



Session 2: Utilizing Resource Applications – Quick Reference Guide

FILE CENTER

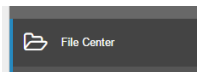
File Center Overview

Many of you are probably familiar with a Shared Drive on your Organization's network. The File Center is similar in concept. It is secure, you can assign different levels of access and you can use it to house and disseminate various types of external or imported resources to support your training and records management goals.

For example, employee handbooks, policy documents, videos, PowerPoint presentations, or links to frequently visited websites can all be added by platform managers for users to access.

Only Administrators and site Supervisors with the appropriate Functional Access have the ability to upload, edit and delete files. However, all employees will be able to access the files that are uploaded, depending on the assigned access level and the permissions given to each document.

1. You can access the File Center from your Home or Administration page by selecting



How to Create a Folder

Administrators have the ability to easily arrange their resources in folders within the File Center.

1. In the File Center, click

Folder Name	<input type="text" value="Enter Folder Name Here"/>
Description	<input type="text" value="Putting in a description helps others know what resources belong"/>

2. Enter the appropriate information for the folder.



TIME SAVING TIP: Add a Folder description to help other platform managers know what types of resources belong in a certain folder. This will help maintain File Center organization and Resource Quality.

3. Click on the check box next to the user level to allow access to the folder.

Accessible By:	<input checked="" type="checkbox"/> Administrators
	<input checked="" type="checkbox"/> Supervisors
	<input checked="" type="checkbox"/> All Users

REMEMBER

All Administrators always have access to all resources in the File Center.
If you allow access to Supervisor and/or All Users they will be able to access the Folder in the File Center from their Home page.

- Click on to finish adding the folder.



How to Edit Folders

File Edit Tools are located to the right of the Folder in the **OPTIONS** column.



Edit Folder – Allows you to change Folder Name, Description and Access.

1. To Edit Folder, click on the Edit Folder Icon.
2. Follow instructions listed above to rename Folder, change Description or edit Access.



Move Folder – Allows you to move Folders to create a hierarchy.

1. To Move Folder, click on the Move Folder Icon.
2. Click on the plus sign next to your organization's File Center (see yellow highlight).
3. Click on Folder Name you want to put Folder into (see gray highlight).
4. Click **Continue**.



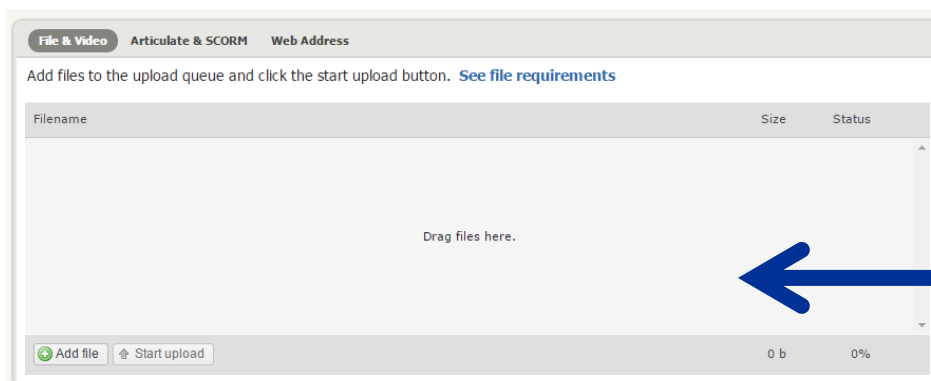
Delete Folder – Allows you to delete a single Folder.

To Delete Folder, click on the Delete Folder Icon (**X will turn red** and folder will be deleted).

How to Add Resources – Upload File

Click on the Folder to which you want to add the resource.

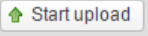

1. Click on **Upload File or Add Link** to access the Uploader Tool.
2. Choose the type of resource you wish to upload by clicking on the appropriate tab. **File & Video** | Articulate & SCORM | Web Address
3. Click **Add file**, locate and select the file(s) you want to upload.



TIME SAVING TIP:
Drag Files directly
from your computer
into the Uploader
Tool.




TS Academy

4. Click  to begin the uploading of the file.
5. Edit Resource Details by entering the necessary information into the appropriate fields and clicking .



READ ME: I'm a Time Saving Tip!

Details

Title
 

Description


Tags

Share with Link
 Anybody with this link can view this resource

Share in Community Resources
 By sharing, I agree to the [terms of use](#)

Version

Accessible By
 Supervisors All Users





How to Add Resources – Upload Web Address

1. Click on **Upload File or Add Link** to access the Uploader Tool.
2. Choose the type of resource you wish to upload by clicking on the appropriate tab.
3. Type in the URL address and select **Add URL**.

File & Video Articulate & SCORM **Web Address** ②

Use the form below to add an external web address link into file center.

Enter a URL: **Add URL** ④

4. Edit Resource Details by entering the necessary information into the appropriate fields and clicking **Update**.

Details

Title

URL

Description

Tags



Share in Community Resources

Accessible By
 Supervisors All Users

Update



How to Add Resources – Upload Custom Content – Articulate & SCORM

1. Click on **Upload File or Add Link** to access the Uploader Tool.
2. Choose the type of resource you wish to upload by clicking on the appropriate tab.  **Articulate & SCORM** 
3. Click **Add Articulate or SCORM**, locate and select the file(s) you want to upload.
4. Click **Start course upload** to begin the upload of the course.

REMEMBER

SCORM courses upload directly into your course library.