User Guide

Chapter 10

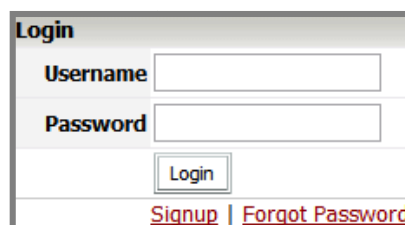# Document Container

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Introduction

The *Document Container* allows you to upload and store files and links within a personalized workspace on your site. This manual will guide you on how to upload files and store them into organized folders, create links to resources on the internet, as well as how to make changes to any resources within the *Document Container*.

Key Information

In order to add, edit, or view your *Document Container*, you are required to log into your site using a Username and Password. Login pages are often available on the top right side of the web page; however this is subject to design preferences, so know where this information is available on your site.

If you have not registered into the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which is then routed for approval by an administrator.

I.   Create a Document Container

To create a *Document Container*:

1. Go to the grey toolbar
2. Scroll down to *Add New Page*
3. Click on *Document Container Page*

You will then be prompted to title the *Document Container* for your site. When completed, click **Create Page**
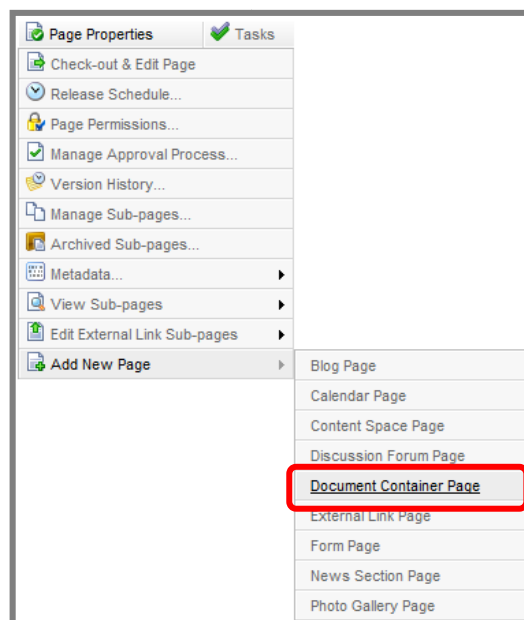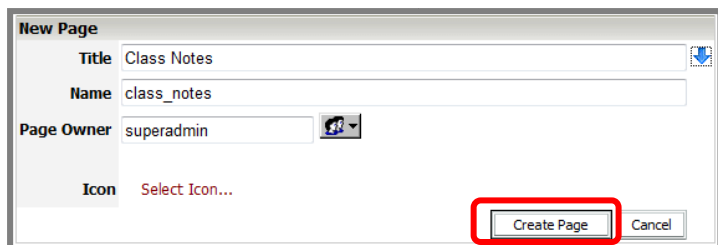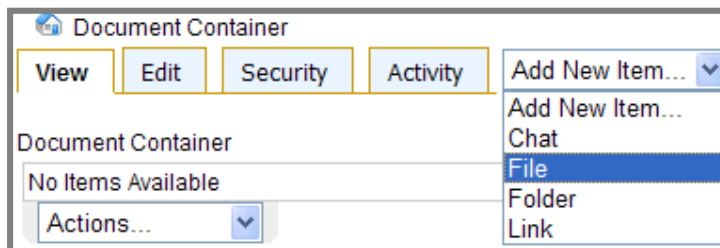
II.   Uploading Contents to your Document Container

Once the *Document Container* is created, you may add files, folders and links to it.

1) Uploading a single file

With the file upload feature of the *Document Container* allows you to streamline your resource sharing needs. To upload a single file:

1) Click on the **Add New Item** drop-down menu and select **File**

2) To select a single file from your computer, click **Browse**

3) Give your file a **Name**. This name will be displayed within your *Document Container*.

4) You may provide a **Description** of the file you are uploading for others to see.

5) Once you have added your description, click the **Add File** button.
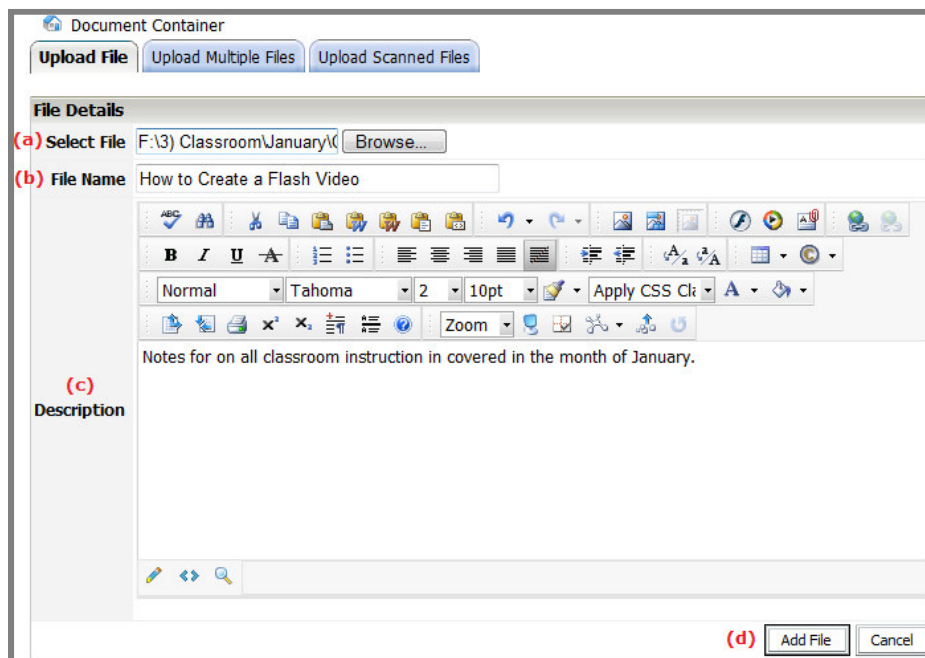
Your file is now uploaded and ready to use.

2) Uploading multiple files

To save time, you can upload several files at once. To do so:

1) Click on the **Add New Item** drop-down menu and select **File**

2) Click on the **Upload Multiple Files** tab at the top of the *Document Container.* This will take you to the file upload editor.

Note: You may have to install an ActiveX control to use this editor on your browser. To do so, simply click on the prompt that directs you to install the XUpload Upload Control, then click Run when the install window pops up. If this control is already installed you will not see this prompt.
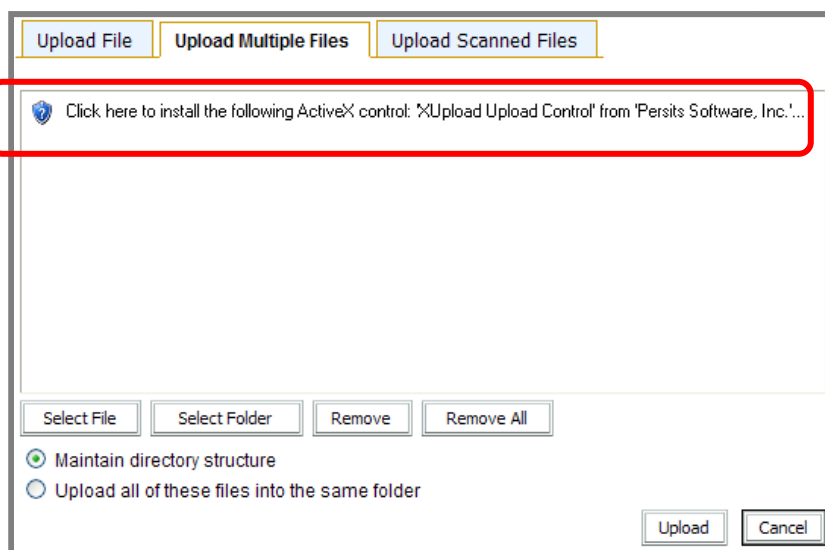
3) To select files one at a time from your computer, click **Select File**
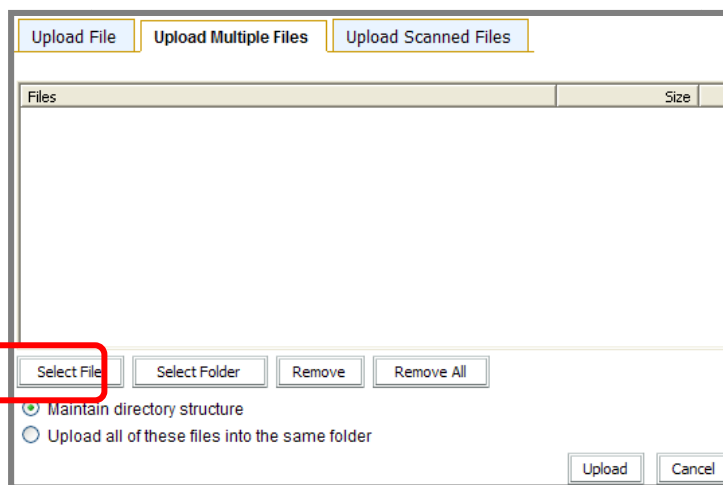
4) Within the Choose File window, locate the file you wish to upload. Once you have selected your file, click **Open**

5) You may instead wish to upload an entire folder of files all at once. To do so, click **Select Folder.** From here, navigate to the location of the folder on your computer and click on it, and then and click **Scan**.

6) If you decide you do not want to add one of the files listed in the window, click on that file and click on **Remove**.

7) When completed, click **Upload**
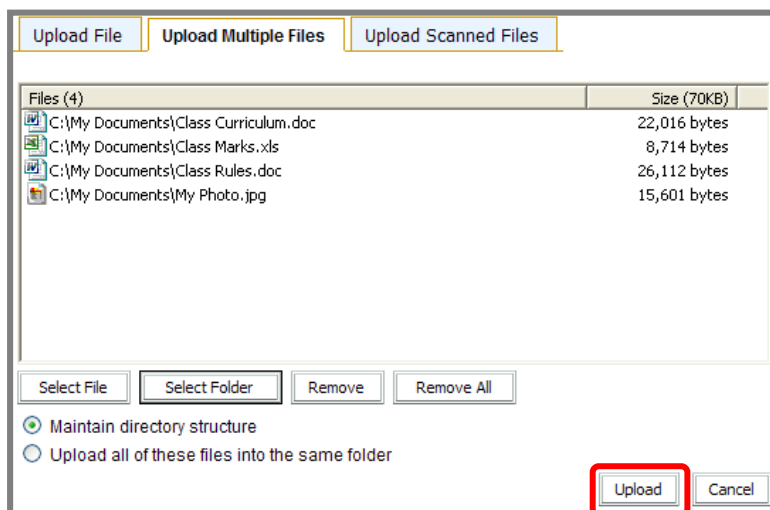
Another quick and easy way to upload multiple files into the *Document Container* is via drag-and-drop. Simply open a folder on your computer, select the files you wish to upload and drag them into the Document Container interface. This will move all the files over.

3) Creating Folders for your files

You may wish to create personalized folders to organize your files. Doing so can clean up a cluttered workspace and provide easy navigation for users browsing your site.
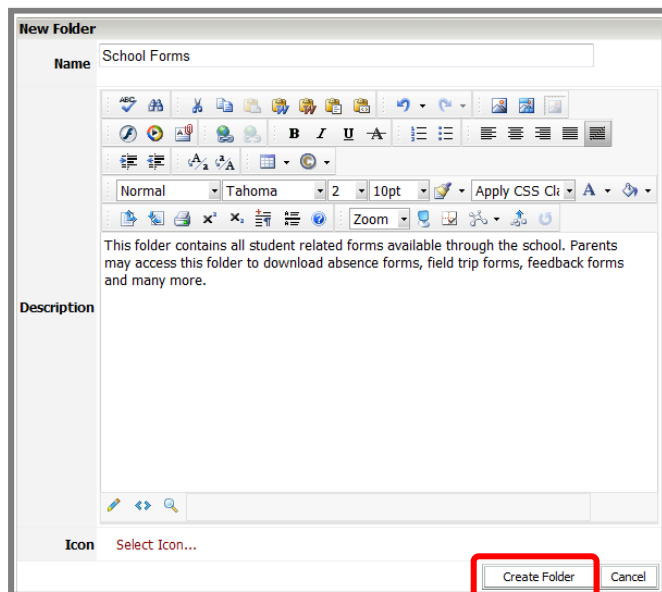
To create **Folders** for your files and links:

1) Click on the **Add New Item** drop-down menu and select **Folder**
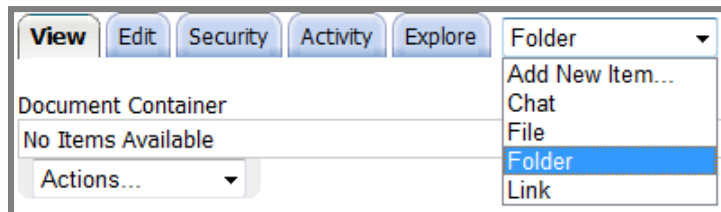
2) Give your folder a **Name**. This name will be displayed within your *Document Container*.

3) You may provide a **Description** to let others know of the contents of the folder

4) Click the **Create Folder** button when completed.

You have now created a folder with which to store your resources.

4) Creating links to resources on the internet

The *Links* feature in the *Document Container* is a great way to showcase additional external website links to visitors on your site. To create *Links* to other web pages:

1) Click on the **Add New Item** drop-down menu and select **Link**
2) Give your link a **Name**. This name will be displayed within your *Document Container.*
3) Type in the full web address of the site within the Web Address (URL) field.
4) You may provide a **Description** to let others know of the contents of the linked site
5) When completed, click the **Add Link** button.
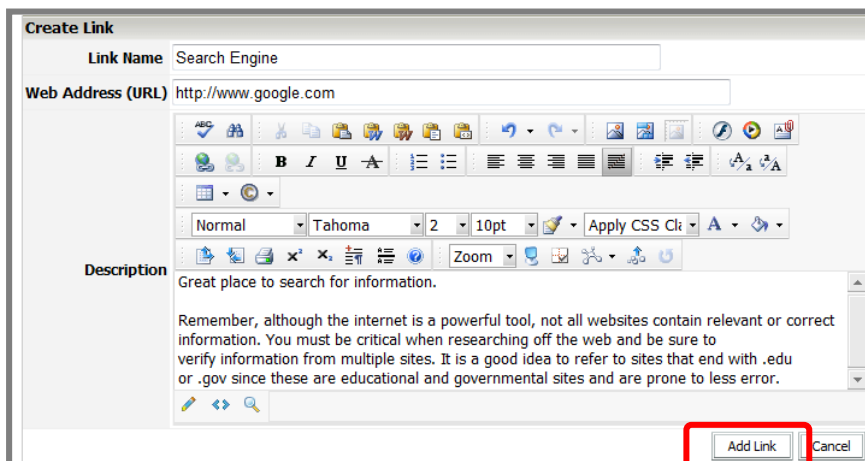
You have now created a link on your page directing to your desired website.

III.   Modifying the Contents of the Document Container

If you wish to make changes to the contents or location of your files and folders and follow the proceeding steps.
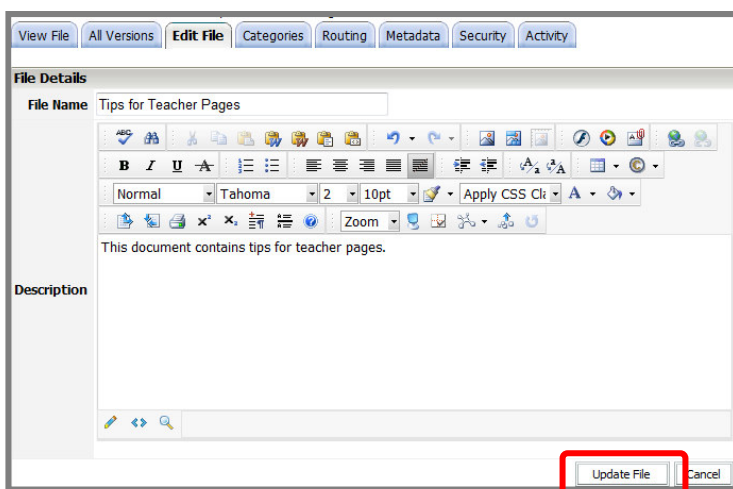
1)   How to edit a file

1) You may wish to change the name or the description of your file. Click on the *file name* you wish to edit.

> **Note**: If your file is stored in a folder, you will have to first navigate to where your file is stored by clicking on the folder(s)

2) Click on the **Edit File** tab along the top of your *Document Container.* From here you can make changes to the name and description of your file. When you have made your changes, click the **Update File** button. This will save the changes to your file.

2) How to edit a folder

1) Click on the **Edit** tab along the top of your *Document Container.* From here you can make changes to the name, description and icon of your folder.

2) When you finished making your changes, click the **Update Folder** button. This will save the changes you have made to your Folder.
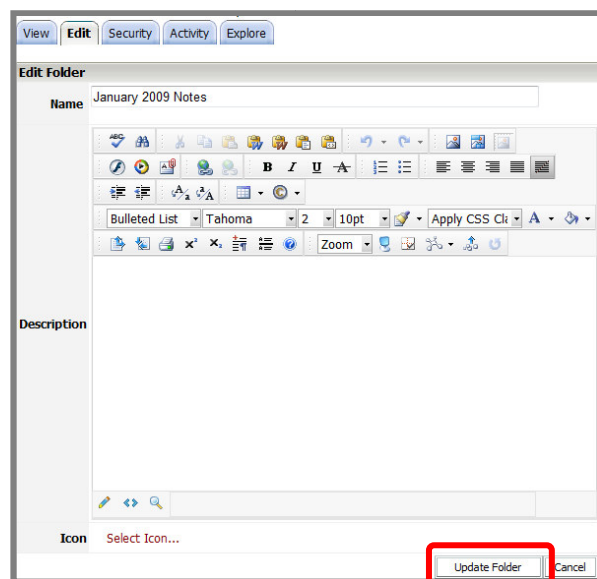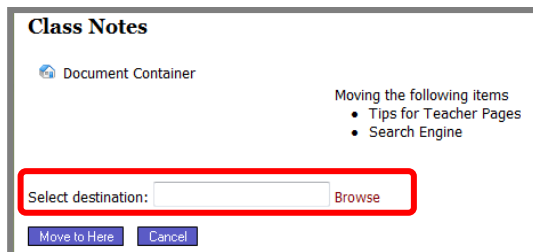
3) How to move a file or folder

1) If you wish to move your files, folders and links to another location within your *Document Container*, click on the **Actions** drop-down menu at the bottom of your *Document Container*.   From here select **Move Selected**.

> **Tip:** You can save time by moving several items at once. Simply check the box next to every item you wish to move to the same new destination.
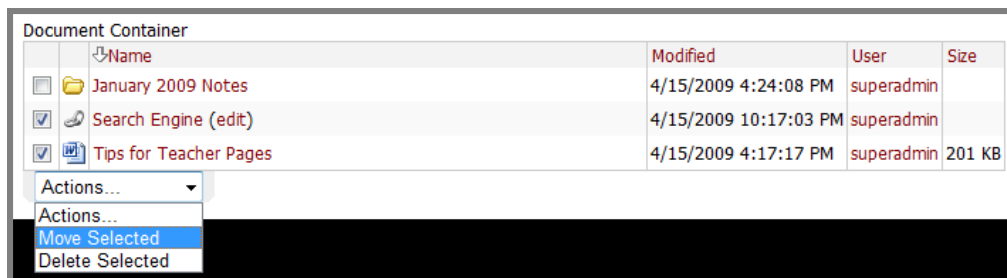
2) On this page click on the **Browse** link next to the Select Destination field to select a new location within your *Document Container* for your items. A new window will pop up.

3) Navigate your way to your desired destination folder by clicking on the names of the folders on the way to your destination folder. When you have located the folder you wish to contain your selected items, click on the **Select** link on the right side of the window for that folder.

4) Click on the **Move to Here** button to move your selected items.

> **Warning**: If you move a folder to a new location, all the items within that folder will be moved as well

4) How to delete a file or folder

1) If you wish to delete items from the *Document Container* click on the **Actions** drop-down menu at the bottom of your *Document Container*.   From here select **Delete Selected**.

Tip: You can save time by deleting several items at once. Simply check the box next to every item you wish to remove
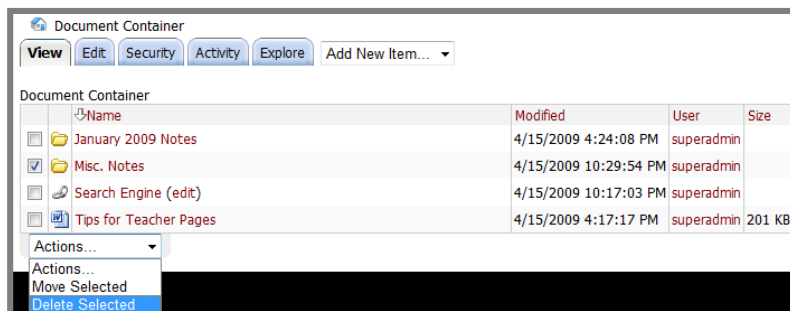
2) You will be taken to a confirmation screen. Click **Yes** if you are certain about deleting the selected items. Once deleted, the items are permanently removed, so take care to confirm that the items listed on this page are the ones you wish to delete.

STOP **Warning:** If you delete a **Folder**, all items within that folder will also be deleted

IV.   Changing the Document Container Columns – Administrators Only

Administrators have the ability to determine which configure how the *Document Container* is rendered through the site. There are three primary settings an administrator can set in the *Document Container*:

- Hide/show columns in the folder/workspace view
- Select a default instead of taking the system default which is sort by name in ascending
- Limit the file upload size

To configure the *Document Container*:

1) Go to Administration in the grey tool bar
2) Click on **System Administration**
3) Click on **Collaboration Server Settings**
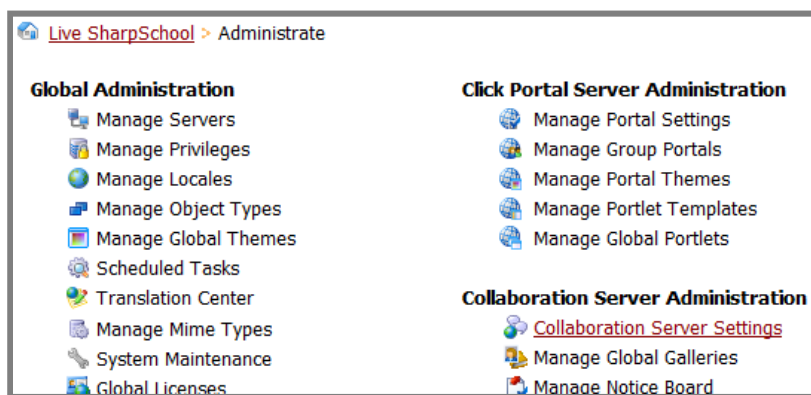


There are three different SharpSchool packages that can be configured from here:

1) **Content Manager:** this refers to the *Document Container* page type that is accessible via the **Add New Page** dropdown under **Page Properties** in the grey tool bar.

2) **e-Learning Server:** refers to the *Document Container* available in SharpSchool's Online Classrooms (LMS)

3) **Collaboration Sever:** refers to the *Document Container* available in the Workspaces

There are several settings here:

- Data Columns: Allow administrators to determine which column information is displayed on the *Document Container* to visitors of the site.
- Default Sort: Set the default configuration of the objects in the document container
- Maximum File Upload: Administrators can set up the maximum file upload for users

- Show above settings on each container: If this is a default setting determined by the district, then selecting this option will apply this setting to all *Document Container* pages across the site.
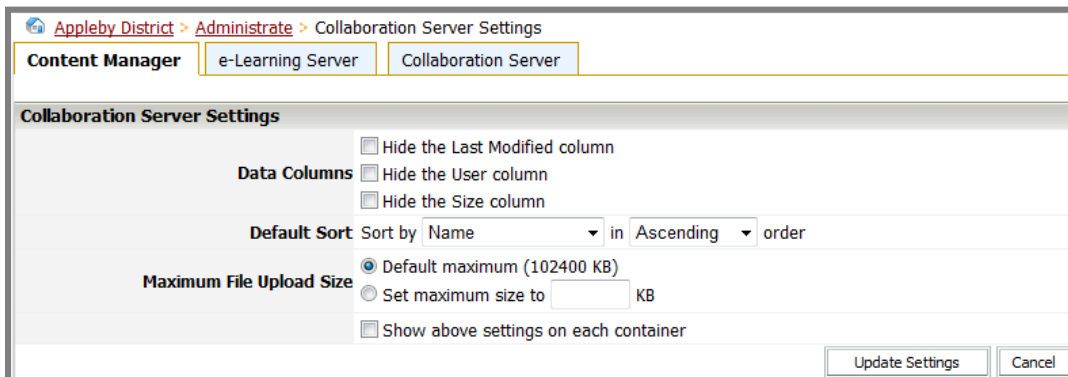
When completed, click **Update Settings.**

Similar settings are applied in the **e-Learning Server**, however the **Collaboration Server** section will have additional preexisting settings as seen in the image below. These items are detailed in SharpSchool's Workspaces Manual.

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