

UTIPS Folders (Utah Test Item Pool Server) (using the EDesk 2 software)

developed by
Paul Waite
Davis School District

This is not an official training handout of the
Educational Technology Center, Davis School District

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Folders

- Folders help organize tests and other information such as links and files.
- Folders can be used to collect student projects and files.
- Students cannot see the files they upload to a folder or the files uploaded by other students.

Seeing Folders on the Public Page

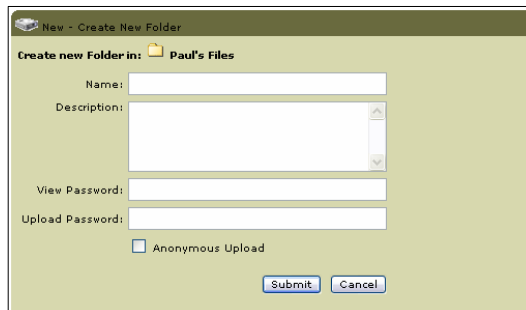
- Folders can only be seen and accessed on the public page if the **Tree View** is selected.

Navigating Folders

- The left navigation area has the tree, a list of drives and folders.
- Click on the plus sign in front of a folder to open the folder.
- Click on the minus sign in front of a folder to close the folder.

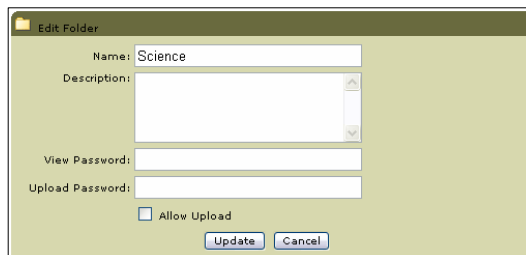
Creating a Folder

- On the left, click on your name to place the folder in the main list.
- The folders under your name appear.
- If the folders disappeared, click on your name again.
- If the folder is to be inside another folder, click on the folder it is to be in.
- On the **Menu Bar**, click on **Folder → New**.
- Enter the name of the folder in the **Name** box.
- Enter a description of the folder in the **Description** box if desired. (The description is displayed below the name of the folder when viewing its contents.)
- **View Password**
 - Using the **View Password** limits access to see the contents of the folder.
 - Enter a password in the **View Password** box.
- **Upload Password**
 - Using the **Upload Password** limits access to upload files to the folder.
 - Enter a password in the **Upload Password** box.
- **Anonymous Upload**
 - Choosing **Anonymous Upload** allows anyone to upload files to the folder.
 - **Note** - This could cause problems with viruses and unwanted files.
- Click on the **Submit** button.



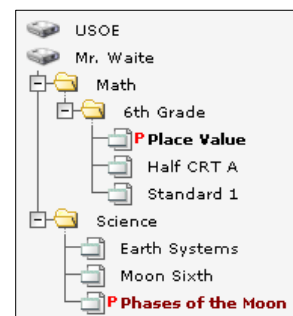
Renaming a Folder

- Click on the folder to be renamed.
- On the **Menu Bar**, click on **Folder → Edit**.
- In the **Name** box, change the name of the folder.
- Enter a description of the folder in the **Description** box if desired. (The description is displayed below the name of the folder.)
- Enter or change the password in the **View Password** box.
- Enter or change the password in the **Upload Password** box.
- To allow anyone to upload files, click in the box in front of **Allow Upload**. (This could cause problems with viruses and unwanted files.)
- Click on the **Update** button.



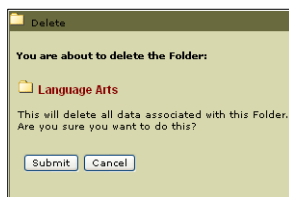
Moving a Folder

- Click on the folder to be moved.
- On the **Menu Bar**, click on **Folder → Cut**.
- Click on the folder it is to be moved under.
- On the **Menu Bar**, click on **Folder → Paste**.
- A message may appear indicating it was unable to change the order, but you should see the change in the tree to the left.



Deleting a Folder

- Click on the folder to be deleted.
- On the **Menu Bar**, click on **Folder → Delete**.
- Click on the **Submit** button.



Publishing a Folder

- **Note** – If the **Student Access** page does not have the tree displayed, the published folder is not displayed.
- Click on the folder to be published.
- On the **Menu Bar**, click on **Folder → Publish**.
- Notice the red letter **P** in front of the folder.
- Students can only see the contents a teacher has placed in a folder. Files uploaded to a folder by students cannot be seen by students.

Unpublishing a Folder

- Click on the folder to be unpublished.
- On the **Menu Bar**, click on **Folder → Publish**.

Folders for Distributing Files and Links

- Files and links placed in a folder by the teacher can be viewed by students when the folder is published.

Checking the Tree View

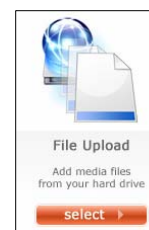
- On the **Menu Bar**, click on **Profile → My Page**.
- If the **Tree View** is not selected, choose the **Tree View**.
- Click on the **Update** button.

Preparing the Folder

- Create a folder as noted above in **Creating a New Folder**.

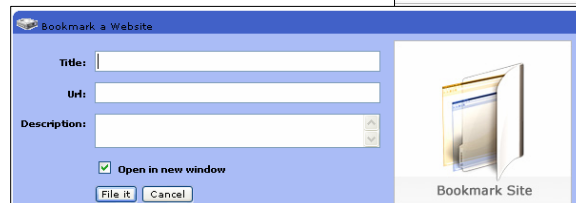
Uploading Files to a Folder

- The folder must be published and the **Tree View** must be showing for students to view the folder and its contents.
- Click on the desired folder.
- On the **Menu Bar**, click on **Media → New**.
- Click on the **Select** button under **File Upload**.
- Click on the **Browse** button and navigate to the location of the image.
- Click on the image and then click on **Open**.
- To select another file to upload, repeat the process of clicking on the **Browse** button, navigating to the location of the file, clicking on the file, and then clicking on the **Open** button.
- To remove a file from the list of files to be uploaded, click on the **Remove** button in the gray area with the name of the file to be removed.
- To replace old files that have the same name as new files being uploaded, click to select **Overwrite file if it exists**.
- To have the file open in a new window when clicked on, click to select **Open in new window**.
- To automatically resize images to the right size, make sure there is a checkmark in front of **Auto resize my uploaded image(s)**.
- Click on the **Upload** button.



Uploading Web Links to a Folder

- The folder must be published and the **Tree View** must be showing for students to view the folder and its contents.
- Click on the desired folder.
- On the **Menu Bar**, click on **Media → New**.
- Click on the **Select** button under **Bookmark Site**.
- In the **Title** box, enter the title of the website. This is the title users click on to access the site.
- In the **Url** box, enter the complete web address of the site.
- **Note** – The easy way to get the web address right is to copy it from the address line while viewing the site and the paste it into the **Url** box.
- Enter a description of the site in the **Description** box if desired. (The description is only displayed while creating or editing the link.)
- To have the web page open in a new window when clicked on, click to select **Open in new window**.
- Click on the **File It** button.



Folders for Collecting Student Work

- Folders can be used to collect student work.
- Files uploaded by students to a folder cannot be seen by other students.

Checking the Tree View

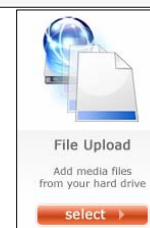
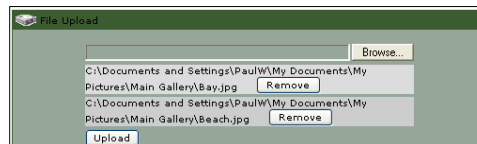
- On the **Menu Bar**, click on **Profile → My Page**.
- If the **Tree View** is not selected, choose the **Tree View**.
- Click on the **Update** button.

Preparing the Folder

- Create a folder as noted above in **Creating a New Folder**.
- Be sure to enter a password in the **View Password** box. This gives the students access to the folder for uploading.

Uploading to a Folder

- The folder must be published, the **Tree View** must be showing, and the students must have the **View Password**.
- Access the teacher's UTIPS site.
- Click on the desired folder.
- Enter the password for the folder in the **Password** box.
- Click on the **Go** button.
- Click on the **Select** button under **File Upload**.
- Click on the **Browse** button and navigate to the location of the file.
- Click on the file.
- Click on **Open**.
- To select another file to upload, repeat the process of clicking on the **Browse** button, navigating to the location of the file, clicking on the file, and then clicking on the **Open** button.
- To remove a file from the list of files to be uploaded, click on the **Remove** button in the gray area with the name of the file to be removed.
- Click on the **Upload** button.



Publishing Files in a Folder

- Files and links in a published folder can be seen on the **Public Page** by clicking on the name of the folder in the **Tree View**.
- Files and links that are published individually are displayed on the **Public Page** below the teacher message in a list called **My Links**.
- Folders protected by a **View Password** have a **key** icon after the name of the folder and require the password to view the contents.
- Click on the folder containing the files.
- Click in the box in front of each file to be published.
- On the **Menu Bar**, click on **Media → Publish**.

Managing Folder Contents

- Files placed in folders by the teacher can be seen by the students.
- Files uploaded by students cannot be seen in the folders by the students.

Deleting Files and Links from a Folder

- Click on the folder with the file or link to be deleted.
- Click in the box to select the file(s) and/or link(s) to be deleted.
- On the **Menu Bar**, click on **Media → Delete**.
- Click on **OK**.

Viewing Files and Links in a Folder

- Click on the folder containing the files.
- Click on the name of file or link to be viewed.

Changing the Order of Files and Links in a Folder

- Click on the folder containing the files.
- Click on the up or down arrow of the file to change its position in the list.

