

Uploading Files

Creating Folders

With eCampus Vista, instructors can easily move multiple files at once into their courses. Using intuitive desktop-style navigation, instructors can quickly add and organize content within their courses.

We will start from scratch by adding folders and course content to a new course, giving it a structure that makes it easy for students to navigate.

We will begin by creating folders for the first two weeks of the course.

- To begin, go to the Build Tab
- Click on the “Create Folder” button.
- Enter a title
- Enter a description. Descriptions can contain useful information for students such as chapters covered, a summary statement or a list of items needing to be completed for this section, week or chapter, depending on the structure of your classroom setup.

From here we can select the “Add Another Folder” button to create our second week’s folder and then add the title and description for the second folder. When creating a new template for a course, with preplanning, we can expedite the process of course creation by determining the folders we might need and being able to create them in this one step process. You can however, create them one by one as you think through your course needs.

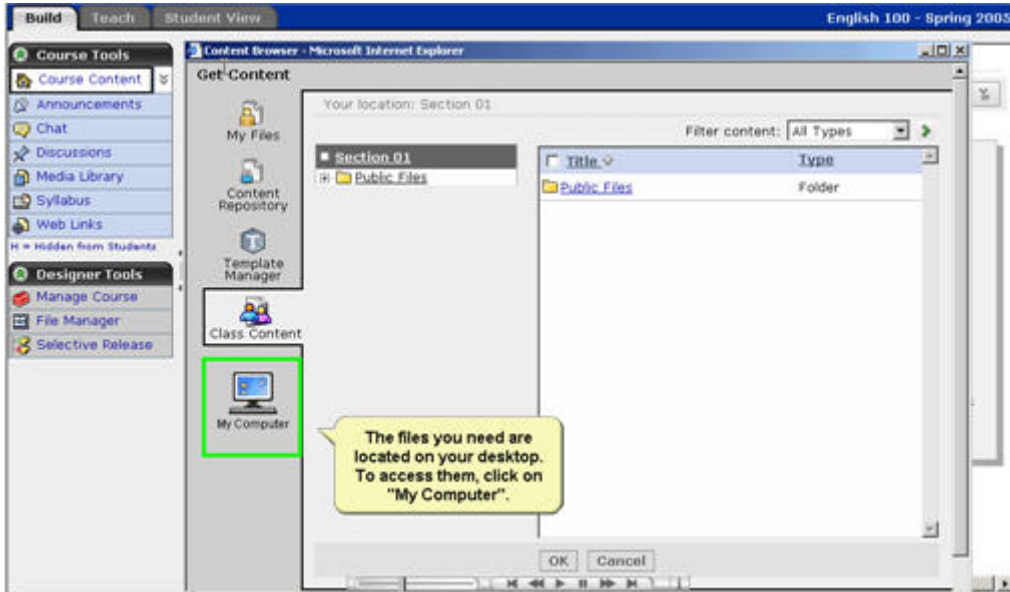
When we finish adding all the folders we would like, we complete the process by simply selecting the “Save” button and both folders will be created at once.

The folders now appear on your “Course Content Home Page” with the description displayed next to the icon to show students what is available in each folder.

Adding Content

Now let’s add some content to the folder you created. For this section, we will be looking to get some previously created content files from the desktop of the computer you are working from.

- Click on the folder you created.
- Click on “Add File”.
- Then click on “Select File from File Manager”.
- To access the files, click on the “My Computer” icon.



The intuitive desktop-style navigation makes it easy to find and add *multiple* files to your course. Simply select all the files you would like to add. To select multiple files, you will need to hold down the Control key as you select the files. Once you have all the files selected, click “Open” to add them to your folder. Once the upload has processed, you will see all the files that you selected have been added to your folder at once.

From this point, you can continue to add content from another location or click the breadcrumbs at the top of the classroom area to go back to the “Course Content Home Page”.

As you can see, with eCampus Vista, instructors can easily move multiple files at once into their courses. Using the intuitive desktop-style navigation, instructors can quickly and easily add and organize content. By adding multiple files at once, faculty can save considerable time and eliminate repetitive tasks.