



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

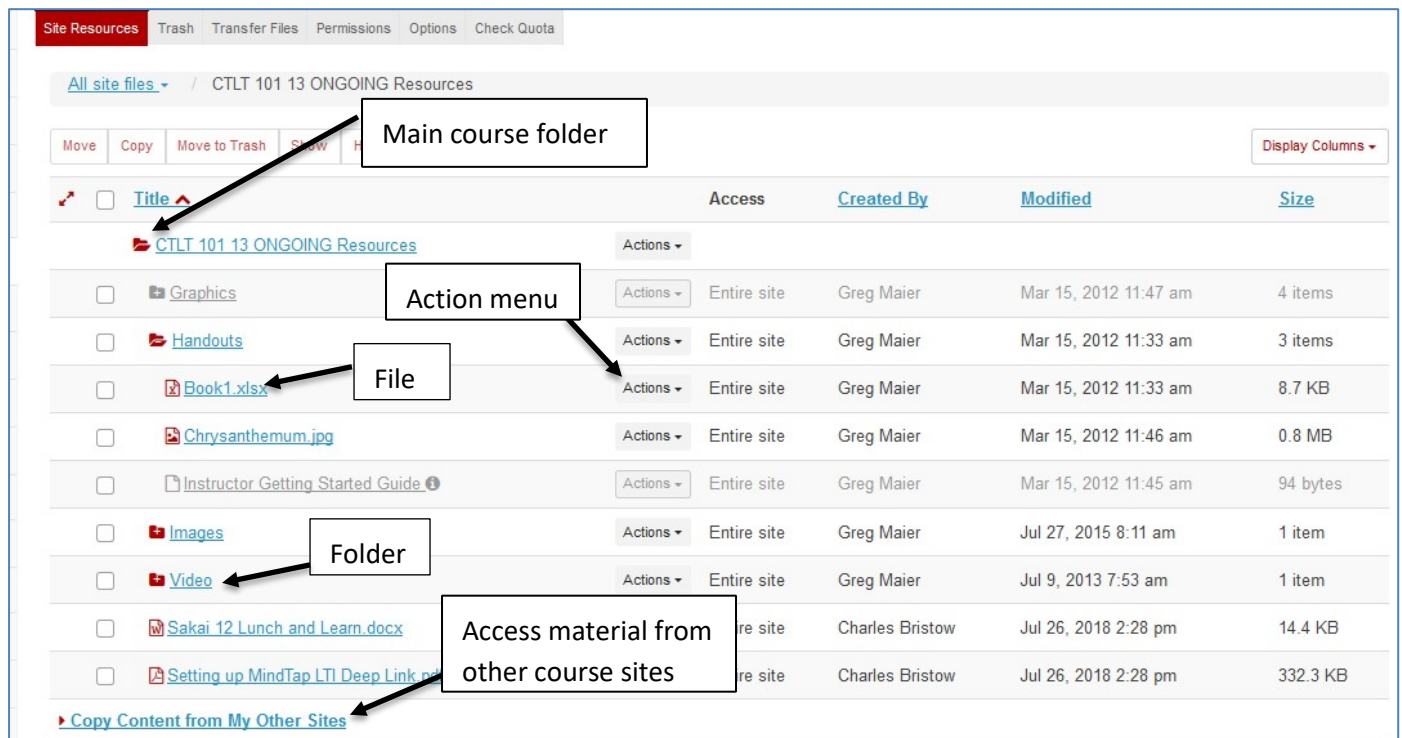
ReggieNet: Resources

Video - [Organizing Resources In ReggieNet](#)

The **Resources** tool allows you to upload documents, PowerPoints, PDFs, images, and other types of files to ReggieNet for your own and your students' use. Files can be organized in folders and subfolders. The **Lessons** tool will also use Resources as a repository when files are uploaded to a page.

It is also possible to upload files to Resources when using the full-featured text editor.

Resources Tool Interface








The **Resources** tool interface lists all folders and files. Contents can be sorted by clicking on any of the column headers. The Actions dropdown will display the various options available; those options will vary depending on the type of item.

Files and folders can also be copied directly from another site – see *ReggieNet: Copy Resources from Another Site*.

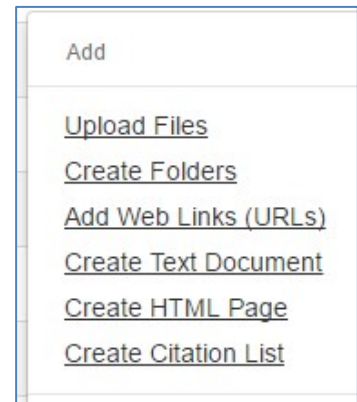
Items are displayed with various icons, with the following meanings.

Icons in Resources

	Closed Folder, NO content inside it
	Closed Folder, content inside it
	Open Folder, content inside it
	Hidden folder
	ReggieNet Link to external website

Adding Content

1. Click RESOURCES in the breadcrumb bar if the Resources home page is not displayed.
2. Click the **Actions** dropdown list for the folder in which you want to store the resource to display the pull-down list.
3. Click to **select the type of resource** you want to add.
 - **Upload Files** – Upload individual files to ReggieNet. You can only upload 250MB of files per batch of files.
 - **Create Folders** – Create subfolders to organize content.
 - **Add Web Links** – Create ReggieNet weblinks to external websites for students to access and use.
 - **Create Text Document** – Create a ReggieNet document with no formatting (like a document in Notepad).
 - **Create HTML Page** – Create a ReggieNet document formatted with HTML (web page)
 - **Create Citation List** – Create a ReggieNet document that lists citations (either by manual entry or importing from a citation creator like RefWorks).



Uploading Files

When uploading files, you can select files in several ways:

Option 1 - Drag and drop files. After selecting one or more files from your computer desktop or folder content windows, drag the files and drop them in the box where **Drop files to upload** is displayed.

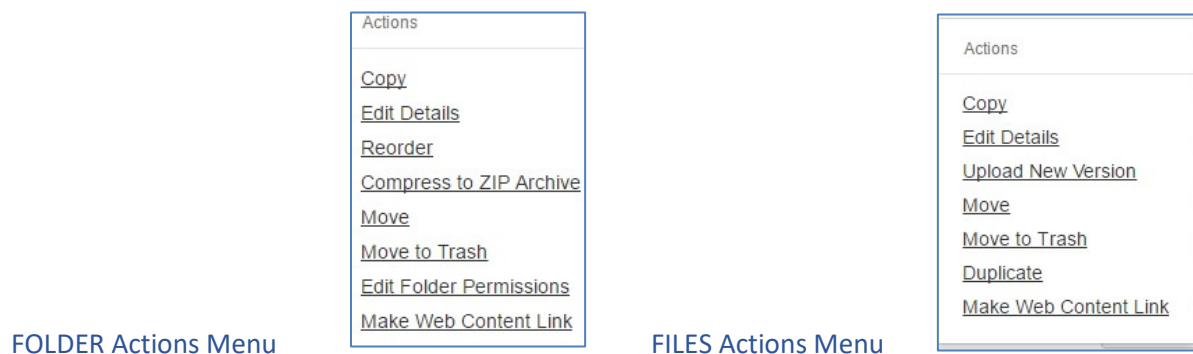
Option 2 - Click inside the box to browse to the desired files



Option 3 – Upload a ZIP file. If you upload a ZIP file, you can then choose **Expand Zip Archive** from the **Actions** dropdown menu for the file; a new folder of the same name will be added in Resources, containing all the items from the ZIP file.

Organizing Resources

1. Click RESOURCES in the breadcrumb bar if the resource home page is not displayed.
2. Click the **Actions** button next to the folder or file you want to work with.
3. Select from the **pull-down menu** any of the actions displayed.

You have several options for organizing your resources, as shown in the following images.

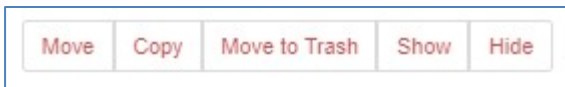



- **Copy:** Copy the file or folder to another location within Resources. After you click copy, you will see a  icon next to folders where you can paste the materials you copied.
- **Edit Details:** This is a powerful tool in the Resources tool, see the next page for a detailed description.
- **Upload a New Version (FILES ONLY):** Replace an old version of a file with a new version without needing to upload a different file. The file name needs to be identical to the original file name, including the extension. If the label for the file has been changed (see **Editing details**, below), make sure you match the actual file name.
- **Compress to ZIP Archive (FOLDERS ONLY):** creates a zip file
- **Move:** When you select move, the entire column for that file/folder will be selected, and you will see a  icon to the right of every folder where you can move the item.
- **Move to Trash:** Remove the file/folder from Resources. When you move a folder to trash, be aware that you remove all materials within it as well. Item in Trash can be restored.
- **Duplicate (FILES ONLY):** Create a duplicate version of the file. It will appear with the name Copy of *Original File Name*.
- **Edit Folder Permissions:** Set unique folder permissions for individual folders/files.

Alternate method for copying, moving, or deleting multiple items

You can also perform certain operations on individual or multiple files using the following method:

1. Click the checkbox to the left of the item(s) you wish to affect
2. Click the appropriate action on the menu buttons just above the file listing section

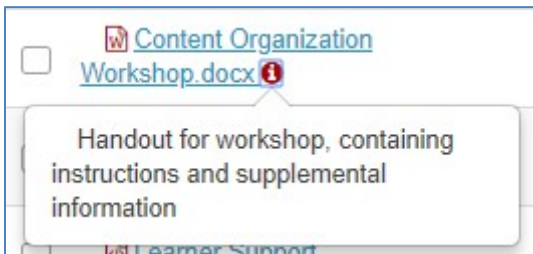


3. Selecting **Move** or **Copy** will cause the  icon to appear to the right of every folder where you can move the item.
Selecting **Move to Trash** will bring up a screen to confirm the operation
Selecting **Show** or **Hide** will change whether students have permission to view the file

Editing Details

The Edit Details option for individual files will allow you to control when students see resources and what information they see about the resources.

- **Display name** – you can change the label used for the file/folder.
- *Note: If you change the display name, the underlying file name will remain the same.*
- **Description** – you can provide a description for the file/folder. If a description is provided, a small icon will appear next to the item name. When the user clicks on this, the description will be displayed in a small box:



Availability and Access

- **Show this item** and **Hide this item** – you can toggle between these two options to control whether students can see the item.
- **From** and **Until** calendar pickers – you can also provide dates to control availability.
- **Display file/folder to selected groups only** – If any groups have been created, you will also see this option. When you click the radio button for this option, a list of the groups within the site will be displayed; click the checkbox for the appropriate group(s).

Trash

Folders or files that have been moved to Trash can be restored. Click on the **Trash** tab; click the check box(es) for the item(s) you want to restore, and click **Restore**. Items will be restored to their previous location. If you restore a folder, all the contents of the folder will be restored as well.

