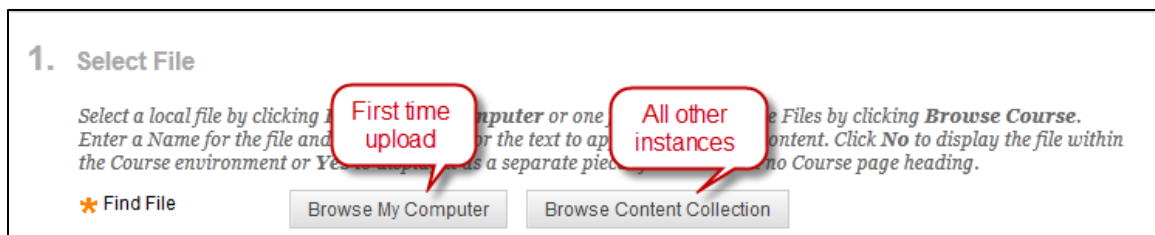


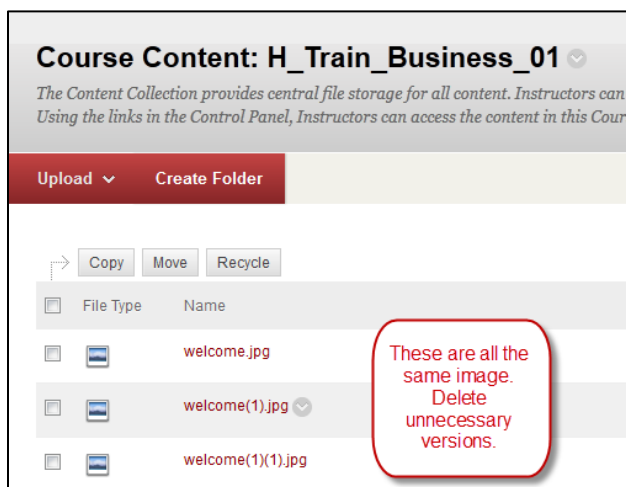
## Learn Content Collection: Best Practices

When working with files in Learn, it is important to keep these best practices in mind to avoid creating overly large courses.

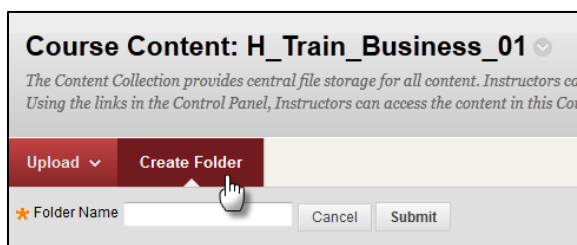
- Upload files only once. Example: You have uploaded an image on the Course Syllabus page and you want to add it to the Assignments page as well. Instead of uploading the file both times from your computer, upload once from your computer and then from the content collection.



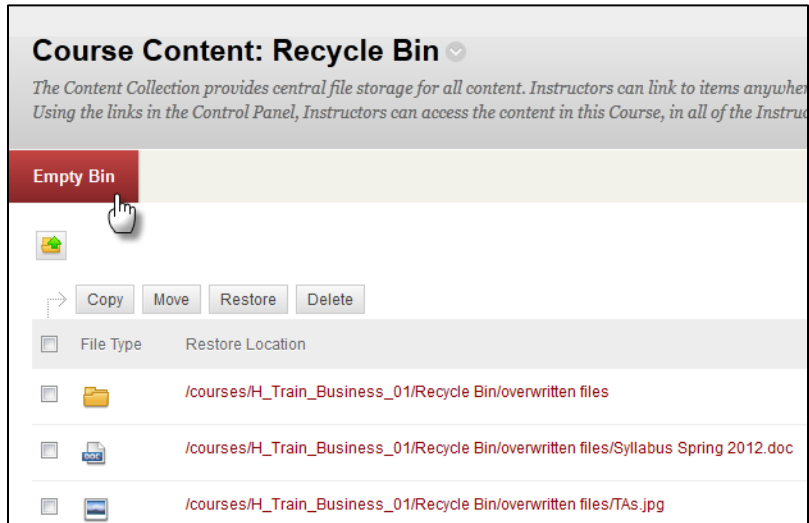
- Organize your Content Collection. Check the collection regularly and delete duplicate files.



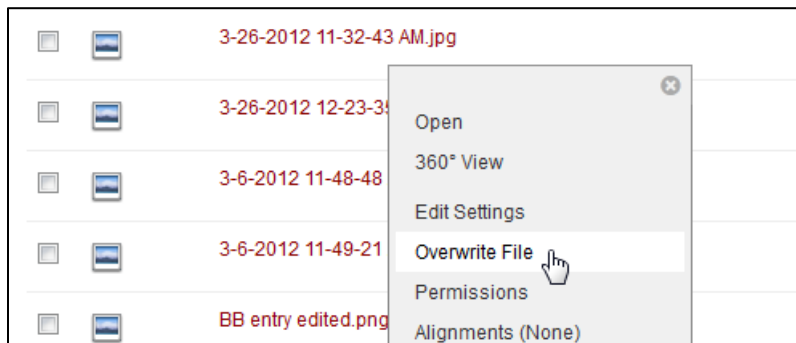
- If your course was copied from a previous semester, delete any files which are out of date.
- Create folders of like items. For example, create a folder with all the images used in the course or create folders that mimic folders used in your course (e.g. content grouped by textbook chapter).



- Empty the Recycle Bin regularly.



- If you edit a file, select one of two options to replace the old version:
  1. Overwrite a file. From the Content Collection, hover over the file to be replaced until the drop-down arrow appears. Click and select Overwrite File.



Browse to the new document and click Submit. The old version is replaced with the new. Both documents should be the same file type to avoid display issues.

### Overwrite File

*Upload a single file to this folder.*

\* Indicates a required field.

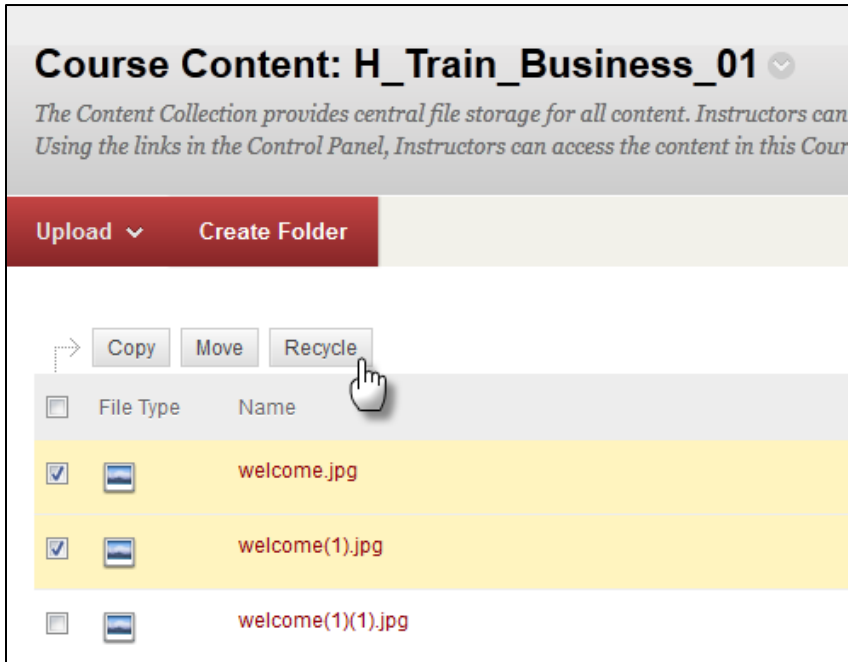
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**1. File Information**

*Browse to select a file to upload. The file selected will replace the current file.*

\* File

2. Upload the new version of the file and immediately delete the old version from the Content Collection. Select the unnecessary versions and click Recycle.



- Consider using WebDAV to manage files (see separate handout for more information).
- Avoid uploading large files. Consider converting PowerPoint and Word files to PDF.
- Avoid uploading large or multiple video files. If you would like to add large or multiple video files in a course, contact the Instructional Design team about uploading the videos to the media server and adding a link in your course.