

Purpose: The **Resources** tool is used to host files for use by some or all members of a WebLearn site, or the general public. All WebLearn users also have their own private **Resources** area in **My Home**.

Resources files can be organised into folders, and access to each folder can be controlled by the site owner using the standard 'Permissions' facility.

Resources can be used to store media such as documents (e.g. *Word*), spreadsheets (e.g. *Excel*), presentations (e.g. *PowerPoint*), HTML pages, images, audio and video. Simple HTML pages and text documents can be created from within **Resources**; links to web pages can also be created.

Default permissions: participants with **access** rights are able to view all created files; participants with a **maintain** or **contribute** role are able to read, create, edit, remove and hide items from **Resources**, set files for timed release, and control access to folders.

Typical use & good practice tips: No matter how well-organised folders may be, it is best not to leave site members to search through **Resources** to find relevant information. Instead, consider placing a link to a **Resources** file from within another WebLearn tool, such as an announcement, the Overview Page, a Calendar (calendar) event, an email, from within a wiki page, or as a target from a **Web Content** link. A new version of a linked file may be uploaded without needing to reconstruct the link by means of the **Upload new version** function.

If site members who have the **access** role (e.g. students) are not expected to create or upload anything in the **Resources** area then it is recommended that the **Resources** tool is hidden, using the **Page Order** tool in **Site Info**, and a **Web Content** link is created with the URL being the Access URL of the topmost folder in **Resources**. This will provide a much simpler **Files and Folders** view of **Resources**. See below, or the **WebLearn Web Content** guide for more information.

If the **Resources** tool is not currently visible in your site, see the guide '**Adding tools to a WebLearn site**' to learn how to turn it on.

This guide will show you how to use the **Resources** tool to open a file, add a folder, edit a folder's properties, upload a file, create content, control access, upload a new version, set timed release, and hide files.

Other useful step-by-step guides to read in conjunction with this one:

- Announcements
- Drop Box
- Messages
- My Home
- Reading Lists
- Site Management: the Site Info tool
- Using the WYSIWYG HTML editor
- Web Content
- WebDAV

All step-by-step guides are available from weblearn.ox.ac.uk/info

Basics

Before any modifications are made, the **Resources** tool contains one 'parent' folder bearing the name of the site, for example "WebLearn Fundamentals Resources". Other folders can be added and organised in a similar fashion to *Microsoft Windows*. Files can be uploaded to folders in three ways:

- Drag and drop: you can drag and drop individual, zip or bulk files from your computer into a folder in **Resources**
- Browse for files: click in the 'Drop' area to invoke the browse function
- Drag and drop files using **WebDAV** (See the separate WebLearn **WebDAV** guide for more information.)

Internal subgroups in WebLearn are subsets of participants for a given site. They are created by a site maintainer and are useful for organising study groups, project teams, and other subsets of the site's participants. If groups have been created (see the WebLearn guide entitled **Site management: the Site Info tool** for more information on group creation), it is possible to control which groups or types of users (by role) can access and add to different folders. Folders and files can be shown to site members or the general public, set for timed release, or hidden.

The contents of **Resources** can be viewed and accessed in two ways:

1. By clicking on the tool name in the tools menu: Folders, subfolders and files are visible, together with file details and associated role-dependent menus.

The screenshot shows the 'Resources' tool interface for 'WebLearn Fundamentals Resources'. At the top, there are navigation tabs: SITE RESOURCES, TRASH, UPLOAD-DOWNLOAD MULTIPLE RESOURCES (WEBDAV), PERMISSIONS, OPTIONS, CHECK QUOTA, LINK, and HELP. Below the tabs, there's a breadcrumb trail: All site files / WebLearn Fundamentals Resources. A toolbar contains Move, Copy, Move to Trash, Show, and Hide. The main content area is a table with columns: Title, Access, Created By, and Modified. The table lists several folders: WebLearn Fundamentals Resources, HTML Pages, Images, Main folder, Presentations, Text files, Web Pages, Working files, working, and working.zip. Each folder has an 'Actions' dropdown menu. A callout bubble points to the 'HTML Pages' folder, stating 'Displays the description if one has been entered'. Another callout bubble points to the 'CHECK QUOTA' tab, stating 'By default a site is limited to 1 Gb of storage space. Click here to check your quota and current usage.' At the bottom, there is a link: Copy Content from My Other Sites.

| Title | Access | Created By | Modified |
|---------------------------------|-------------|---------------|-------------------|
| WebLearn Fundamentals Resources | | | |
| HTML Pages | Entire site | | 11-Dec-2013 17:11 |
| Images | Entire site | Jill Fresen | 28-Nov-2013 10:51 |
| Main folder | Entire site | Jill Fresen | 11-Sep-2015 16:08 |
| Presentations | Entire site | Jill Fresen | 28-Jan-2015 12:06 |
| Text files | Entire site | Jill Fresen | 06-May-2015 12:02 |
| Web Pages | Entire site | Karen Johnson | 18-Feb-2016 12:02 |
| Working files | Entire site | Jill Fresen | 09-May-2012 17:02 |
| working | Entire site | Jill Fresen | 18-Oct-2016 13:58 |
| working.zip | Entire site | Jill Fresen | 08-Jun-2015 09:04 |

2. By viewing as a **Web Content** item: In this view (see below), the navigable file structure displays a description of each folder, but there are no options for the viewer to add, remove or edit the files or folders within **Resources**. Think of this as the 'shop window' or 'smart view' for your users, who don't need the additional functionality that you have as a site manager.

See the section in this guide entitled **Viewing a site's Resources via a Web Content tool** for information on how to do this.

WebLearn Fundamentals

HTML Pages

These are sample HTML files to help you set up your own Home Page

Images

A selection of images for you to practice uploading images to your home page.

Main folder

Presentations

The course presentations

Text files

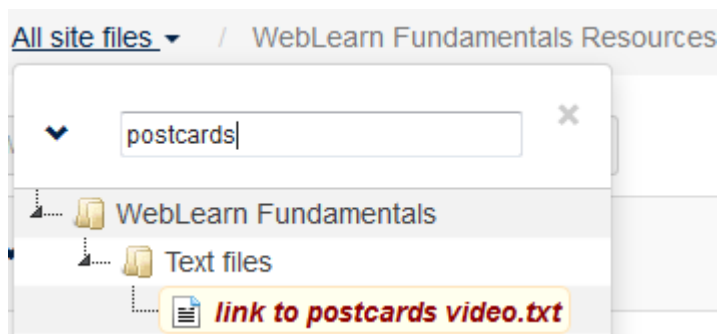
Web Pages

Working files

This folder contains sample working files for you to use during the course to build your WebLearn site

Searching for a file

There is a search facility within **Resources** to search for file names or part thereof. Click the down arrow alongside **All site files** and type in a search term:



Opening a file

To open or view a file, simply click its name. You may need to agree to a copyright statement before viewing some material.

1. To see the contents of a folder, either click its name to enter the folder, or click the folder icon to expand the folder and display its contents in the current list.

SITE RESOURCES TRASH UPLOAD-DOWNLOAD MULTIPLE RESOURCES (WEBDAV) PERMISSIONS OPTIONS CHECK QUOTA LINK HELP

RECYCLE BIN

All site files / WebLearn Fundamentals Resources

Move Copy Move to Trash Show Hide Display Columns

Click to sort folders and files within them alphabetically by title.

To expand all folders, click the down arrow to the left of Title.

Click on a folder icon or its title to open the folder and view its contents.

| Title | Access | Created By | Modified | Size |
|---------------------------------|-------------|-------------|-------------------|---------|
| WebLearn Fundamentals Resources | | | | |
| HTML Pages | Entire site | Jill Fresen | 11-Dec-2013 17:11 | 3 items |
| Images | Entire site | Jill Fresen | 28-Nov-2013 10:51 | 8 items |
| Main folder | Entire site | Jill Fresen | 11-Sep-2015 16:08 | 3 items |
| Presentations | | | | |
| Text files | | | | |
| Web Pages | | | | |
| Working files | | | | |

Move Copy Move to Trash Show Hide

Title

WebLearn Fundamentals Resources

HTML Pages

Images

Main folder

Presentations

WebLearn Fundamentals.pptx

WebLearn Overview.ppt

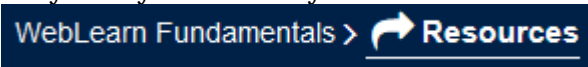
Text files

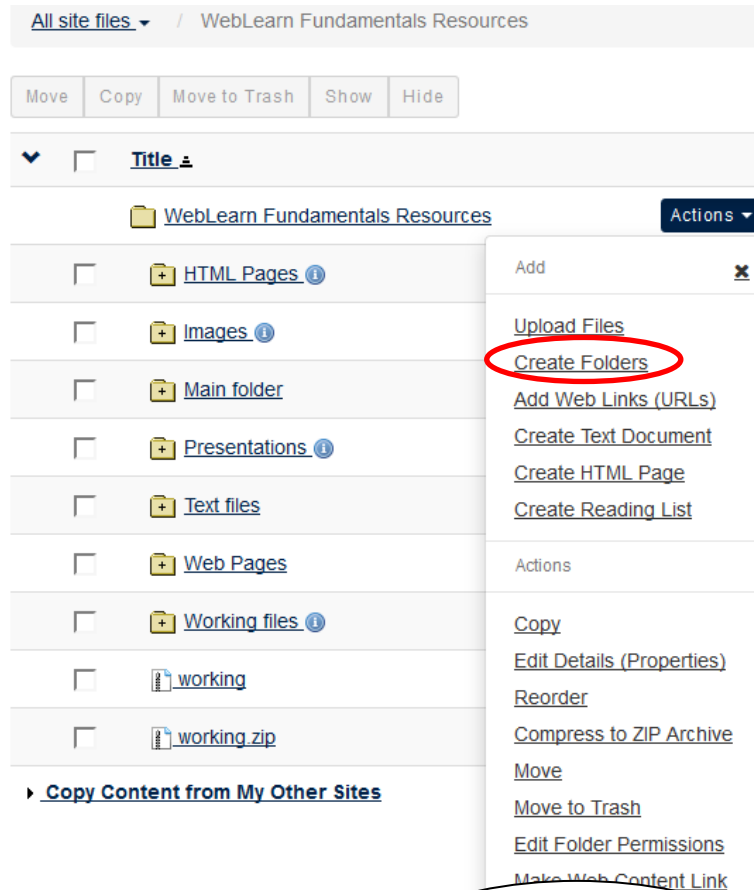
- Resources can be sorted by title (click **Title**), resource creator (click **Created by**), date last modified (click **Modified**), or size (click **Size**). To reverse the order, click any of these links again.
- People with a **maintain** or **contribute** role are also able to “manually” place files in an appropriate order for users by use of the **Reorder** option under the **Actions** dropdown menu beside a folder.
- Each file has a unique URL, which can be used elsewhere to link directly to the file. See the section in this guide entitled “**Linking to a Resources file**” for more information.

Creating a folder

By default, only site members with a **maintain** or **contribute** role are able to add a folder to a site’s **Resources**. A site’s **Resources** area initially has one folder in it, which is named after the site.

- Next to an existing folder, from the **Actions** menu, choose **Create Folders**. If the menu does not appear, check that you have JavaScript enabled in your browser. Occasionally it may be necessary to click on the tool reset button at the top of the

screen:  to refresh the tool.



2. Enter a title for the new folder:

Create Folders

Location: / WebLearn Fundamentals

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name [Add details for this item](#)

[Add Another Folder](#)

Best practice is to use a short filename with no spaces in it, e.g. Week1. This will be used in the file's Access URL. A more descriptive name for display purposes can be added later.

3. Clicking on Add details for this item displays the following screen. This can be done later if desired, using Edit Details (Properties).

Create Folders

Location: / WebLearn Fundamentals

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name

Description

Availability and Access

Choose who can see this folder and its contents.

Anyone authorised to visit the site can see this folder and its contents.

Additional access

This folder and its contents are publicly viewable.
 This folder and its contents are viewable by all Oxford users.
 Display this folder and its contents to selected groups only.

Folders and their contents can be scheduled to be visible between certain dates. You will always be able to see hidden items, even when they are hidden from you.

Show this folder
 Hide this folder but allow access to its contents
 Hide this folder and its contents

From
 Until

[Optional properties](#)

[Learning Object Metadata](#)

[Add Another Folder](#)

Enter an optional description (recommended). This will be displayed if the Web Content access view of Resources is used.

Display to groups will be visible if Groups have previously been defined via the Site Info tool.

Click here to hide a folder (so that it cannot be browsed), but its contents will be displayed on a page (e.g. images).

Click here to hide a folder. Site members with an access role cannot see hidden folders; those with the maintain or contribute roles will always be able to see them.

Set dates for timed release.

When finished, click here.

Click here to add another folder.

Use the options under **Availability and Access**¹ to control who can access the contents of the folder and when it is available, as follows:

- To display the folder to site members and logged-in users, select the default option: **Anyone authorised to visit this site can see this folder and its contents.**
- To make this folder and its contents available to non-logged in users, select **This folder and its contents are publicly viewable.**

¹ **Note:** these three options are not available if the folder which you're creating is a sub-folder of one that is already publicly viewable.

- To make this folder and its contents available to logged-in Oxford users, select **This folder and its contents are viewable by all Oxford users**.
- To protect copyrighted material for Oxford users in a site that is otherwise publically available, set up internal **Subgroups** of site participants (see the guide on **Site Info > Manage Groups**) and then select **Display this folder and its contents to selected groups only**. See the section in this guide entitled **Controlling access to folders by using internal groups**.

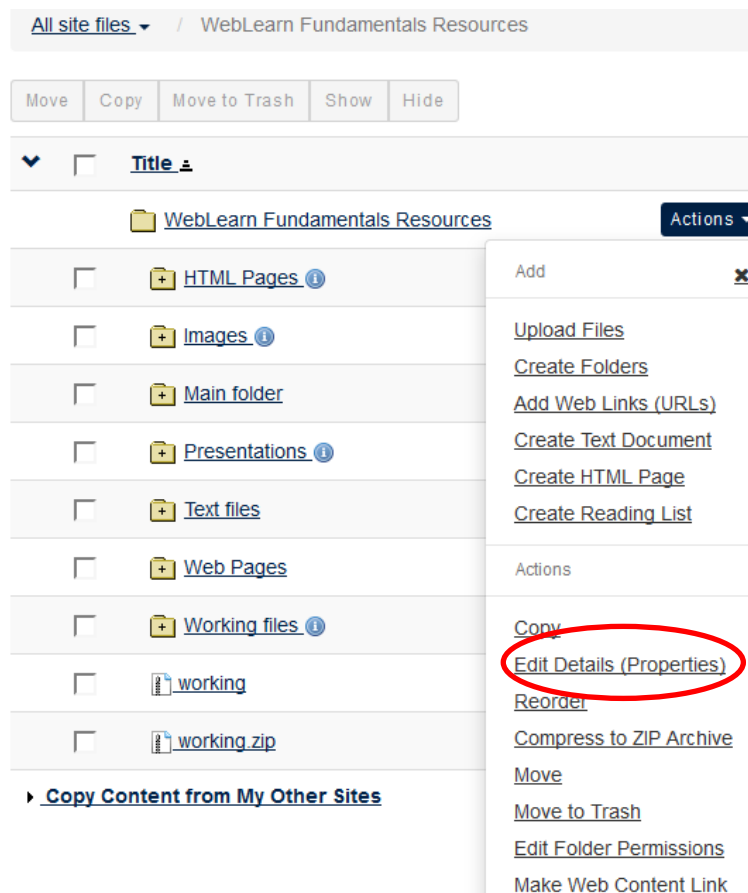
To add detailed descriptors, click [Optional properties](#).

If you want to set up folders that are only visible to yourself and one other person, consider using the **Drop Box** tool, which is designed for this purpose (see separate guide).

Editing folder/file Details (Properties)

By default, only site members with a maintain or contribute role are able to edit folder properties in Resources.

1. To edit the name, description, availability, access settings, timed release dates or optional properties for a folder, from the **Actions** menu, choose **Edit Details (Properties)**. If the **Actions** menu is not visible, then click on the **Tool reset** button and/or check that JavaScript is enabled in your browser.



2. Follow the steps above in **Adding a folder** to make the required changes.

3. The **Edit Details (Properties)** screen presents additional options, besides those provided when you added the folder. Additional information includes specifying copyright information, finding the system-generated URL for this item, and the option to create a short URL for it (see next screenshot):

Edit Details (Properties)

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

* **Display Name**
WebLearn Fundamentals.pptx

Description

* **Copyright Status** ([more info](#))
I have obtained permission to use this material.

Select the appropriate copyright status. It is the responsibility of the site maintainer to ensure that the copyright of all material in the site has been cleared.

Copyright Alert

Display copyright alert and require acknowledgement when accessed by others. ([what's this?](#))

Availability and Access

Choose who can see this item.

Only members of this site can see this file.



Additional access

- This file is publicly viewable.
 This file is viewable by all Oxford users.
 Display this file to selected groups only.

This option appears only if you have already created internal subgroups (via **Site Info**).

Resources can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this item
 Hide this item

From 09/01/2017 14:30 
 Until 16/01/2017 14:30 

File Details

| | |
|------------------------|--|
| Originally uploaded by | Jill Fresen |
| Uploaded | 04-Nov-2014 |
| Last changed by | Jill Fresen |
| Last changed | 03-May-2017 14:31 |
| Web address (URL) | Select URL (for copying) Open <input type="checkbox"/> Short URL |
| | <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> https://weblearn.ox.ac.uk/access/content/group/546f29a9-78a8-4a39-be45-61ca2f9a4651/Presentations/WebLearn%20Fundamentals.pptx </div> |
| File size | 1.7 MB (1,785,819 bytes) |
| File Type | application/powerpoint Change File Type |

[Optional properties](#)
 [Learning Object Metadata](#)

Email Notification

This link selects the long URL, but then you still need to copy it.

Select this box to automatically generate a short URL for this item.

This is the system-generated URL for this item. Use it to link to this item from elsewhere in your site.

Choose whether or not to notify **access** site members about this item. They can opt out of receiving the notification by setting preferences in their **My Home**.

Note that for the **access** role, group membership takes precedence in terms of email notifications, i.e. if this item is available to a selected group, then **access** users in the group will receive the notification. (All site members with the **maintain** or **contribute** roles will receive the notification.)

4. Click **Update** to save the changes.

Uploading a file

Unless a folder's permissions have been changed to allow it, only site members with the **maintain** or **contribute** role are able to upload a file to **Resources**.

Be aware of the importance of operating within the laws of copyright. **Do not** upload material for which you do not have the necessary permission – this includes images or other content in *PowerPoint* presentations.

Good practice tips:

1. Before uploading a file, you may want to consider renaming it on your local machine to a succinct file name without spaces or unusual characters before uploading it. This is because WebLearn uses the original local filename to generate the URL of the file once it has been uploaded to **Resources**. This name cannot be changed once the file has been uploaded.
2. A single file upload is restricted to **100 Mb**. If you need to upload bigger files, you can upload a zip file containing several files and then expand them inside **Resources** (Actions > Expand zip file), or use WebDAV ([Upload-Download Multiple Resources](#)). There is a separate step-by-step guide about using WebDAV.

3. Consideration should be given to the connection between large file sizes and download times. See the guide **Supporting teaching with WebLearn** for more information.


The screenshot shows a file management interface with a top navigation bar containing 'SITE RESOURCES', 'TRASH', 'UPLOAD-DOWNLOAD MULTIPLE RESOURCES (WEBDAV)', 'PERMISSIONS', 'OPTIONS', 'CHECK QUOTA', 'LINK', and 'HELP'. Below this is a breadcrumb trail: 'All site files > / WebLearn Fundamentals Resources'. A list of folders is shown, with 'Images' highlighted by a red circle. A callout bubble points to this folder with the text: 'Navigate to the folder to which you want to upload a file ...'. Below the folder list, a file list is visible, including 'cartoonman.jpg', 'man1.jpg', 'pentagon_WL11.png', 'researcher1.jpg', and 'student1.jpg'. An 'Actions' menu is open, with 'Upload Files' circled in red. A second callout bubble points to this option with the text: '... from the Actions menu, click Upload Files.'

The default method to upload files is t


Upload Files

The screenshot shows the 'Upload Files' interface. At the top, the location is indicated as 'Location: / WebLearn Fundamentals / Images'. Below this is a large dashed box containing the text: 'Drop files to upload, or click here to browse.' Below the drop zone, there is a checkbox labeled 'Overwrite existing files' which is checked.

You can drag several files from your computer and drop them here at once.

1. Locate a file on your computer, e.g. Desktop, drag it and drop it into the 'Drop files' box. You can drag multiple files by holding the CTRL key and click the files to select them all before dragging and dropping them.
2. After you have dropped all files in the box, click  to upload the file(s).

If you prefer using the traditional way of uploading a file by browsing for it on your computer, click inside the 'Drop files' box on the **Upload Files** page. Browse to find the required file/s on your computer and click **Open**.

-  Note the information about uploading a zip file (more details later in this guide), using WebDAV (see separate guide) and the warning about your responsibility to clear the **copyright** before uploading a resource:

You may upload as many files as you like, however, if you have a large number you may like to **compress then into a ZIP** file first - this may be expanded via the file's Action menu once it has been uploaded. If you change your mind about uploading some files, click X next to them. Click **Upload Files Now** when have selected all the files you want to upload.

Note that you cannot upload more than 100 MB of material at once, if this is a problem then you should use the **WebDAV interface** instead. More information about WebDAV can be found by clicking on the 'Upload-Download Multiple Resources (Webdav)' link at the top of the main Resources page.

Copyright

It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this web site. Text, graphics and other media files may all be subject to copyright control **even if your site is restricted to site members**. [Further information about fair use of material](#).

Availability Uploaded items should be

Visible Hidden

Email Notification

None - No notification

Optionally send an email to site members to notify them of the addition to **Resources**.

Continue

Cancel

To add a description or any other details, such as who can access the file or when it should be visible, or to find the system-generated URL of the new file, locate the file you have just uploaded into your **Resources** folder and click **Actions > Edit Details (Properties)**:

1. Type a description of the resource in the text box provided. This will be displayed if **Resources** is viewed through a **Web Content** access view.
2. Choose the resource's **Copyright Status** and display a copyright alert:
 - For information from the Bodleian Libraries about copyright and fair use, click **more info**. See also the flowchart entitled **Copyright and WebLearn**: <https://weblearn.ox.ac.uk/x/QeYLy6>
 - Be aware that all components of a file, such as images in *PowerPoint* presentations, must be used within the terms of the Copyright, Design and Patents Act 1988. See <http://www.copyrightservice.co.uk/copyright/copyright>.
 - If you would like to display the terms to users when they access your resource, select **Display copyright alert and require acknowledgment when accessed by others**. This option will require users to agree to the copyright terms to view the resource. To see the alert, click **what's this?** You cannot edit this alert.
3. Under **Availability and Access**, control who can access the file and when it is available, as described earlier in **Creating a folder**.

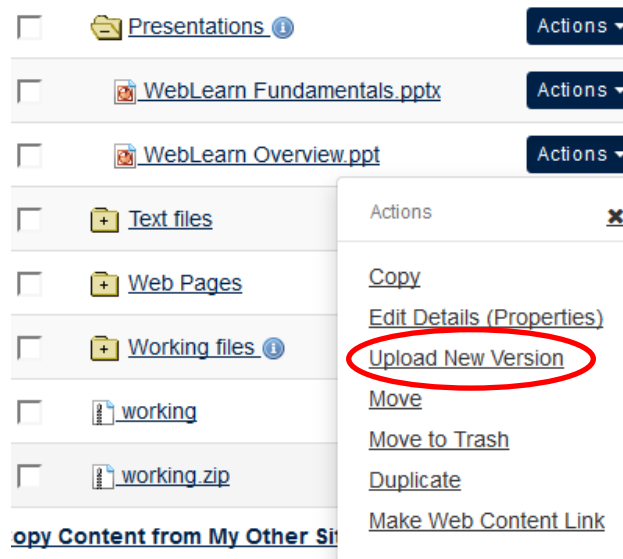
4. Next to **Email Notification**, specify whether or not you want to have members of the site notified automatically via email when the resource is uploaded. (This option does not appear when you're adding an item to **Resources** in **My Home**.) If, say, more than a couple of resources have been uploaded at once then it may be better to make a site-wide announcement, as there will be a separate email notification for each uploaded file – even if they are uploaded at the same time. Use the **Announcements** tool or maybe send an email using the **Mail Sender** tool.

Uploading a new version of a file

If a file in **Resources** is linked from another location, such as another web page in the site, or the **Lessons** tool, the **Upload a new version** function can be used to update the file without the need to recreate the link to it. As this process replaces an earlier version of a file with a newer one, the older version should first be saved outside of WebLearn if it needs to be retained.

By default, only site members with a **maintain** or **contribute** role are able to upload a file to **Resources**. Students can be granted this permission if necessary (see **Changing Permissions** later in this guide.)

1. From the **Actions** menu next to the file's name, click **Upload New Version**.



2. Click **Browse** to select the updated file from your computer or network, and select the appropriate option for email notification of the change. Note that the source file doesn't have to have the same name as the original, but once uploaded it will have the same filename and URL as the one it has just replaced.
3. Click **Upload New Version Now** to complete the process. A warning is provided if the file you are uploading has a different file name to the one already in place.

Importing the entire Resources content from another site

By default, only WebLearn users with the **maintain** or **contribute** role in each site involved in the import are able to perform this task. For any data to be imported into a site, the corresponding tool (in this case the **Resources** tool) must have already been added to the destination site.

1. In the tools menu of the destination site, click **Site Info**.
2. At the top of the **Site Info** screen, click **Import from Site**.

- Decide whether you would like to replace the data in this site, or merge the new data into this site; or whether you wish to merge users into this site:

Import Data

Please choose a method below to proceed:

[I would like to replace my data](#)

Any existing data will be overwritten, replaced by your imported data. This method allows you to import Markbook settings.

[I would like to merge my data](#)

Your imported data will be merged with existing data. This method does not import Markbook settings.

[I would like to merge my user\(s\)](#)

Your imported user(s) will merge with existing users. This method does not import Participant Groups.

- Select the site which contains the data you wish to import. You will be able to select from which tools to import the data on the following screen.

Import Material from Other Sites

Import Material from Other Sites

You can choose to import material only from other sites that you own. You can combine material from more than one site.

- 1. Departmental Site Template
- 11-12 Practice of EBHC
- 2. Programme Site Template
- 3. Course Site Template
- 4. Tutor Site Template

- Tick the box next to the site that contains the source material. You can choose more than one site. Then click **Continue**.

Content imported from the Resources tool will be visible by default, meaning it will be accessible to site participants like 'guest' and 'student' roles, although a site administrator can modify this setting.

Re-use Material from Other Sites

Re-use material from other sites you own...

Choose the material you want to re-use from these sites. You can combine material from more than one site (for example, Resources from several sites).

| | 4. Tutor Site Template |
|---|-------------------------------------|
| Announcements | <input type="checkbox"/> |
| Lessons (About me, Tutorial 1, Paper4, Paper3, Paper2, Tutorial 2, Paper1) | <input type="checkbox"/> |
| Resources | <input checked="" type="checkbox"/> |

If a box is greyed out, it means the corresponding tool is not available in both sites.

Tick the box next to Resources.

Click **Finish** when done.

Finish

Back

Cancel

Note that this process makes a **copy** of the material from the original site. It is currently not possible within WebLearn to use resources from another site without copying them.

Importing selected Resources from another site

Instead of copying all files in **Resources** from one site, it may be necessary to copy only selected files.

1. In **Resources**, click on **Copy content from My Other Sites**. This will display folders in the sites (including **My Home**) to which you have access.
2. Follow the procedure described in the next section to copy selected files from another site into the destination site.

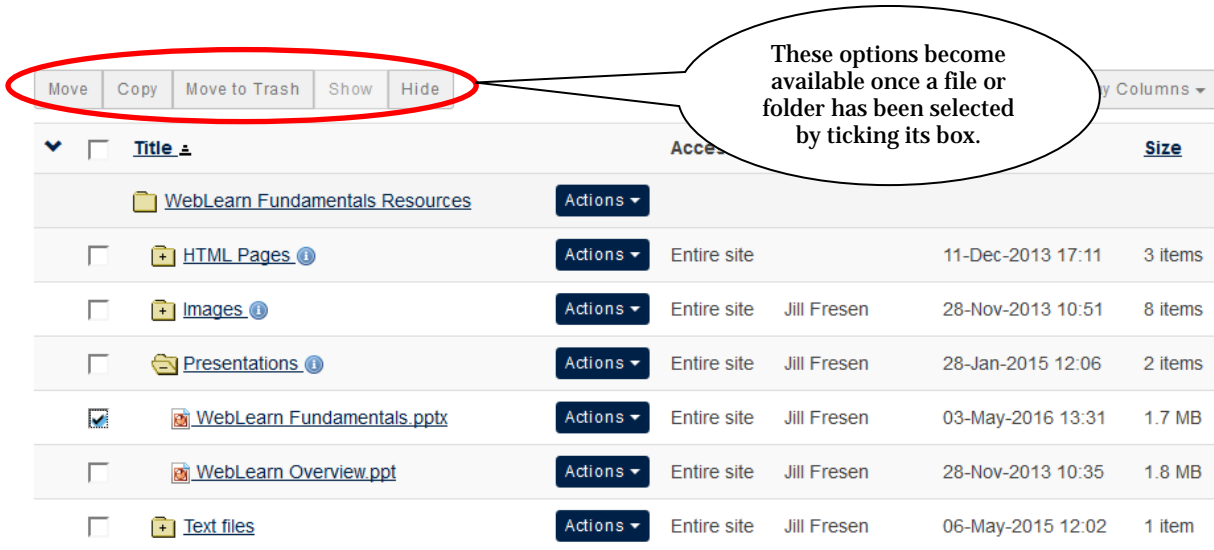
| Move Copy Move to Trash Show Hide | | | | | Display Columns ▾ | |
|-------------------------------------|----------------------------------|-----------|---------------------------|-------------------|-------------------|--|
| <input type="checkbox"/> | Title | Access | Created By | Modified | Size | |
| | WebLearn Fundamentals Resources | Actions ▾ | | | | |
| <input type="checkbox"/> | HTML Pages ⓘ | Actions ▾ | Entire site | 11-Dec-2013 17:11 | 3 items | |
| <input type="checkbox"/> | Images ⓘ | Actions ▾ | Entire site Jill Fresen | 28-Nov-2013 10:51 | 8 items | |
| <input type="checkbox"/> | Presentations ⓘ | Actions ▾ | Entire site Jill Fresen | 28-Jan-2015 12:06 | 2 items | |
| <input type="checkbox"/> | Text files | Actions ▾ | Entire site Jill Fresen | 06-May-2015 12:02 | 1 item | |
| <input type="checkbox"/> | Web Pages | Actions ▾ | Entire site Karen Johnson | 18-Feb-2016 12:02 | 1 item | |
| <input type="checkbox"/> | Working files ⓘ | Actions ▾ | Entire site Jill Fresen | 09-May-2012 17:02 | 7 items | |
| <input checked="" type="checkbox"/> | Copy Content from My Other Sites | | | | | |

Moving, copying, removing or hiding an item in Resources

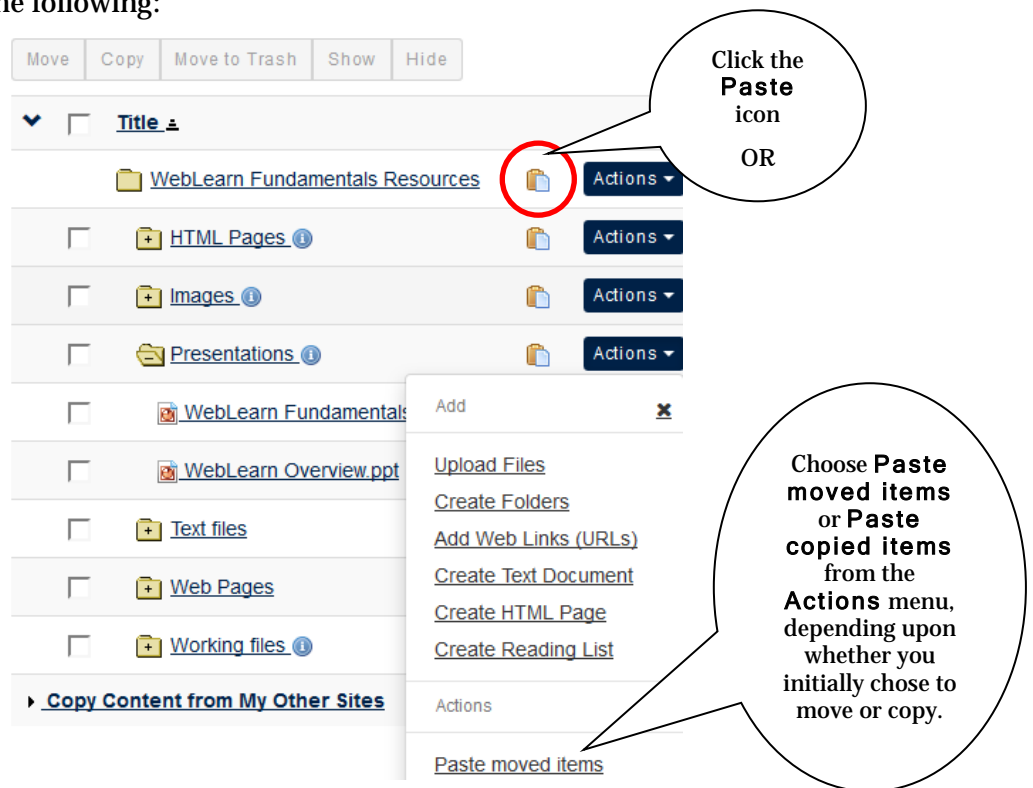
By default, only people with the **maintain** or **contribute** role are able to perform these tasks.

Good practice tip: Instead of moving a file, it is preferable to copy it to a new location, and then delete it from its original location. This will avoid the unlikely possibility of losing the file “in transit”.

1. Navigate in the site’s **Resources** to the file you wish to copy, remove move or hide
2. Place a tick beside the file(s) or folder(s) that you wish to copy, remove move or hide
3. From the menu, click the button to **Remove**, **Move**, **Copy**, or **Hide**



4. For a move or copy, navigate to the location where you wish to place the file, and then do either of the following:

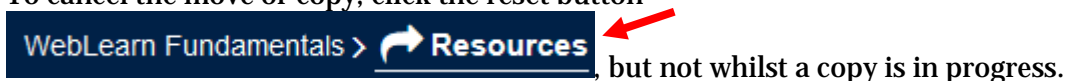


To remove files, simply tick the box next to the filename and select **Move to Trash** from the menu above the filenames. It is not possible to delete a folder which has content; this is a security feature but can be inconvenient. There are three ways to get around this:

1. manually delete everything starting at the lowest level;
2. use WebDAV to delete the folder just as you would a folder on your desktop; or
3. hide the folder then nobody can see it: select the item and click the 'Hide' button or use **Edit Details (Properties)**.

Notes:

- Don't navigate away from the page until the operation is complete.
- To cancel the move or copy, click the reset button



- If you have linked to a Resources item from another tool (e.g. **Lessons** or **Announcements**), that link will no longer work when you move the item, since the moved item will have a new path-specific URL.

Restoring deleted content



Note: files deleted by erroneous use of the **Upload New Version** facility **cannot** be restored. (Please heed the on-screen warning when uploading a new version, if WebLearn identifies that your selected file has a different file name to the existing one.)

A document that has accidentally been deleted using **Move to Trash** (or via **WebDAV**) can be reclaimed by accessing the **Trash** link at the top of **Resources**:

The screenshot shows the top navigation bar of the WebLearn Resources page. The 'TRASH' link is highlighted with a red circle. Below the navigation bar, there are buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The main content area shows a list of folders: 'WebLearn Fundamentals Resources', 'HTML Pages', 'Images', and 'Presentations'. Each folder has an 'Actions' dropdown menu.

Restoring items

The 'Restoring items' dialog box contains three buttons: 'Restore', 'Remove', and 'Cancel'. The 'Restore' button is highlighted with a red circle.

The 'Restoring items' dialog box shows a list of items to be restored. The 'Restore' button is highlighted with a red circle. A speech bubble points to the 'Restore' button with the text 'Select the file or files that are to be restored and click Restore'. The list of items is as follows:

| Title | Removed By | Removed On |
|-----------------------|-------------|----------------|
| WebLearn Fundamentals | | |
| working.zip | Jill Fresen | 11/01/17 14:37 |

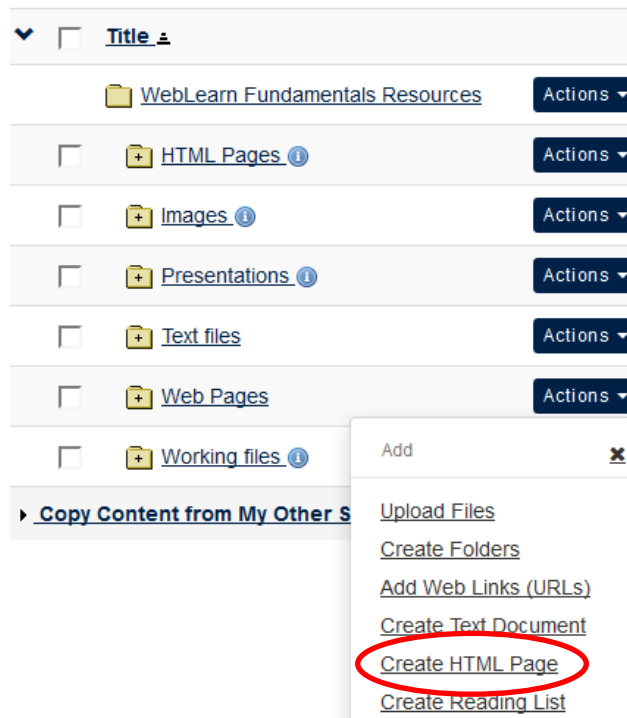
Creating content

Simple web pages (HTML files) and text documents may be created directly within a folder in **Resources**, thus eliminating the need to upload a file. Note that a site has a size limit of 1 Gb for the contents of **Resources**.

Good practice tip: Save your work often (click **Continue**), even though there is an **Autosave** function that operates behind the scenes.

By default, only people with a **maintain** or **contribute** role are able to perform these tasks.

- Next to the folder to which you want to add the HTML page or text file, from the Actions menu, click **Create HTML Page** or **Create Text Document**.



- For an HTML page**, use the WYSIWYG editor to create content, and then click **Continue**. See the separate guide to the WYSIWYG editor for detailed information about editor functionality. Remember to save frequently, as browsers occasionally crash.

Create HTML Page

Type in the text for your page (use the toolbar to format it) and click 'Continue' at the bottom.

The screenshot shows the WYSIWYG editor toolbar. A callout box on the left points to a question mark icon: "Click here for help with the WYSIWYG editor." A callout box on the right points to a maximize icon: "Click this icon to maximise the edit window. Click it again when you have finished editing in order to see the **Continue** button".

- For a plain text document**, type the content of your text document in the box, and then click **Continue**.
- For both HTML and text pages, enter a title and an optional description in the text areas provided. **Tip:** In order that the URL of your file is succinct we suggest that when you create the file you give it a succinct and contextual name; for example, if the file is a web page related to the breeding habits of the lesser spotted turbot, you may name

the file as *turbot.html*. Doing this means the file's Access URL ends with *turbot.html*. You can now change the display name, but doing so will NOT change the filename, which is fixed. A more descriptive **Display Name** could be "The breeding habits of the lesser spotted turbot".

5. Choose the resource's copyright status, add copyright information, display a copyright alert and set availability and access details as described above in **Uploading a file**.

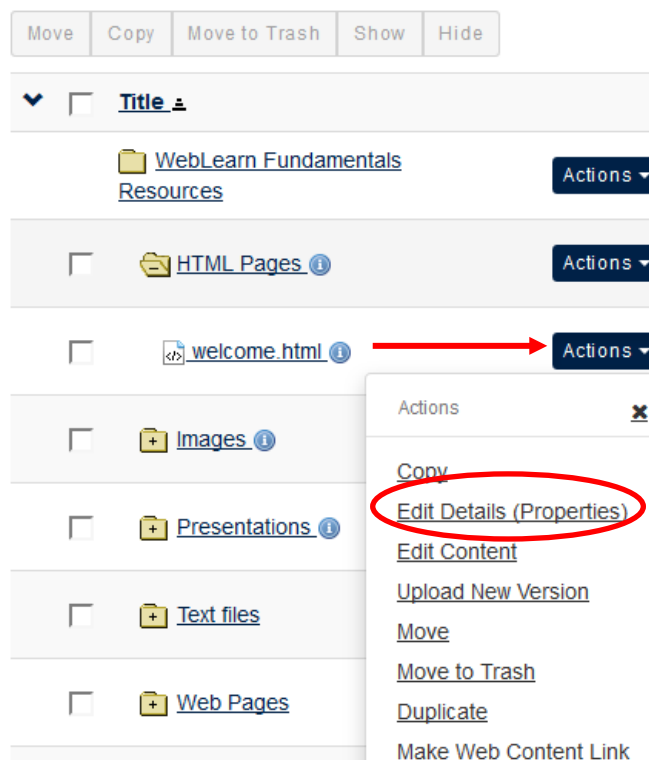
6. Click 

Linking to a Resources file

Each file stored within **Resources** has its own unique URL (known as the 'Access URL') which can be used to link to the file from other tools, such as **Announcements**. The Access URL is not necessarily the same as the URL displayed in the browser's address bar; so best practice is to copy the Access URL as described below.

It may be useful to maintain a webpage in **Resources** that contains links to a number of websites; for example, a webpage with links to journal articles in a file called *articles.html*. Use the **Web Content** tool to link to this index file, thereby creating only one link for your users to click on. Readings could then be added or deleted by simply editing the file *articles.html* (**Edit Content**) within **Resources**.

1. Next to the item to which you want to link, from the **Actions** menu, click **Edit Details (Properties)**.



2. Under **File Details**, next to **Web Address (URL)**, highlight the URL of the file. Press CTRL-C (in Windows) or CMD-C (on a Mac) to copy the URL.



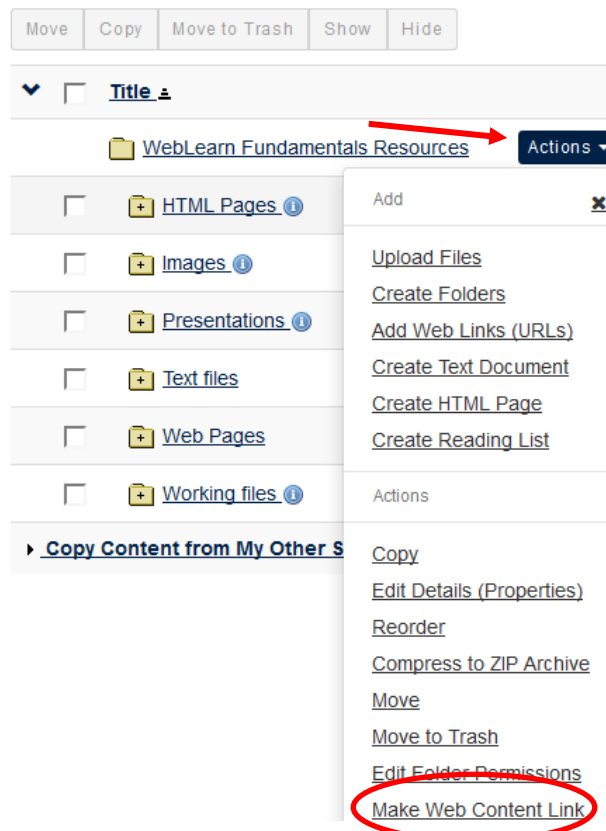
3. Paste the URL wherever you need it by pressing CTRL-V (Windows) or CMD-V (Mac).

Shortcut: If you require a **Web Content Link** to any piece of content in **Resources**, this can be done directly from the **Actions** drop-down menu next to that item (Select **Make Web Content Link** - see next section).

Viewing a site's resources via a Web Content tool

If site members who have the **access** role are not expected to create anything in the **Resources** area then it is recommended that the **Resources** tool is hidden and a **Web Content** link is created with the URL being the Access URL of the topmost folder in **Resources**. This will provide a much simpler **Files and Folders** view of **Resources**.

1. Use the **Actions** drop-down menu alongside the root folder in **Resources**. Select **Make Web Content link**.



This will automatically create a **Web Content Link** on the left hand tools menu, to link directly to this folder in **Resources**. The same method can be followed to link to any piece of content within **Resources**.

Make Web Content Link

This allows you to quickly create a Web Content Link to this piece of content.

Click **Add** to create the Web Content Link

Title

Student Resources

Give your new link a suitable title

Add

Cancel

2. Hide the actual Resources tool by clicking on Site Info, then Tool Order:

Page Order

Changes to the page ordering will not take effect until you click 'Save'. Editing, Hiding or Deleting a Page takes place immediately. Pressing either the Save or Cancel buttons returns you to the Main Site Info Tool Page.

The screenshot shows a list of site tools with a settings cog icon on the right of each item. The items are: Overview, Announcements, Calendar, Email Archive, Site Info, Search, Resources, Site Stats, Polls, Contact Us, and Student Resources. The 'Resources' item has a settings cog icon. A submenu is open for 'Resources', showing options: Edit Tool Title, Make Tool Invisible to Students (highlighted with a red circle), Lock Access to this Tool, and Delete this Tool.

Click the Settings cog to display the submenu.
Select **Make Tool Invisible to Students**.
Resources will appear greyed out in italics to those with a maintain role.

3. Click

Save

4. The “Student Resources” Web Content Link now displays any descriptions of resources along with the display name. (Resource descriptions are entered via the Edit Details (Properties) link under the Actions menu alongside a resource – see pg 5 of this guide.)



Note: hiding a tool in this way does not prevent access to the tool for site members who may have the direct link to the tool. To prevent all access, use the **Lock Access to this Tool** option on the above submenu.

WebLearn Fundamentals

HTML Pages

These are sample HTML files to help you set up your own Home Page

Images

A selection of images for you to practice uploading images to your home page.

Presentations

The course presentations

Text files

Web Pages

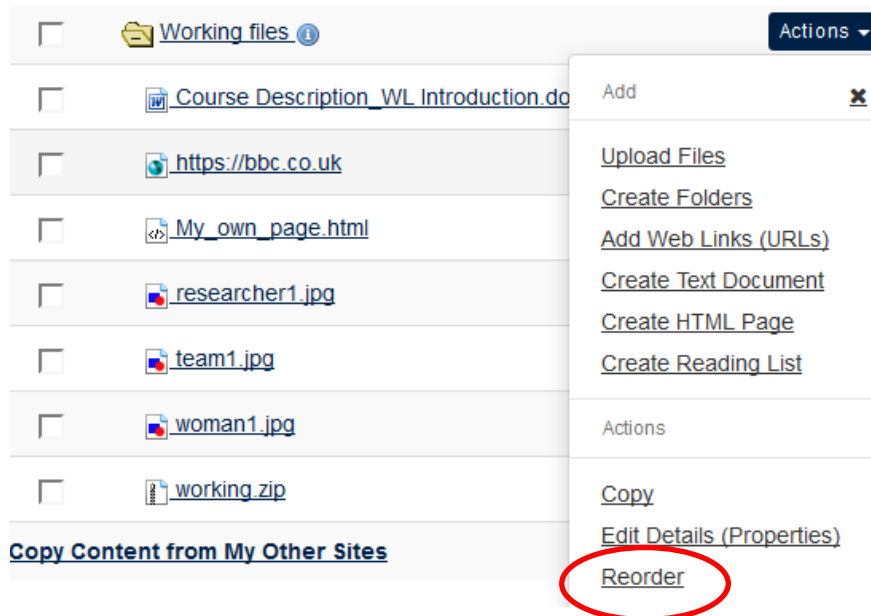
Working files

This folder contains sample working files for you to use during the course to build your WebLearn site

File and folder descriptions are obtained from information contained in the **Description** section of a file's details.

Changing the order of files within a Resources folder

To reorder items within a **Resources** folder, choose **Reorder** from the **Actions** menu next to the appropriate folder. (**Reorder** will only appear if there is more than one item in this folder.)





This displays the Reorder page:


Reordering: WebLearn Fundamentals Resources


To reorder, drag and drop list items and then click Save.


Undo last | Undo all


 Course Description_WL Introduction.doc


 https://bbc.co.uk

 My_own_page.html

 researcher1.jpg

 team1.jpg

 woman1.jpg

 working.zip

Save

Cancel

Move a file within the folder by clicking and dragging.

To save your changes, click **Save**.

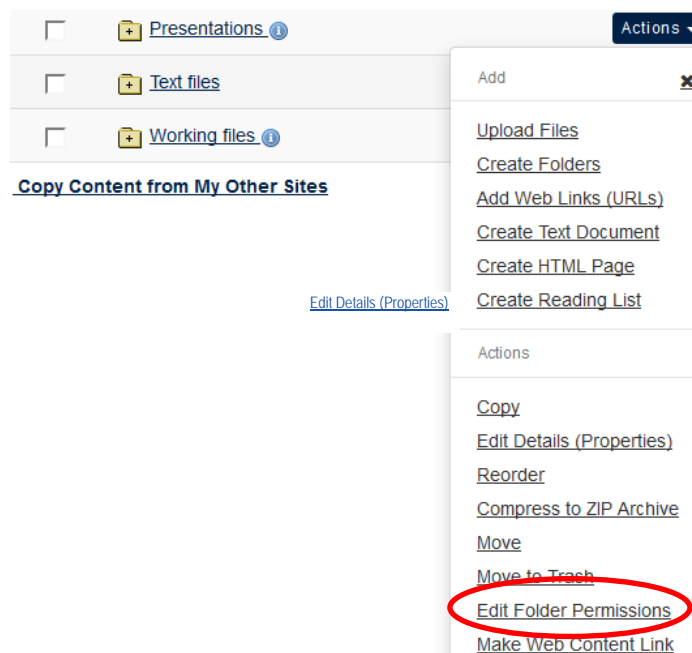
Controlling access to folders by changing permissions

Site owners may wish to allow site members to be able to use a particular folder to do more than simply read its files. For example, it may be useful to allow site members with the **access** role (e.g. students) to be able to save files ('create resources') in a folder for collaborative work. If so, the permission settings for a folder must be changed accordingly. [The option to change folder permissions is not available in **Resources** in **My Home**.]

Good practice tip: Permissions that are set for the topmost (root) folder in a structure cascade down through the folder structure. That is, permissions within WebLearn are additive – they can only be granted, not removed, for sub folders. This is different to what some users may expect.

By default, only site members with a **maintain** role are able to adjust folder permissions.

1. Next to the folder in which you want to manage permissions, from the **Actions** menu, choose **Edit Folder Permissions**.



The screenshot shows a list of folders: Presentations, Text files, and Working files. An 'Actions' dropdown menu is open, listing various actions. The 'Edit Folder Permissions' option is circled in red.

The **Permissions** matrix appears:

Permissions

Set permissions for resources in folder: Presentations

Undo changes

| Permission | access | contribute | maintain | suspended |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Create resources | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Read resources | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Edit any resource | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Edit own resources | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Delete any resource | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Delete own resources | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Access/create group resources | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Read hidden resources | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Save

Cancel

2. Tick the boxes to grant the role-based permissions. Options for permissions include:
 - Create resources:** Add new resources. Tick if you want members with an access role to be able to upload files to this folder. **Never** use this option for non-logged in users, i.e. if you have granted site access to **Anyone (including non-logged in)**
 - Read resources:** View and download resources (cannot be un-ticked for the access role)
 - Edit any resource:** Modify any resources. **Never** use this option for non-logged in users, i.e. if you have granted site access to **Anyone (including non-logged in)**
 - Edit own resources:** Modify only those resources that were added by the individual
 - Delete any resource:** Remove any resources from the folder. **Never** use this option for non-logged in users, i.e. if you have granted site access to **Anyone (including non-logged in)**
 - Delete own resources:** Remove only those resources that were added by the individual
 - Read hidden resources:** Allows participants to see hidden items in this folder
3. Click **Save** or **Cancel** to complete the process of updating permission in this folder.

Controlling access to folders by using Internal Subgroups

The **Resources** tool allows site members with a **maintain** or **contribute** role to create folders accessible only by a specified internal group or groups.

Good practice tip: The **Drop Box** tool provides a more efficient way of sharing a folder between a tutor and one student; if files are to be private to one particular individual, then they can use **Resources in My Home**.

Before being able to create a group-specific folder, you must first create an internal group (subgroup) from within the **Site Info** tool. See the WebLearn guide entitled **WebLearn site management: the Site Info tool** for more information.

1. To give a group access to its own folder, create a new folder as described earlier in this guide (in this example, the folder called Group 1).
2. Click on **Add details for this item**.

Create Folders

Location: / WebLearn Fundamentals

Create as many folders as you like! If you change your mind about needing one of your folders, click the 'X' icon beside it. Press the 'Create Folders Now' button when you have finished.

Folder Name [Add details for this item](#)

[Add Another Folder](#)

Availability and Access

Choose who can see this folder and its contents.

Anyone authorised to visit the site can see this folder and its contents.

Additional access

This folder and its contents are publicly viewable.

This folder and its contents are viewable by all Oxford users.

Display this folder and its contents to selected groups only.

| <input type="checkbox"/> Title | Description |
|---|---|
| <input checked="" type="checkbox"/> Group 1 | <input type="radio"/> Anyone authorised to visit the site can see this folder and its contents. |
| <input type="checkbox"/> Tutorial Group A | <input type="radio"/> This folder and its contents are publicly viewable. |

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder

Hide this folder but allow access to its contents

Hide this folder and its contents

From

Until

[Optional properties](#)

[Learning Object Metadata](#)

Select **Display this file to selected groups only**, and then tick the groups you wish to have access to the folder.

Group 1

Click **Create Folders Now** to finish the process.

[Add Another Folder](#)

Once you have created a group folder, you may need to manage permissions in order to adjust the level of access for group members. For detailed instructions, see the previous section in this guide, entitled **Controlling access to folders by changing permissions**.

Hiding files or folders from view

You may have some folders or files in **Resources** that you want to hide completely from **access** users.

You may also wish to hide files or folders from members with the **access** role within **Resources** while still allow them to view the contents from within other tools. For example, you may not want images used in an announcement or on the **Overview Page** to be navigable by site members within **Resources**, or you may want to hide a folder structure used for a website stored in **Resources** and linked to by **Web Content**.

Alongside the folder in **Resources** use the **Actions** menu and click **Edit Details (Properties)**:



Select your required show or hide options on the next screen:

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder

Hide this folder but allow access to its contents

Hide this folder and its contents

From 25/01/2017 14:10

Until 01/02/2017 14:10

If you select **Hide this folder and its contents**, then all files and folders within this folder will be hidden, that is, not navigable by site members with the **access** role. Hidden files and folders appear as greyed out (but are still accessible) to those with the **maintain** or **contribute** role.

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

Show this folder

Hide this folder but allow access to its contents

Hide this folder and its contents

From

Until

If you select **Hide this folder but allow access to its contents**, then site members with the **access** role will not see the folder in **Resources**, but they will be able to see its contents that may be used in other places within the site.

The title appears greyed out to site maintainers because the folder is hidden from access users.

Reading Lists

It is possible build up a reading list in **Resources**, either by searching the library catalogue or by importing an existing End Note file. To add a **Reading List**, use the **Actions** drop-down menu next to the target folder.

Click **Create Reading List**

Further details are available in a separate guide on **Reading Lists**.

Handling uploaded ZIPped files

By default, only site members with a **maintain** or **contribute** role are able to perform this task.

An easy way to upload lots of files at once is to create a ZIP archive on your desktop, upload this archive into WebLearn and then expand it. Remember to then delete the ZIP file since it is no longer required.

Once a ZIP file has been uploaded into **Resources** there will be an item in the **Actions** menu to **Expand ZIP archive**. This will extract all files creating any folders that may be necessary.

You will need to add copyright details and a description to each file separately once the unZIP process has been completed.

Another option to pursue when uploading multiple files or large files, is to transfer them using drag and drop with WebDAV – see the separate **WebDAV** guide for details.

Accessibility issues

Site owners should be aware of guidance available for issues relating to web publishing and accessibility. The HTML editor guide lists some basic points. These web sites may be useful:

- The University of Oxford Accessibility Standard at <http://www.ox.ac.uk/web/rules/accessibility.html>
- the JISC TechDis Service at <http://www.techdis.ac.uk/index.php>