

## Files/Folders

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### Description

Epsilen **Files/Folders** contains tools for managing files and folders used on your Epsilen ePortfolio site. Upload new files, create and edit folders, and/or share your files and folders with others. Select from default folders, which include Certified, Documents, Networks, Pictures, and Public, or create a folder by clicking **Create Folder**.

### Purpose

Use Epsilen **Files/Folders** to upload, create and manage your files and folders so important files are stored and organized online within the secure Epsilen Environment where you can use and share them as necessary.

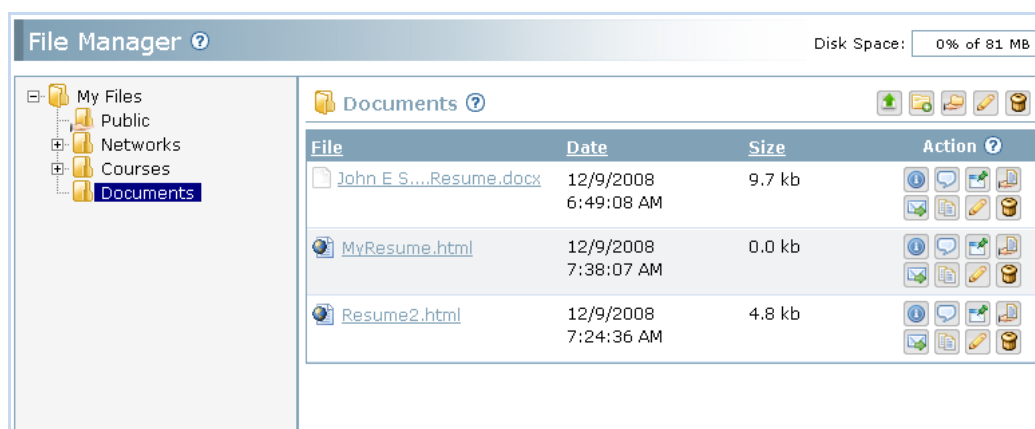






Figure 1


### Definitions


**Open Folder:** Clicking the  button in the left folder tree will open a folder or expand the list of folders within it.

**Create Folder:** Clicking the  button allows you to create a new folder within the folder you are currently viewing.


**Share Folder:** Clicking the  button allows you to share the folder you are currently viewing with others.


**Edit Folder:** Clicking the  button to the right of the folder's name allows you to edit the folder you are currently viewing.


**Delete Folder:** Clicking the  button to the right of the folder's name allows you to edit the folder you are currently viewing.


**Upload File:** Clicking the  button allows you to upload a new file to the folder you are currently viewing.


**Download File:** Clicking the name of a file allows you to download the file and either open it or save it to your computer.


**View File Information:** Clicking the  button allows you to view information about the file, including its Direct Link that you may bookmark for easy access, and comments and reflections that have been saved about the file.


**Manage File Comments:** Clicking the  button allows you to view, add and delete comments for a file.

**Manage File Reflections:** Clicking the  button allows you to view, add, edit and delete reflections for a file.

**Share File:** Clicking the  button allows you to share a file with others.

**Send File:** Clicking the  button allows you to send a file as an attachment to others using Epsilon Mail.


**Copy File:** Clicking the  button allows you to create a copy of a file in a different folder.

**Edit File:** Clicking the  button to the right of a file allows you to edit the file.

**Delete File:** Clicking the  button to the right of a file allows you to edit the file.

## Creating a Folder

To Create a Folder

1. Click the  button or the **Create Folder** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Create in	Identify where the new folder should be created.
Folder Name	Enter the name of the new folder.
Description	Enter a description for what files/folders are contained within this folder.
Sharing	Select Access Keys if you would like to share this folder with others.

3. When you have finished filling out the information, click the **Add Folder** button. You will be returned to the **File Manager** page where you will see your new folder displayed.

Figure 2 displays the Add Folder screen.

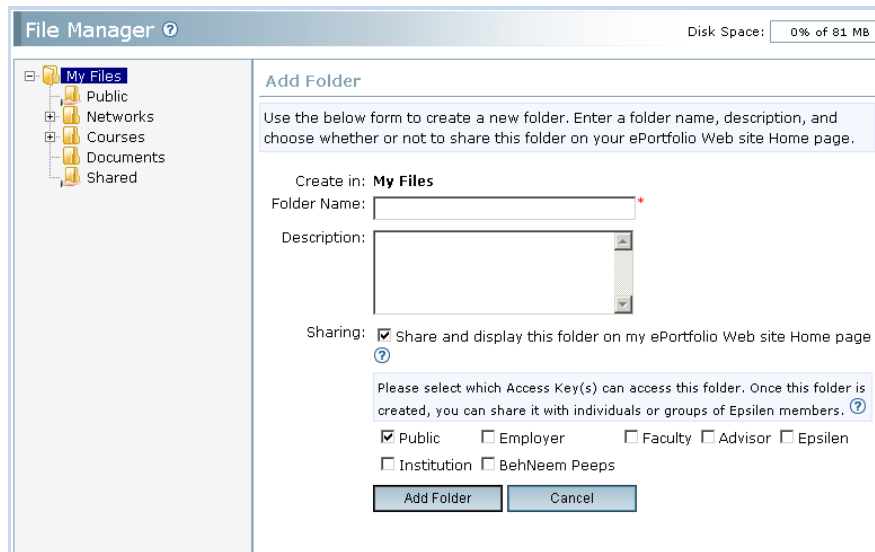



Figure 2

## Editing a Folder

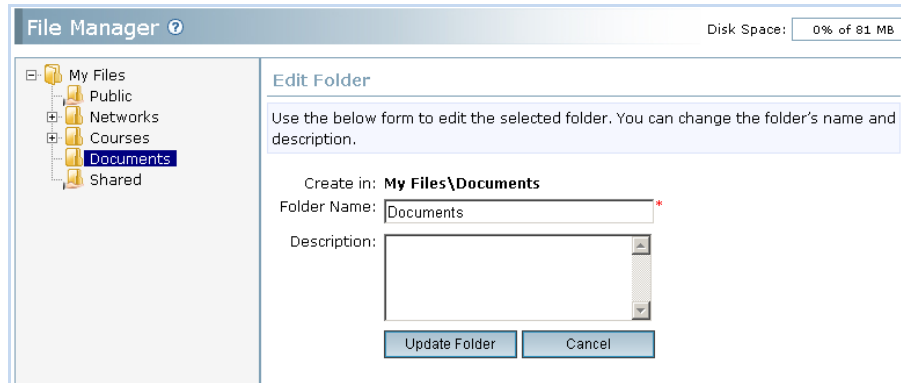
To Edit a Folder

1. Click the  button to the right of the folder name.
2. Complete the fields/choices as described in the following table:

Field	Function
Folder Name	If desired, enter a new name for the existing folder.
Description	Enter a description for what files/folders are contained within this folder.

3. When you have finished filling out the information, click the **Update Folder** button. You will be returned to the **File Manager** page where you will see the current folder displayed.


Figure 3 displays the Edit Folder screen.



**Figure 3**

## Uploading a File

To Upload a File

1. Click the  button to the right of the folder name
2. Complete the fields/choices as described in the following table:

Field	Function
File [#]:	Click the <b>Browse...</b> button to locate a file on your computer to upload.
Description	Enter a description for the uploaded file.
Reflection	Enter what you have learned when you created this file or what you would like to share about this file with others who will view it.

3. To upload another file, click the **Add Row** button. You may upload up to three files at a time. Repeat steps 1 and 2 for each additional file. If you decide not to upload another file, you must click **Remove Row** in order to continue.
4. When you have finished filling out the information, click the **Upload** button. You will be returned to the **File Manager** page where you will see the current folder displayed and the entry for your new file.

Figure 4 displays the Upload Files screen.

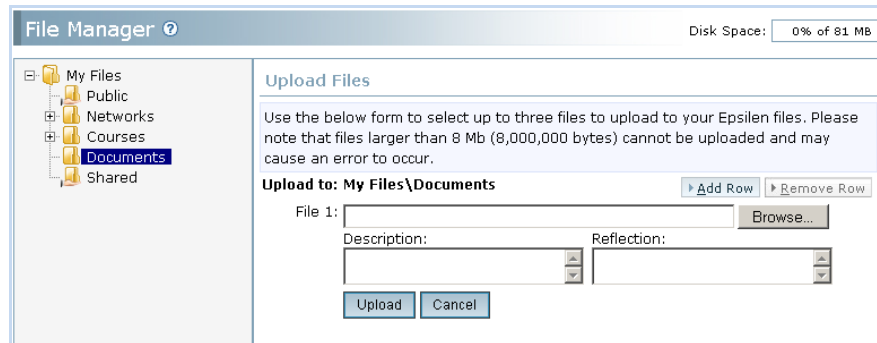




Figure 4

## Sharing a File/Folder

To Share a Folder

1. Click the  button to the right of the folder name.

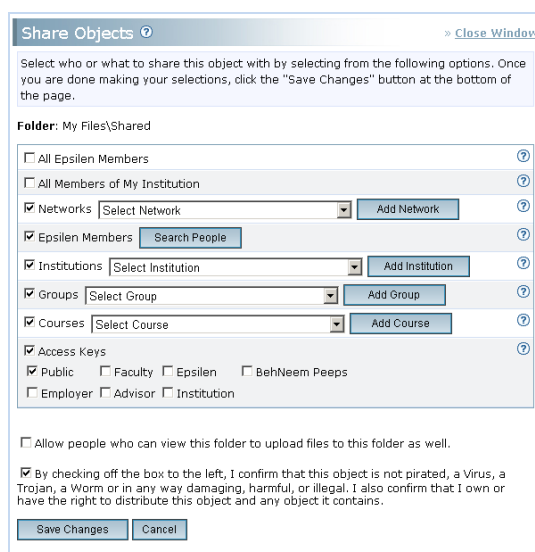
To Share a File

1. Click the  button to the right of a file.
2. Complete the fields/choices as described in the following table:

Field	Function
All Epsilen Members	Share with any member of the Epsilen community.
All Members of My Institution	Share only with members of your institution.
Networks	Share only with members of your network(s).
Epsilen Members	Share with selected Epsilen members.
Institutions	Share with selected institutions.
Groups	Share with selected group(s).
Courses	Share with selected course(s).
Access Keys	Share with selected Access Key(s).
Allow People to Upload	Allow others to upload files to your folder.
Sharing Objects Disclaimer	Check to confirm that the file is not illegal or harmful to the system and that you have the right to distribute the file.

3. When you have finished filling out the information, click the **Save Changes** button. You will be returned to the **File Manager** page where you will see the current folder displayed.

Figure 5 displays the Share Objects screen.



Share Objects Close Window

Select who or what to share this object with by selecting from the following options. Once you are done making your selections, click the "Save Changes" button at the bottom of the page.

Folder: My Files\Shared

All Epsilen Members ?

All Members of My Institution ?

Networks Select Network Add Network ?

Epsilen Members Search People ?

Institutions Select Institution Add Institution ?

Groups Select Group Add Group ?

Courses Select Course Add Course ?

Access Keys ?

Public  Faculty  Epsilen  BehNeem Peeps

Employer  Advisor  Institution

Allow people who can view this folder to upload files to this folder as well.


By checking off the box to the left, I confirm that this object is not pirated, a Virus, a Trojan, a Worm or in any way damaging, harmful, or illegal. I also confirm that I own or have the right to distribute this object and any object it contains.

Save Changes Cancel

Figure 5

## Managing File Comments

### To Add a File Comment

1. Click the  button to open the **File Comments** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Your Name:	Read Only ... from your Contact Information
Comment	Enter any thoughts you have about this file (or other users may share their thoughts here as well).

3. When you have finished filling out the information, click the **Save Comment** button. You will remain on the **File Comments** page where you will see a new entry for your comment.

### To Delete a File Comment


1. Click the  button for a comment
2. Click the **OK** button to confirm the deletion


Figure 6 displays the File Comments screen.



Figure 6

## Managing File Reflections


### To Add a File Reflection

1. Click the  button to open the **File Reflections** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Reflection	Enter what you have learned when you created this file or what you would like to share about this file with others who will view it.

3. When you have finished filling out the information, click the **Save Reflection** button. You will remain on the **File Reflections** page where you will see a new entry for your reflection.

### To Edit a File Reflection

1. Click the  button
2. Modify your Reflection
3. Click the **Update Reflection** button. You will remain on the **File Reflections** page where you will see a modified entry for your reflection.

### To Delete a File Reflection


1. Click the  button for a reflection
2. Click the **OK** button to confirm the deletion

Figure 7 displays the File Reflections screen.

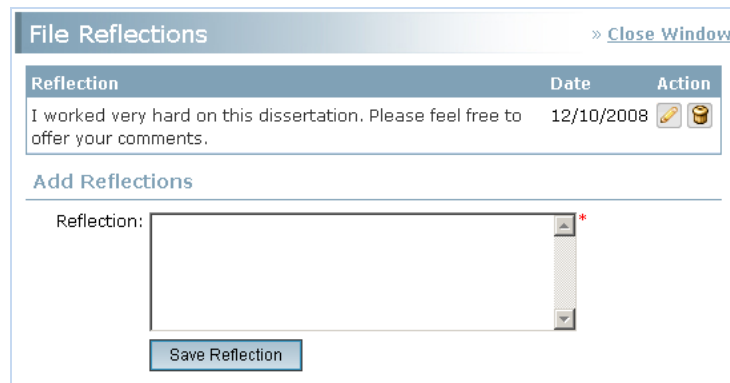


Figure 7

## Sending a File

To Send a File

1. Click the  button to open the **Send Epsilen Mail Message** popup page.
2. Complete the fields/choices as described in the following table:

Field	Function
Search Epsilen Members	Search for Epsilen members to whom you would like to send the file.
Member(s) of my Networks	Select members of your Networks to whom you would like to send the file.
External email address(es)	Please note: While you can send a message to an external email address or addresses from this page, you cannot include an attachment with such a message.
Subject	Enter the subject of your new message.
Message	Enter the text of your new message.
Add Attachment(s)	Your selected document will already be shown as attached. However, you may also attach up to 3 additional new files, as well as up to 3 additional files previously uploaded to Epsilen.

3. When you have finished filling out the information, click the **Send** button. You will remain on the **Send Epsilen Mail Message** page where you may send another message. **Please Note:** Your file will no longer be attached.

Figure 8 displays the Send Epsilen Mail Message screen.

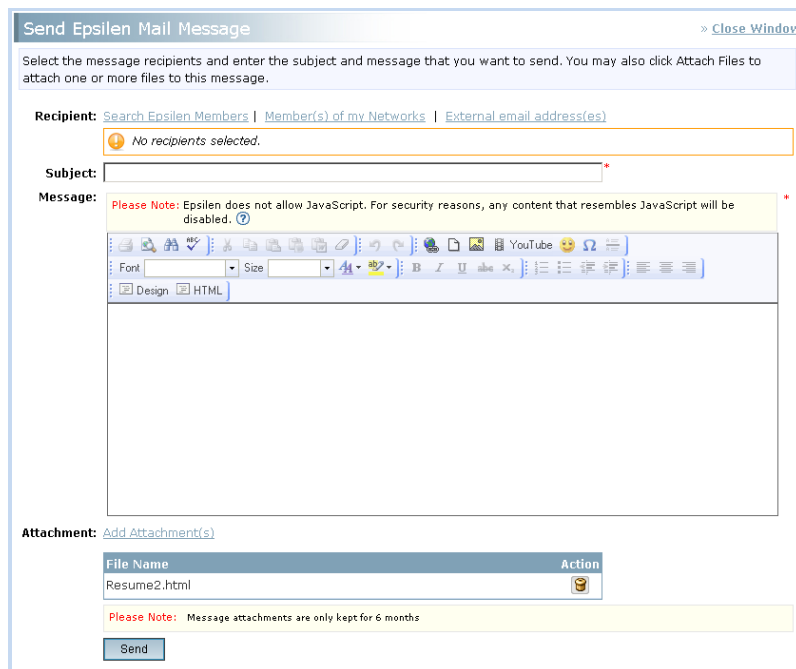


Figure 8

## Copying a File

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To Copy a File


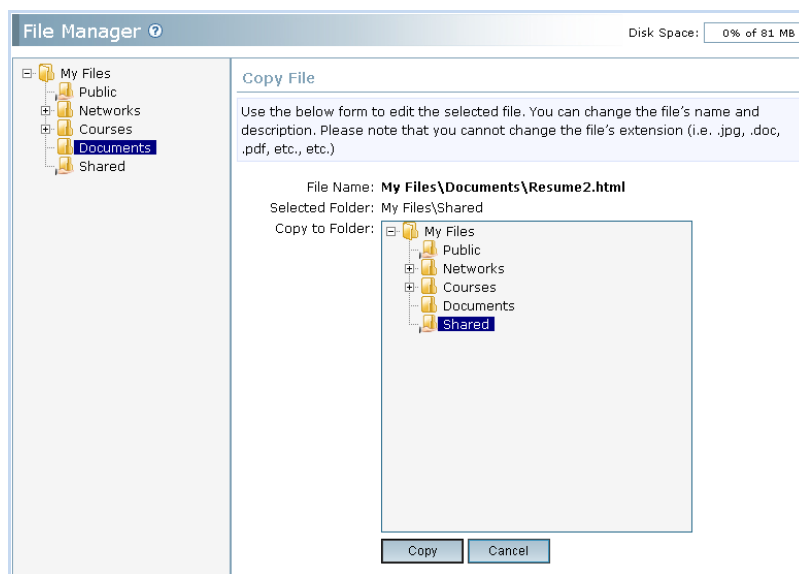
1. Click the  button
2. Select a folder in which to create a copy of the selected file
3. Click the **Copy** button. You will be returned to the **File Manager** page with the original folder displayed. If you click the name of the folder you copied the file to, you will see an entry for the new file.

Figure 9 displays the Copy File screen.




**Figure 9**

## Editing a File

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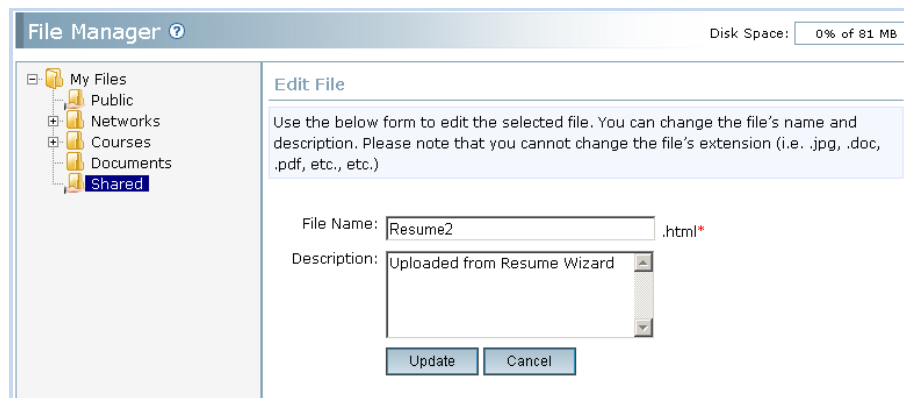
To Edit a File

1. Click the  button to the right of a file.
2. Complete the fields/choices as described in the following table:

Field	Function
File Name	The existing file name is pre-populated, but it can be edited.
Description	Enter a description for the uploaded file.

3. When you have finished filling in the information, click the **Update** button. You will be returned to the **File Manager** page where you will see the current folder displayed.

Figure 10 displays the Edit File screen.



**Figure 10**