
File Cabinet (Faculty Only)

The **File Cabinet** access is a link in the side bar (Quick Links/My Pages) and is used by faculty to store online assignments and tests (including their questions and sections), bookmarks, readings, and handouts.

The functions for moving course materials (either for storage or use) are in the portlets of the courses that use those materials. If you are in a course context, you can save course materials to the File Cabinet for future use and retrieve saved course materials from the File Cabinet to use in the course.

You can navigate within the tabs by clicking the [Up one level](#) link or icon or by clicking the appropriate link in the breadcrumb trail.

The tabs are:

- [Coursework](#)
- [Bookmarks](#)
- [Handouts](#)
- [Readings](#)

Coursework

When you open **File Cabinet**, the **Coursework** tab displays by default. It is the main screen for **File Cabinet** and displays assignments and tests that have been created and saved in **File Cabinet**. The list is sorted first by folders and then by individual tests. The name of the folder or title and type of the test are displayed. A message alerts you if there are no Coursework Folders/Assignments in your File Cabinet.

You can use folders to organize your tests, but there is only one level of folder organization. In other words, you cannot nest folders within folders. Each test has test sections, section questions, and question detail.

Search for Questions

- NOTE: This link is only available if you have stored tests in **File Cabinet**.
- From the **Coursework** tab in **File Cabinet**:
 1. Click the [Search for questions](#) link.
 2. Enter search criteria and/or select question type from the drop-down list box.
 - If you do not enter any search criteria (leave blank), all questions for the question type selected are listed in the search results.
 - Search criteria are not case specific.
 3. Select the appropriate radio button to indicate what you want to search: **Search questions only** or **Search questions and answers**.
 4. Click the **Search** button.
 5. The results, if found, are displayed. These results include the number of results, the question, the location of the question, and the type of question. The answer does not display.
 6. You can double-click any hyperlinked test, section, and/or question to drill down to question detail and you can delete any item selected.
 7. To initiate a new search, enter the criteria and click the **Search Again** button.
 8. Click the [Exit Search Mode](#) link when you are finished.

Create New Folders

From the **Coursework** tab in **File Cabinet**:

1. Click the [Create a New Folder](#) link or icon.
2. Enter the name of the new folder.
3. Click the **Save** button.

Move Selected Items to a Folder

From the **Coursework** tab in **File Cabinet**:

1. Select the check box beside the item(s) you want to move to a folder.
2. In the **Move Selected to** drop-down, click the folder to which you want to move the selected items.
3. Click the **Go** button.

Display Contents of Folders/Tests

From the **Coursework** tab in **File Cabinet**:

1. Click the folder you want to open.
2. Click tests, sections, and questions to view individual question details.

Edit (Rename) Folders/Tests/Sections

From the **Coursework** tab in **File Cabinet**:

1. Select the **Edit** icon beside the folder/test/section/item you want to rename.
2. Enter the new name.
3. Click the **Save** button.

Delete Folders/Tests/Sections/Questions

From the **Coursework** tab in **File Cabinet**:

WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.

1. If a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the **Delete** icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Bookmarks

The main screen of the **Bookmarks** tab displays the list of bookmarks that you have created and/or the folder you have created. The listings include the URL of the bookmark and the last date it was modified. If the bookmark has not been modified, the date it was created is displayed.

If there are no folders/bookmarks in your File Cabinet, the following message appears: "There are no bookmarks or folders for bookmarks in your File Cabinet."

Add a Bookmark

From the **Bookmarks** tab in **File Cabinet**:

1. Click the [Add a Bookmark](#) link or icon.
2. In the **Label** field, enter the name under which you want the bookmark displayed. If you do not enter a name, the actual URL will default to this field and display as the Name.
3. Enter the appropriate URL for your bookmark in the **URL** field.
4. Enter a **Description** that does not exceed 2000 characters.
5. Click the **Save** or **Save and Add Another** button.

Create a New Folder

From the **Bookmarks** tab in **File Cabinet**:

1. Click the [Create a New Folder](#) link or icon.
2. Enter the name of the new folder (less than 100 characters).
3. Click the **Save** button.

Edit (Rename) a Bookmark

From the **Bookmarks** tab in **File Cabinet**:

1. Click the **Edit** icon beside the bookmark you want to edit (rename).
2. You can change the name, replace the current URL with another URL, and edit the description.
3. Click the **Save** button.

Edit (Rename) a Folder

From the **Bookmarks** tab in **File Cabinet**:

1. Click the **Edit** icon beside the folder you want to edit (rename).
2. Enter the new name (less than 100 characters).
3. Click the **Save** button.

Delete a Folder/Bookmark

From the **Bookmarks** tab in **File Cabinet**:

WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.

1. If a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the **Delete** icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Move Bookmarks

NOTE: This option is only available if a folder has been created.

From the **Bookmarks** tab in **File Cabinet**:

1. Select the check box beside the bookmark you want to move to a folder.
2. In the **Move Selected to** drop-down, select the folder to which you want to move the bookmark.
3. Click the **Go** button to move the bookmark to the selected folder.
4. Open the appropriate folder to verify that the bookmark has been moved.

Handouts

The main screen of the **Handouts** tab displays a list of uploaded and stored handouts and/or the folders under which other handouts reside. The list of handouts includes the folder or file name (folders are listed first followed by files), file size, when it was uploaded (not the date the file was saved in the File Cabinet), and the file type.

You can use folders to organize your handouts, but there is only one level of folder organization. In other words, you cannot nest folders within folders. Clicking a folder name displays the handouts in that folder.

If there are no handouts/folders in your File Cabinet, the following message appears: "There are no handouts or folders for handouts in your File Cabinet."

Upload Files (Handouts) to File Cabinet

- From the **Handouts** tab in **File Cabinet**:
- **ASSUMPTION:** You have already created and stored your handouts on a computer/server or disk to which you can browse.
 1. Click the [Upload Files to File Cabinet](#) link or icon.
 2. In the **Name** field, enter the name under which you want the file displayed. If you do not enter a name, the actual file name will default to this field and display as the Name.
 3. Browse to the file/folder on your local computer that you want to upload.
 4. Enter a **Description** that does not exceed 2000 characters.
 5. Click the **Save** or **Save and Add Another** button.

Create New Folders

- From the **Handouts** tab in **File Cabinet**:
 1. Click the [Create a New Folder](#) link or icon.
 2. Enter the name of the new folder (less than 100 characters).
 3. Click the **Save** button.

Display and Open Handouts in Folders

From the **Handouts** tab in **File Cabinet**:

1. Click the folder name.
2. If no handouts exist in the folder, the following message appears: "There are no handouts in folder 'x' of your file cabinet."
3. If handouts exist in the folder, click the hyperlink of the handout you want to open.

Edit Handouts and Folders

From the **Handouts** tab in **File Cabinet**:

1. Click the **Edit** icon beside the folder or handout you want to edit. If the handout you want to edit is in a folder, click the folder name to view the list of handouts in the folder.
2. You can change the name, replace the current file with another file, and edit the description.
3. Click the **Save** button.

Move Handouts to Folders

From the **Handouts** tab in **File Cabinet**:

NOTE: This option is only available if a folder has been created.

1. Select the check box beside the handout you want to move to a folder.
2. In the **Move Selected to** drop-down, select the folder to which you want to move the handout.
3. Click the **Go** button to move the handout to the folder and return to the **Handouts** screen.
4. Open the appropriate folder to verify that the handout is in that folder.

Delete Handouts/Folders

From the **Handouts** tab in **File Cabinet**:

WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.

1. If a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the **Delete** icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Readings

The main screen of the **Readings** tab displays the folders and/or list of readings stored in **File Cabinet**. The list includes the name of the folder or title of the book/reading (folders are listed first followed by readings), author, and when it was last modified (not the date the file was saved in the File Cabinet).

You can use folders to organize your readings, but there is only one level of folder organization. In other words, you cannot nest folders within folders. Clicking a folder name displays the contents (readings) of that folder.

If there are no folders/readings in your File Cabinet, the following message displays: "There are no readings or folders for readings in your File Cabinet."

Add a New Reading

From the **Readings** tab in **File Cabinet**:

1. Click the [Add a New Reading](#) link to open the **Manage Reading View** screen.
2. In the required **Title** field, enter the title of the reading. This is a text field; therefore, the text you enter will display as the title of the reading.
3. The **Author** field is required. This is a text field; therefore, the text you enter will display as the author of the reading.
4. The **Edition/Publisher** field is optional. This is a text field; therefore, the text you enter will display as the edition and publisher of the reading.
5. The optional **URL** field allows you to enter a relevant link to a library, bookstore, file, etc., where the reading might be available.
6. Enter a name in the optional **URL Label** field for the URL. For example, if the URL is a library, you can enter the name of the library as the URL label. If you do not enter a label, the URL will display as the label.
7. In the optional **Pages** field, enter the page numbers of the reading.

8. The **Status** field will always be populated. The default is **Required**; other options are **Optional**, **Suggested**, and **Extra Credit**.
9. You can enter a **Description** of no more than 2000 characters.
10. Click the **Save** or **Save and Add Another** button.

Edit a Reading

From the **Readings** tab in **File Cabinet**:

1. Click the **Edit** icon beside the reading you want to edit.
2. You can edit all fields.
3. Click the **Save** or **Save and Add Another** button.

Create a New Folder

From the **Readings** tab in **File Cabinet**:

1. Click the [Create a New Folder](#) link or icon.
2. Enter the name of the new folder (less than 100 characters).
3. Click the **Save** button.

Edit (Rename) a Folder

From the **Readings** tab in **File Cabinet**:

1. Click the **Edit** icon beside the folder you want to edit (rename).
2. Enter the new name (less than 100 characters).
3. Click the **Save** button.

Delete a Folder/Reading

From the **Readings** tab in **File Cabinet**:

WARNING: Deletions will be done by hierarchical levels. For example, if you delete a folder, the folder and all items in the folder will be deleted. In the same way, if you delete a section, the section and all questions in that section will be deleted.

1. If a check box exists beside the item you want to delete, select the appropriate check box(es), and select the **Delete Selected** icon at the bottom of the page.
2. If no check box exists beside the item you want to delete, click the delete icon beside the item(s) you want to delete.
3. The following message appears: "Are you sure you want to delete this item?"
4. Confirm the deletion by clicking the **OK** button.

Move Readings to Folders

From the **Readings** tab in **File Cabinet**:

NOTE: This option is only available if a folder has been created.

1. Select the check box beside the reading you want to move to a folder.
2. In the **Move Selected to** drop-down list box, select the folder to which you want to move the reading.
3. Click the **Go** button to move the reading to the folder and return to the **Readings** screen.
4. Open the appropriate folder to verify that the reading has been moved to that folder.