

User Guide

Chapter 10

Document Container

Table of Contents

Intr	oduction3
Key	Information
١.	Create a Document Container
II.	Uploading Contents to your Document Container4
1) Uploading a single file4
2) Uploading multiple files
3) Creating Folders for your files
4) Creating links to resources on the internet7
III.	Modifying the Contents of the Document Container8
1) How to edit a file8
2) How to edit a folder
3) How to move a file or folder9
4) How to delete a file or folder10
IV.	Changing the Document Container Columns – Administrators Only

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.

page; Password Login Signup | Forgot Password

Username

Login

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.

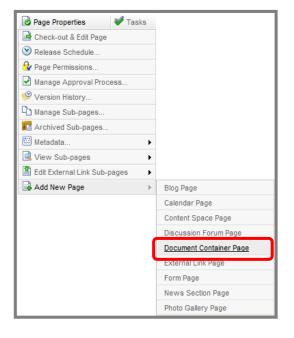
I. Create a Document Container

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**

New Page			
Title	Class Notes		
Name	class_notes		
Page Owner	superadmin	<u>s</u> -	
Icon	Select Icon		
			Create Page Cancel





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

🚳 Doc	ument Co	ntainer		
View	Edit	Security	Activity	Add New Item 💌
Documen	nt Contain	er		Add New Item Chat
No Items	s Available	•		File Folder
Action	IS	*		Link

- 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.

🚳 Docume	ent Container
Upload File	Upload Multiple Files Upload Scanned Files
File Details	
(a) Select File	F:\3) Classroom\January\(Browse
(b) File Name	How to Create a Flash Video
	🍄 aa 👗 🖏 🖏 🖏 🛍 🤊 • 🔍 - 🛛 🖓 🖾 🧶 😞
	₿ <i>I</i> <u>U</u> ★ 注注 ≡ ≡ ≡ ≣ ≇ ≇ ⋪ ₄ ⋪ ₄
	Normal • Tahoma • 2 • 10pt • 💕 • Apply CSS Cla • A • 🖏 •
	🖹 🏝 🍓 🖈 😕 請 🚝 🕘 🛛 Zoom 🚽 🎐 😼 🕉 - 🎄 😈
(c) Description	Notes for on all classroom instruction in covered in the month of January.
	(d) Add File Cancel

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.

Upload File Upload Multiple Files Upload Scanned Files
💱 Click here to install the following ActiveX control: "XUpload Upload Control" from "Persits Software, Inc."
Select File Select Folder Remove All
 Maintain directory structure
O Upload all of these files into the same folder
Upload Cancel

3) To select files one at a time from your computer, click Select File

Upload File Upload Multiple Files Upload Scanned Files	
Files	Size
Select File Select Folder Remove All	
 Maintain directory structure Upload all of these files into the same folder 	
	Upload Cancel

 Within the Choose File window, locate the file you wish to upload. Once you have selected your file, click Open

- 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

Upload File Upload Multiple Files Upload Scanned Files	
Files (4) Image: C:\My Documents\Class Curriculum.doc Image: C:\My Documents\Class Marks.xls Image: C:\My Documents\Class Rules.doc Image: C:\My Documents\My Photo.jpg	Size (70KB) 22,016 bytes 8,714 bytes 26,112 bytes 15,601 bytes
Select File Select Folder Remove Remove All Maintain directory structure	
 Upload all of these files into the same folder 	Upload Cancel

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.

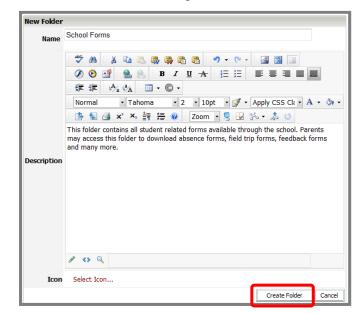
To create **Folders** for your files and links:

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

View Edit Security Activity Explore	Folder -
Document Container	Add New Item Chat
No Items Available	File
Actions	Link

- 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.

Create Link	
Link Name	Search Engine
Web Address (URL)	http://www.google.com
Description	*** At At
	Add Link Cancel

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

 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.

File Name Tips for Teacher Pages	s 💿 : 🖉 🕑 📑 : 📚 👟
	3 🔟 🕢 🗛 🔍
Normal • Tahoma • 2 • 10pt • 📝 • Apply CS	
🖹 🐁 🗐 🗙 🛪 👬 🏪 🕘 🛛 Zoom 🔽 🌷 妃 🎋 🖈 🎄	. 0
This document contains tips for teacher pages.	
Description	

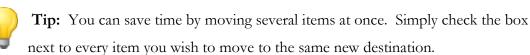
2) How to edit a folder

- 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.
- When you finished making your changes, click the Update Folder button. This will save the changes you have made to your Folder.

Name	January 2009 Notes
Description	*** **** *** **** **** **** **** **** **** **** **** ***** ***** ***** ***** ***** ***** ***** ****** ****** ****** ******* ******* ******** ********** ************** ************************************

3) How to move a file or folder

 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**.



08 PM superadmin 7:03 PM superadmin
:03 PM superadmin
17 PM superadmin 201 KE
17 PM superadmin

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.

Class Notes				
🚳 Document Container	Moving the following items • Tips for Teacher Pages • Search Engine			
Select destination:	Browse			
Move to Here Cancel				

- 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**.



STOP

Tip: You can save time by deleting several items at once. Simply check the box next to every item you wish to remove

Ciev	_	cument Container Edit Security Activity Explore Add New Item •			
Docu	me	nt Container			
		少Name	Modified	User	Size
	0	January 2009 Notes	4/15/2009 4:24:08 PM	superadmin	
V	0	Misc. Notes	4/15/2009 10:29:54 PM	superadmin	
	Ð	Search Engine (edit)	4/15/2009 10:17:03 PM	superadmin	
	W)	Tips for Teacher Pages	4/15/2009 4:17:17 PM	superadmin	201 KB
Act	tion	IS ▼	·		
		Selected			

 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.

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

Live SharpSchool > Administrate									
Global Administration	Click Portal Server Administration								
🄩 Manage Servers	🎲 Manage Portal Settings								
🌇 Manage Privileges	🍓 Manage Group Portals								
Manage Locales	🍓 Manage Portal Themes								
┛ Manage Object Types) Manage Portlet Templates								
🔳 Manage Global Themes	🍓 Manage Global Portlets								
🏟 Scheduled Tasks									
😻 Translation Center	Collaboration Server Administration								
🐻 Manage Mime Types	Collaboration Server Settings								
Nystem Maintenance	🦺 Manage Global Galleries								
🔤 Global Licenses	🐴 Manage Notice Board								

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.
- 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.

Appleby District > Administrate > Collaboration Server Settings					
Content Manager e-Learning Server Collaboration Server					
Collaboration Server Settings					
	Hide the Last Modified column				
Data Columns 🔄 Hide the User column					
	Hide the Size column				
Default Sort	Sort by Name vin Ascending vorder				
	Default maximum (102400 KB)				
Maximum File Upload Size	© Set maximum size to KB				
Show above settings on each container					
	Update Settings Cancel				

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.

Appleby District > Administrate > Colla	boration Server Settings					
Content Manager e-Learning Server	Collaboration Server					
Collaboration Server Settings						
	Hide the Last Modified col	umn				
Data Columns	Hide the User column					
	Hide the Size column					
Default Sort	Sort by Name	✓ in Ascending ✓	order			
Default maximum (1)) КВ)				
Maximum File Upload Size	Set maximum size to	КВ				
Show above settings on each container						
	Display left hand navigation	n				
Additional Settings	Display online users					
	Hide tabs if only one tab is	s visible				
				Update Settings	Cancel	