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- If your course was copied from a previous semester, delete any files which are out of date.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).

Course Content: H_Train_Business_01 ☉				
The Content Collection provides central file storage for all content. Instructors ca Using the links in the Control Panel, Instructors can access the content in this Cou				
Upload 🗸	Create Folder			
🛨 Folder Name	O	Cancel Submit		

• Empty the Recycle Bin regularly.

Course Content: Recycle Bin ☉				
The Content Collection provides central file storage for all content. Instructors can link to items anywhen Using the links in the Control Panel, Instructors can access the content in this Course, in all of the Instruc				
Empty Bin				
<u>ه</u>				
Copy Move Restore Delete				
File Type Restore Location				
Courses/H_Train_Business_01/Recycle Bin/overwritten files				
/courses/H_Train_Business_01/Recycle Bin/overwritten files/Syllabus Spring 2012.doc				
/courses/H_Train_Business_01/Recycle Bin/overwritten files/TAs.jpg				

- 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.

	3-26-2012 11-32-43	AM.jpg	
	3-26-2012 12-23-3	Open	•
	3-6-2012 11-48-48	360° View Edit Settings	
	3-6-2012 11-49-21	Overwrite File	
	BB entry edited.png		

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.	Cancel Submit
 File Information Browse to select a file to upload. The file selected will replace the current file. * File Browse 	

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.

The Content Co	Course Content: H_Train_Business_01 The Content Collection provides central file storage for all content. Instructors can Using the links in the Control Panel, Instructors can access the content in this Course				
Upload 🗸	Create Folder				
Copy	Move Recycle				
	welcome.jpg				
	welcome(1).jpg				
	welcome(1)(1).jpg				

- 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.