


## Vista 3.0 for Instructors/Designers

### Managing Your Files

The File Manager allows you to create an organizational structure for files that are uploaded into your online course account. *Designers* can access the File Manager from the **Build** tab on the row of tools to the right of the sub tabs.



Designers can view Public files, create files and folders, edit/replace files which they own or to which they have permission, move and copy existing files, upload new files for future use, download files, etc.

*Instructors* access the File Manager from the **Teach** tab, **Tool View** sub tab, then  **File Manager** in the list of tools in the right hand column. Instructors can view Public files, copy existing files, and download files.

**Note:** A Public file or folder means that all persons who have designer and/or instructor access to the course can view that file or folder.

### Navigating in the File Manager

When you access **File Manager** via the Section level, the screen displays the files and folders contained within the *Section Content* folder for your section. You can navigate within File Manager using two views:

- **Tree-view:** In the left-hand frame, folders are displayed in a hierarchical tree. Child folders are nested within parent folders. Double click the folder to view the files in that folder on the right side (List View). Files are not displayed in the tree-view – only folders.
- **List-view:** In the right-hand frame, the contents of the open folder are displayed. The folder trail, or “breadcrumbs,” appears above the list and can be used to jump from a child folder to a parent folder.


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- The breadcrumbs are the horizontal version of the vertical path in the tree-view. You must use the list-view to perform actions such as viewing files, creating files and folders, copying/moving files, deleting files, etc.

### Working with files in Vista

You can bring any type of file into Vista. Some of the mostly widely used file types are .doc, .xls, .pdf, .ppt, .html, .htm, etc. However, you can edit only .html or .htm files, within Vista. Other file types must be downloaded, edited from your computer, and then uploaded back into Vista.

### To edit an HTML file in File Manager:

1. Click the pencil icon  to the far right of the .html or .htm file.
  - a. If there is no pencil icon, then either it is not an .html file and/or you do not have Editor rights to the file.
2. Turn on the HTML Creator (recommended if you want to format your content).
3. Make the changes.
4. Click **Save**.

The file is updated and any existing links to the file in Vista will reflect the changes as long as you do not change the file name.

### Replace any File in File Manager with an Updated Version

1. Click the **Upload File** button.
2. On the Upload File page, next to File:, click **Browse**. Your computer's file browser appears.
3. Locate and select the file you updated. Click **Open**. The Upload Files screen appears with the path and file name in the File text box.
4. Click **Save**
5. Click **Replace**

The file is updated and any existing links to the file in Vista will reflect the changes as long as you do not change the file name.

**Note:** If you do not get the **Replace** option, then you do not have Editor rights to it or the file is linked to the Template and you will need to edit the file from the template level (if you have template level access) or you will have to break the link and make it an independent file to that particular section and edit it at the section level.

### Upload Multiple Files into Vista


If you have numerous files you want to move into Vista at once, there are two options available. The first option involves “zipping” your folder/file structure on your computer and uploading the zip file into your Vista account. Common zip programs include WinZip and Stuffit.

The second option (once you get past the configuration end of it), may be more intuitive and efficient for uploading and copying numerous files. This second option is called **WebDAV**.

### Upload Multiple Files using a Zip Program

1. On your computer, zip the folders and files you want to upload into Vista. The result is one file with an extension of .zip
2. From the File Manager screen, click **Upload File**.
3. On the Upload File page, next to File:, click **Browse**. Your computer's file browser appears.
4. Locate and select the .zip file you created previously. Click **Open**. The Upload Files screen appears with the path and file name in the File text box.
5. Check **Automatically expand uploaded Zip files**.
6. Click **Save**

The zip file is uploaded and unzipped according to the same file/folder structure you designated on your computer, with the name “folder” appended.

**Tip:** If you forget to check **Automatically expand uploaded Zip files** during the upload process, use the Unzip icon  to the far right of the .zip file.

**Note:** If you unzip files using the Unzip icon, a folder will be created automatically and you will not be able to rename it or choose the destination.

### Upload Multiple Files using WebDAV

WebDAV, which stands for “Web-based Distributed Authoring and Versioning,” is an Internet protocol that allows a connection to be established between the Vista server and your local computer. Once this connection is set up, you can drag and drop large numbers of files from your computer directly into your Vista course. The connection is actually a mirror of your Vista course File Manager. Thus, whether you use WebDAV or the File Manager to upload files or make changes, the updates are reflected in both places.

To configure WebDAV:

1. Click on the **View WebDAV Info** button at the bottom of the file list in the File Manager.
2. Highlight and copy this address [Ctrl-c]
3. Click **OK**.
4. On your computer:
  - a. Double-click on **My Network Places**.
  - b. Click on **Add a network place**.
  - c. Click **Next**.
  - d. Select **Choose another network location > Specify the address...**
  - e. Click **Next**
  - f. In the **Internet or network address** box:
    - o Paste [Ctrl-v] the address you copied.
    - o Go through the entire address and replace every + sign with a space.

For example, if your WebDAV address is:

<http://vista.courses.ufl.edu:80/webct/webdav/128.227.74.86-1092140382146-5812423002.5812909002/University+of+Florida/University+of+Florida/Business+Administration/FIN3403+-+Business+Finance/Spring+2005+-+All+Sections/Section+Content>

After replacing the + with spaces, the result is:

<http://vista.courses.ufl.edu:80/webct/webdav/128.227.74.86-1092140382146-5812423002.5812909002/University of Florida/University of Florida/Business Administration/FIN3403 - Business Finance/Spring 2005 - All Sections/Section Content>

- g. Click **Next**
- h. Type in your Vista username and password and click **OK**
- i. Give the new location an easily remembered name such as “Vista Files for <name of your course>”
- j. Click **Next**
- k. Click **Finish** to open the network place

This folder can always be accessed by opening **My Network Places** on your computer. By opening that network place (folder), you can drag and drop files quickly from your computer into Vista, just like you can into any folder on your local computer.

## Key options used in the File Manager

### Set the Number of Items per Page

The default number of records per page is ten. If you have more than ten files, you will have to navigate from one page to the next to find your files. Or, you can change the number of records per page to any number up to 999.

1. Click **Edit Paging** in the upper right.
2. In the pop-up window, enter the number of items (eg, 100) you want listed per page and click **OK**.

Now you can scroll up and down on the right side versus having to go to different page views.

### Sort the File Manager List

To aid in finding files, you can sort the list of files in ascending/descending order by Name, Public, Type, Size, and Last Modified. Just click on one of these headings.

### View Files in File Manager

To view a file, you must have the software installed on your computer that can open the file. For example, a Word document requires that Microsoft Office or the Word viewer be installed.

1. Under **Name**, simply click on the name of the file to open it.
2. If you are prompted to Open or Save the file, click **Open** to view it in the browser.

### Create Files in File Manager

To create a file in Vista:

1. Click the **Create File** button at the bottom of the file list in File Manager.
2. Turn on the HTML Creator.
3. Enter your text.
4. Enter a file name (preferably one word, but if multiple words, use \_ to separate them instead of spaces)
5. Click **Save**.

### Create Folders in File Manager

As with the Windows operating system, the concept of the folder is to organize numerous files so that you can more easily find what you're looking for.

1. Click **Create Folder**.
2. In the pop-up window, enter the name for the folder. The folder name can include multiple words but cannot start with a period (.).
  - a. **Tip:** Use an underscore (\_) as a separator between words in the name; even though spaces are accepted, spaces in file names yield unpredictable results in some browsers.
3. Click **OK**.

### Move/Copy Files in File Manager

You can move or copy files as long as you created or uploaded those files or have been granted Editor permissions to them by the owner. When multiple persons are enrolled as Designers in the same Vista course template or section, only the person who created or uploaded a file (the owner) has the ability to move or copy it, unless the owner gives the others Editor rights to it.

You can move or copy files:

- Within the same context. For example:
  - From one folder to another folder in the same section

- To the **My Files** folder (your private file space which co-designers cannot see.)
- To other contexts which you have authority to. For example:
  - From one section to a different section
  - From a section to a course

To move or copy a file:

1. Check the desired file(s).
2. Click the **Move** or **Copy** button at the bottom of the file list.

**Note:** If you have placed this file within your section (ex. on an organizer page), a box will appear stating **Links pointed to selected files(s) will be broken. Continue?** This means that if you move the file, you will have to go to the place where this file was and link it again.

3. Navigate to the desired destination from the list of folders on the left.

**Note:** You may see many folders that are publicly viewable within the institution, but only those folder contexts to which you are enrolled can you move or copy into.

4. Click **Move** or **Paste** in the bottom right. If these buttons are grayed out, you do not have access to that destination context.

**Note:** You cannot move or copy a folder. If you want to copy or move a large number of files at once, use WebDAV (as described below) or the Zip button. For the Zip option, once the folder is zipped, copy or move the .zip file to the desired destination.


### Download Multiple Files to Your Computer

1. Select all of the files you want to download.
2. Click **Download**. Vista will automatically zip the files.
3. Chose to save the file to disk.
4. Pick the location on your computer.
5. Change the cryptic name to something meaningful.
6. Extract the files using a zip program like WinZip or StuffIt.

### Break Links in File Manager

Links appear among files, but their names are italicized to distinguish them from files. They are actually pointing to a source file in a template. If you're getting the error **You are not authorized to modify this file** and the file is linked, break the link to get an independent copy of that file.


To convert links into unlinked files, do one of the following:

- Click the Break Link icon  for each file link that you want to convert into an unlinked file; or
- Select multiple links and click the **Break Link** button at the bottom of the file list.

The italics are removed to indicate an unlinked file. Proceed with editing the file.


### View Information about file

You can view a file's location in the File Manager folder hierarchy as well as the location of all links to a file

1. Locate the file and, under Options, click its View Information  icon. The View Information pop-up window appears displaying the file's location and the location of all links to the file.

## Duplicating Files


You can duplicate files in all folders in your learning context and in your My Files folders.

1. Locate the file you want to duplicate and, under Options, click its Duplicate  icon. A copy of the file is created in the same folder

## Renaming files

You can rename files for which you have owner permissions.

**Note:** Renaming a file essentially “deletes” the old file and replaces it with a new file. If the old file was linked to a template, or placed within your Vista section, it will disappear when you rename the file. It will not be replaced by the new file.

1. Locate the file you want to rename and, under Options, click its Rename  icon. A confirmation message appears.
2. Click OK. A pop-up window appears.
3. Enter the new name and click OK. The file is renamed.