Manage Files

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What is Manage Files?

Manage Files is a back-end tool (i.e. inaccessible to students) which serves as an archive for files that get loaded to Content. You may find Manage Files useful for storing files that must never be accessible to students but should be accessible to other lecturers or support staff, or to curate attachments for assignments or discussions.

How is Manage Files Organised?

Manage Files is organised exactly like a PC folder structure, with folders and sub-folders. You can create new folders (and sub-folders within them), upload files to folders, and move files between folders using the 'Cut' tool.

Manage Files Features

New Folder: Create new folder or sub-folders.

Upload: Add a file from your computer into a folder.

Cut (and paste): Move files by cutting from one folder and pasting in another. Please note that moving files that have been linked to via the Quicklink function will break the link.

Delete: Delete a file or folder from Manage Files. *Please note this cannot be reversed*.

Download: Download from Manage Files to your computer.

Zip: Zip a folder.

You can also upload a zip file and unzip it inside Manage Files. This could be used to quickly replicate a folder structure on your PC in Manage Files (i.e. create your folder structure on your PC, zip it, upload the zipped file to Manage Files, unzip it, and the folder structure will be replicated).

Relationship between Manage Files and Content

Files uploaded to the Content tool will also be stored in the Manage Files tool. You can also add files from Manage Files into Content using the **Add Existing** > **Course File** function. You may want to do this if you accidentally removed a file from Content and now want to restore it, or first uploaded the file to Manage Files for secure storage for adding to Content later.

Many courses may find Content to be sufficient for their file organisation and will not need to use Manage Files, but it may be useful for sharing sensitive files such as test or exam scripts, marking notes for fellow lecturers or tutors, or information for external examiners.