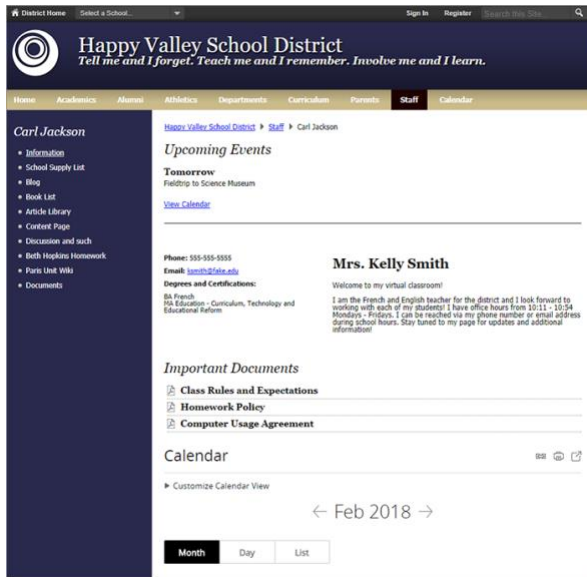


File Library App User Guide

Create a file library to build collections of files that generally have the same topic or theme. For example, you can use this app to create and organize classroom resources such as reading materials, class handouts, class conduct, etc. Place the file library on your main course page for easy access to the information.



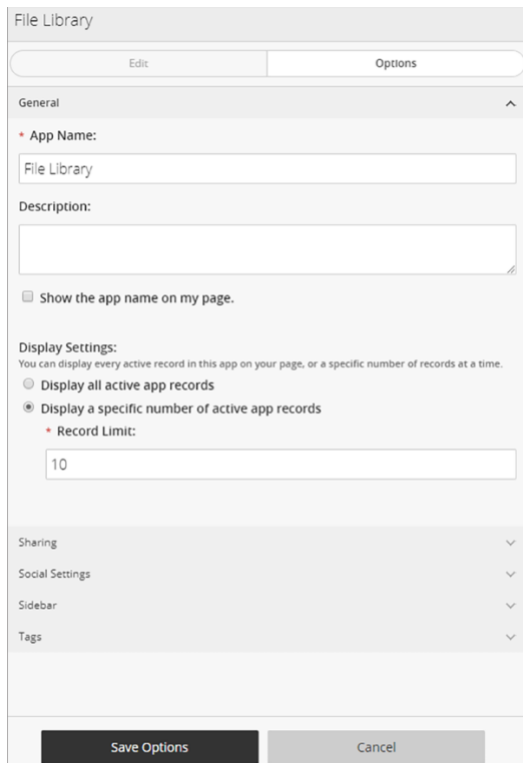
Add the File Library App

Drag the Files app onto your page.

A screenshot of the 'New File' app configuration interface. The form is divided into several sections: 'File Title' with a text input; 'Uploaded File' with a 'SELECT FILE' button; 'Description' with a rich text editor; 'Display Dates' with 'Start' and 'End' date pickers; 'Viewers' with 'ASSIGN GROUP' and 'ASSIGN USER' buttons; and 'Tags' with a text input for a comma-separated list of tags. There is also a checkbox for 'Activate on my page'. At the bottom, there are 'Save', 'Cancel', and 'E-Alert' buttons.

1. Enter the *File Title*.
2. Browse for the *Uploaded File* and enter the *Description*.
3. Enter optional *Start* and *End Display Dates*.
4. Select your *Viewers* and enter *Tags* for your file.
5. Select *Activate on my page* to display the file library on your page.
6. Select *Save*.

Set additional options



The screenshot shows a dialog box titled "File Library" with two tabs: "Edit" and "Options". The "Options" tab is active. The dialog is divided into several sections:

- General:** Contains a text box for "App Name" (pre-filled with "File Library") and a larger text box for "Description". Below these is a checkbox labeled "Show the app name on my page." which is currently unchecked.
- Display Settings:** Includes a sub-header "Display Settings:" and a note: "You can display every active record in this app on your page, or a specific number of records at a time." There are two radio button options: "Display all active app records" (unselected) and "Display a specific number of active app records" (selected). Below the second option is a text box for "Record Limit" containing the number "10".
- Sharing, Social Settings, Sidebar, and Tags:** Each of these sections has a dropdown arrow next to it, indicating they can be expanded.

At the bottom of the dialog are two buttons: "Save Options" (highlighted in dark grey) and "Cancel" (light grey).

1. Select *Options*.
2. Enter a title in the *App Name* text box.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Choose the *Display Settings* for the number of posts to list.