The Basics of Manage Files – D2L Tutorial

This tutorial is designed for faculty who have previous experience using D2L and will explain what the **Manage Files** tool is and what it is used for in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

What is Manage Files?

The **Manage Files** tool is the file management system for your D2L course. Each D2L course has its own Manage Files area. Instructors can use this tool to organize and upload files associated with a specific course – all files uploaded to Content or to any HTML editor through Insert Stuff are automatically stored in Manage Files. The Manage Files area be organized into folders to ensure the organization of course files, for example by creating a folder for each module of content.

This is what a basic **Manage Files** area looks like. In this example, five folders have already been created, and one file is sitting at the root level (the main area of Manage Files). Note that folders and files are listed alphabetically, and you cannot change the order without renaming them. Also note that there are no drag and drop options in Manage Files. Other tutorials will walk you through how to upload files to and move files around in Manage Files.

What is stored in Manage Files?

- Anything you upload into Content from your device (Word documents, PDFs, PowerPoints, etc.)
- HTML Topic pages you create in a Content Module using **New → Create a file**
- Anything uploaded from your device through **Insert Stuff** in the HTML editor

What is NOT stored in Manage Files?

- Any file you upload from your device as an attachment to a tool, for example in the **News** tool, into a **Discussion** post, or as a document for an **Assignment**

How should I manage my Manage Files area?

You will learn more in other Manage File tutorials, but basically think of your **Manage Files** area like the File Explorer area on a computer (PC). You will want to create folders and sub-folders, and we recommend creating folders to mimic your Module structure in Content so it's always easy to find things.

Email elearning@camosun.ca to arrange for an appointment with an instructional designer to learn more about managing Manage Files.

Can I move files and folders around in Manage Files?

- If you have uploaded a file as a Topic in Content, you can move the file in Manage Files and its link in Content will not break
- However, if your files were uploaded using **Insert Stuff** into the HTML editor (in any tool), those links will break and you will need to relink the files
- See the tutorial *Moving Folders and Files in Manage Files* for more information)

What about student files?

Students can only add files as attachments to an Email, Discussion posts or Written Response questions (if you have enabled this function) or as Assignment submissions. None of these files will be stored in Manage Files. If students need file storage in D2L, they should use the **Locker** which allows for up to 3MB of storage per student.