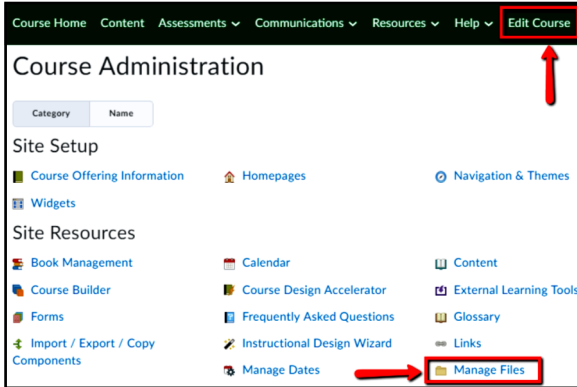# Black Hills State University Instructional Design

Manage Files

- Manage Files is where all of the files related to a specific course are stored.
- Manage Files allows you to organize the course files in Folders
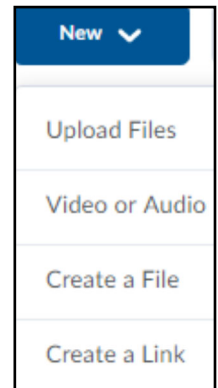- Go to 'Edit Course' tab > Manage Files

Two ways
1. Content
2. Manage Files

*Content*
- Files created using the 'New' option in the Content area are by default added to 'Manage Files'
    - Upload Files will add the uploaded file
        - Files up to a maximum of 1 GB can be uploaded.
    - .html files are created and added if
        - Video or Audio
        - Create a File
        - Create a Link

Manage Files
- Files have to be uploaded into the 'Manage Files'
    - Edit Course > Manage Files > Upload
- In order for the files to be displayed in the content area, they have to be linked in the 'Content' - A link icon is displayed next to the specific file if it is linked in the Content
    - The best way to link is to use the 'Add from Manage Files' feature under 'Content'
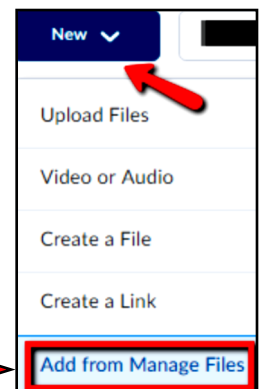
Note: The files are
- added in an alphabetical order to a general course folder
- present in the 'Manage Files' as long as the course is present in D2L