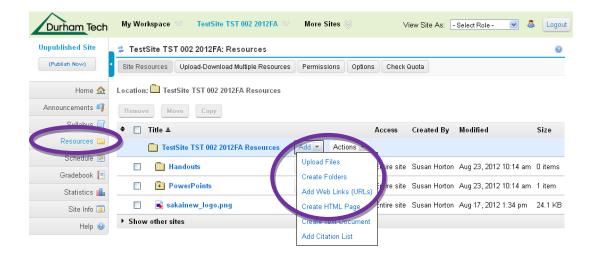# Sakai Tools

Adding Content to your Courses through the Resources Tool

The primary repository for course content is the Resources tool (similar to Blackboard's Course Documents feature).

1. Go to your course menu and click on **Resources** to access the Resources area of your course.
2. Create a few folders in your Resources area to store and organize your course content.

   Activity: Create two folders in Resources: **Handouts** and **PowerPoints** and upload some files to these folders.
   1. Go to the folder named (*your course name Resources*).
   2. Go to the **Add** drop down menu beside this folder, click **Add** and choose **Create Folders.**
   3. Enter a Folder Name and click **Create Folders Now**.
   4. By default, all **members of this site** can see this folder and its contents. You can change the availability and access later.

      Tip: Create more than one folder at a time by clicking on **Add Another Folder** before clicking on **Create Folders Now**.

Upload files to your folders

1. Each folder has an **Add** drop down menu associated with it. Go to the folder where you would like to upload your file. Click **Add** then choose **Upload Files**.
2. **Browse…** your computer to find and select the file you want to upload.
3. Enter a Display Name (optional).
4. Click **Upload Files Now.**

   Tip: Upload more than one file at a time by clicking on **Add Another File** (to the left, below Browse…). Keep in mind that there is a limit of 25 MB per upload.

   Tip: Once you've uploaded some files to your folders, click on (+) to expand the folder view. The (+) indicates that a folder has content. Click on the item to display the file.

Folder and file naming tips:
- Keep names short (32 characters or less)
- Use letters and/or numbers in file or folder names
- Spaces are ok but hyphens (–) and underscores (_) are better
- Avoid using special characters like (!), (#), ($), (%), (&), (/), etc.
- Examples of good file names: **Week1, Research-Paper, Google_Search**

IMPORTANT: By default any files you place in **My Workspace Resources** can be seen only by you. (See page 2 for more info on My Workspace Resources). By default, any files you place in your **course site Resources** can be seen by all members of your course site (including students).

Other Folder Options: Each folder and file in **Resources** has an **Actions** drop down menu associated with it. Clicking on the **Actions** drop down menu will allow you to copy, reorder, move, and remove items. Select **Edit Details** to set the availability and access of the folders and files. Folders and their contents can be hidden or scheduled to be visible between certain dates. If a folder is hidden, none of its contents can be viewed by students.