

Using File Cabinet In OwlNet

Navigating to the File Cabinet

You may want to display the File Cabinet for any of the following reasons:

- To browse the items stored there.
- To organize saved items into folders. You might do this if you have saved a particularly large number of items.
- To delete any items that you have saved, including individual questions or sections from online assignments.

If you want to create and save any of the following:

- A new handout.
- To rename items stored there.

To navigate to the File Cabinet:

Do one of the following —

Start by navigating to your My Pages context:

1. Click the My Pages tab.
2. In the right-hand pane, click the File Cabinet page.

Start from the sidebar:

1. From anywhere in the portal, expand the My Pages link in the tabs at the top.
2. Click the File Cabinet link.

The system displays the File Cabinet portlet, with the Coursework tab displayed by default.



Using the Coursework Tab

The Coursework portlet lists assignments that you have saved. You can use this tab to do any of the following:

- Browse and display details about saved assignments.
- Delete or rename an assignment.
- Delete or rename a section.
- Search for questions, review them, and/or delete them.

Working with Assignments

From within File Cabinet, you can do any of the following relative to assignments:

- Rename an assignment.
- Delete an assignment.

Renaming an Assignment

Use this procedure to change the name of an assignment.

To rename an assignment:

1. If you haven't already done so, display the File Cabinet.
2. Locate the assignment whose name you want to change. Click the corresponding pencil icon. The system displays the Rename: AssignmentName screen.
3. Modify the text in the Name field as appropriate.
4. Click Save.

Deleting Assignments

Use this procedure to delete one or more assignments, along with all the sections and questions contained in those assignments.

To delete one or more assignments:

1. If you haven't already done so, display the File Cabinet.
2. Locate the assignment(s) that you want to delete. Click the corresponding trash-barrel icon. The system displays asking if you are sure you want to delete the assignment(s).
3. Click OK.

Using the Handouts Tab

The main screen of the Handouts tab displays a list of handouts you have saved and any folders you have created for storing handouts.

1. The initial view shows the following details about each handout:
2. The size of the file.
3. The date it was uploaded (not necessarily the date the file was saved to the File Cabinet).
4. The file type.

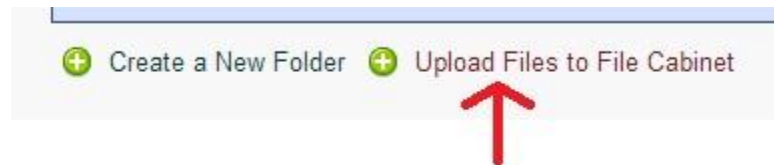
Note: From this initial view, you can also display or download the handout.

Adding a Handout

Use this procedure to create a handout that will be stored in your File Cabinet.

To add a handout:

1. If you haven't already done so, display the File Cabinet.
2. Click the link labeled Upload Files to File Cabinet. The system displays the File Cabinet - Manage Handout View screen.
3. Fill out the form as appropriate.



Modifying Handouts

Use this procedure to modify a handout stored in your File Cabinet.

To modify a handout:

1. If you haven't already done so, display the File Cabinet.
2. Locate the handout you want to modify and click the corresponding pencil icon. The system displays the File Cabinet - Manage Handout View screen.
3. Modify any of the fields, as appropriate.
4. Click Save.

Deleting Handouts

Use this procedure to delete one or more handouts from your File Cabinet.

To delete one or more handouts:

1. If you haven't already done so, display the File Cabinet.
2. Using the column at the left, select the item(s) that you want to delete.

3. Click Delete Selected. The system displays a dialog asking if you are sure you want to delete the handouts.
4. Click OK.

Working with Folders

In any of the File Cabinet tabs, you can create folders for organizing the items saved in that tab.

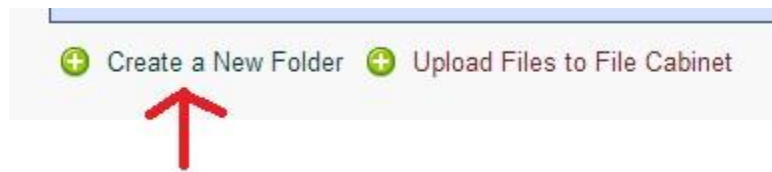
Note: There is only one level of folder organization. In other words, you cannot nest folders within folders.

Creating a Folder

Use this procedure to create a folder for use in any of the File Cabinet tabs.

To create a folder:

1. If you haven't already done so, display the File Cabinet.
2. Click the link labeled Create a new folder. The system displays a screen titled File Cabinet - Add a Folder.
3. Enter a name for the folder.
4. Click Save.



Renaming a Folder

Use this procedure to rename a File Cabinet folder.

To rename a folder:

1. If you haven't already done so, display the File Cabinet and navigate to whichever tab contains the folder you want to modify.
2. Locate the folder you want to rename and click the corresponding Edit icon, which looks like a folder with a pencil on it. The system displays a screen titled File Cabinet - Edit Folder View.
3. Modify the name as appropriate.
4. Click Save.

Deleting Folders

Use this procedure to delete one or more folder(s) from any of the File Cabinet tabs. ***Note:*** ***When you delete a folder, you also delete all of its contents.***

To delete one or more folders from a tab:

1. If you haven't already done so, display the File Cabinet and navigate to whichever tab contains the folder you want to delete.
2. Using the checkboxes at the left, select the folder(s) you want to delete.
3. Click Delete Selected. The system displays a dialog asking if you are sure you want to proceed.

4. Click OK.
5. Or click the trash can icon next to the folder.

Moving Items to a Folder

Use this procedure to move items into a File Cabinet folder. Note that these steps are the same regardless of which tab you are working in.

To move items to a folder:

1. If you haven't already done so, display the File Cabinet and navigate to the appropriate tab.
2. Locate the item(s) that you want. If appropriate, click the name of a folder to display its items.
3. Using the checkboxes at the left, select the item(s) you want to move.
4. At the bottom of the screen, locate the drop-down list labeled Move Selected to: at the bottom of the page.
5. Using this drop-down list, select one of the following:
 - a. The folder to which you want to move these items.
 - b. The Up one level choice, which moves the item out of a folder and to the top level of the tab. (This option is displayed only if you are working within a folder.)
6. Click Go.

The system moves the item(s) you selected.

