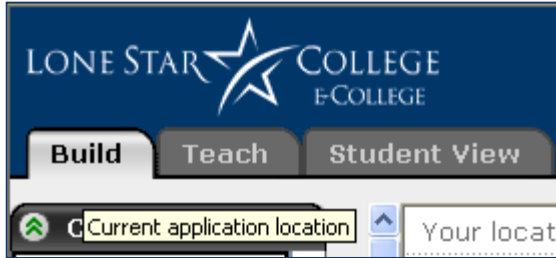


## eCollege Vista – Unsubscribing Files

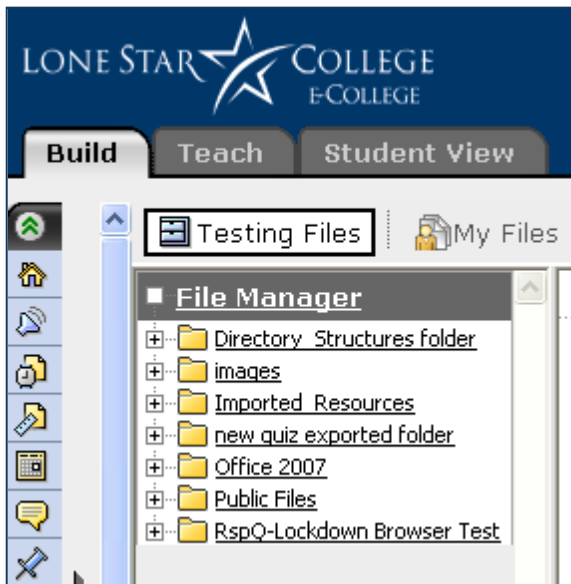
In eCollege Vista, files can sometimes become subscribed to another file due to how it was copied or created originally. When this happens the file will no longer allow any changes to be made. This walkthrough will describe how to unsubscribe any file and allow alteration once again.



First, enter the class and select the Build tab.



Next, click the File Manager link under Designer tools.



Once inside the File Manager the file(s) will need to be located. There are two separate locations where files can be stored. The left icon will have the full name of the course currently in use and the right will only say "My Files".

Files that are subscribed will have an icon like the one underlined below. Any file without this icon will not need any further attention.

<input type="checkbox"/>	<a href="#">RspQ-Lockdown Browser Test</a>	Folder	10/8/07 11:57 AM	-
<input type="checkbox"/>	<a href="#">AssignTemplate.pdf</a>	PDF	2/27/08 1:23 PM	102.19KB
<input type="checkbox"/>	<a href="#">AssocTemplate.pdf</a>	PDF	10/8/07 11:56 AM	177.36KB
<input type="checkbox"/>	<a href="#">awing.gif</a>	GIF	5/27/08 12:47 PM	2.99KB

Clicking the Action Link to the right of the file will open a menu of options for each file. In this menu, select "Unsubscribe" and click "OK".

<input type="checkbox"/>	<a href="#">AssocTemplate.pdf</a>	PDF	10/8/07 11:56 AM	177.36KB
<input type="checkbox"/>	<a href="#">awing.gif</a>		5/27/08 12:47 PM	2.99KB
<input type="checkbox"/>	<a href="#">Blue hills.jpg</a>		3/29/08 9:16 AM	27.85KB
<input type="checkbox"/>	<a href="#">Chapter 4 PPT.ppt</a>		3/1/08 1:48 PM	5.82MB
<input type="checkbox"/>	<a href="#">communication.htm</a>	HTML	10/8/07 11:56	2.55KB

Preview

**Unsubscribe**

View File Information

View File HREF

Move

Delete

The file will now appear without the subscribed icon and will again allow access. This process will need to be completed for each subscribed file that is required.

<input type="checkbox"/>	<a href="#">RspQ-Lockdown Browser Test</a>	Folder	10/8/07 11:57 AM	-
<input type="checkbox"/>	<a href="#">AssignTemplate.pdf</a>	PDF	2/27/08 1:23 PM	102.19KB
<input type="checkbox"/>	<a href="#">AssocTemplate.pdf</a>	PDF	6/4/08 4:59 PM	177.36KB
<input type="checkbox"/>	<a href="#">awing.gif</a>	GIF	5/27/08 12:47 PM	2.99KB