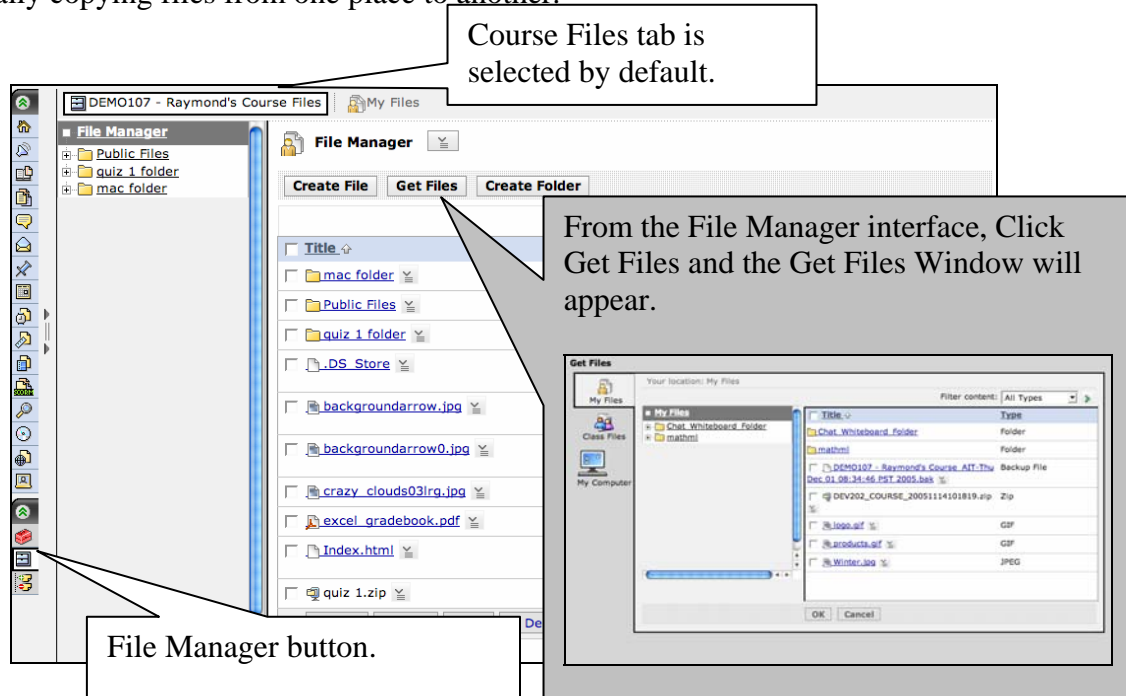


Get Files



Get a File from My Computer

Get Files is accessible from multiple tools and is typically found as the Get Files button, but it may also be the Browse button in some tools. Here is an example of the Get Files button located on the File Manager interface. Whenever you use Get Files, you are basically copying files from one place to another.



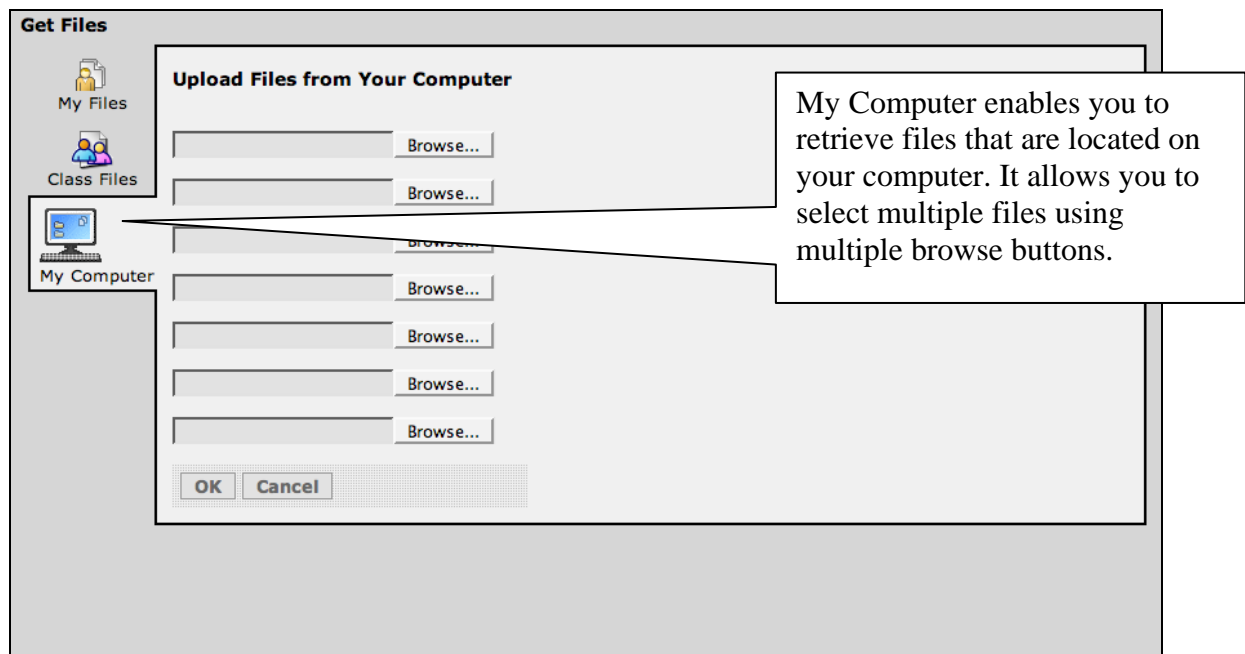
Step 1: From the **Build** or **Teach** tab, click the **File Manager** button. The default tab **Course Files** is selected, see screenshot shown above. If we click Get Files at this point the files would be uploaded into Course Files. To upload to My Files, click the My Files tab before clicking Get Files.

| | |
|---|---|
| <p style="text-align: center;">My Files Folder</p> <p>My Files is a private directory on the WebCT server that is for instructor use only. This folder is accessible while in any of your courses.</p> | <p style="text-align: center;">Class Files Folder</p> <p>The Class Files directory is created for each WebCT course. If you teach four courses, you will have access to four separate folders where each folder contains the files from each course.</p> <p>Within each course folder, you will find a Public Files folder. The Public Files folder is used to create your Course Preview. It is important to note that every file in the Public Files folder is accessible to everyone, if they know the URL to the file.</p> |
|---|---|

Step 2: Click the **Course Files** tab or the **My Files** tab.

Step 3: Click the **Get Files** button.

Step 4: Click **My Computer** in the left bar.



Step 5: Click the **Browse** button.

Step 6: Navigate to the file on your computer that you will be retrieving and then click **Open**.

Step 7: Click **OK**. The files will be placed in the course folder that was selected.

Get Files

The screenshot shows the 'Get Files' dialog box with the following components:

- Left Panel:** Contains icons for 'My Files', 'Class Files', and 'My Computer'.
- Top Panel:** Displays 'Your location: AIT - CE 6 Documentation'.
- File Tree:** A hierarchical list of folders and files. The 'CE 6 Documentation' folder is expanded, showing subfolders like 'Public Files', 'images', 'sample_course', 'Modules3_4', and 'wct_files'. Below these are other course-related folders like 'DEMO107 - Raymond's Course', 'DEV202', 'Orientation to WebCT CE 6', and 'PT 100 Interactive Communication in WebCT'.
- Right Panel:** A table listing the contents of the selected folder. It has columns for 'Title' and 'Type'.

| Title | Type |
|---|------|
| images | Fold |
| Modules3_4 | Fold |
| Public Files | Fold |
| sample_course | Fold |
| wct_files | Fold |
| CE6...content import_log_2005_10_28_183126.html | HTM |
| dw_qu... | PDF |

Two callout boxes provide additional information:

- Top Callout:** "Your course folders will appear here." (Points to the 'Public Files' folder in the tree.)
- Bottom Callout:** "IMPORTANT! Files within Public Files can be accessed by anyone if they know the URL. Only use the Public Files folder to build your Course Preview." (Points to the 'Public Files' folder in the tree.)