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File Uploads



4Schools Support - Kathy
posted this on May 23 10:22 am

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The **File Uploads** tool is used to upload and hold Web site files that you cannot upload through page detail tools such as the **Resource/News, Photo Gallery, Text/Graphic Editor** and so on. While it is possible to upload and link to video files from the File Uploads area it is not recommended. Our servers are not designed for streaming video. Check out **EduVision** for this purpose or use an online service like SchoolTube or TeacherTube.

The file types that can be uploaded to your File Uploads area is controlled by a main website admin that has permissions to that setting. If a file type does not appear in the list of allowed file types, a support ticket can be created and you can ask to have the file type added to the list.

Accessing the File Uploads Module

Logged in as
[Log Out](#)
[Edit My User Account](#)
[Back to 4Schools](#)

Main Web site Administration

You are currently logged in.
Receive Service Updates

- ***New*** Please visit <http://status.4schools.net> to view the system status of CMS4Schools and any additional information that's available.
- Please follow @4Schools (twitter.com/4schools) on Twitter to receive updates.
- Please sign-up to receive future emails from us. By signing up to receive emails from us, you can be assured that you are being notified when future emails are sent. Please visit http://support.4schools.net/4schools_mailing_list.cfm to complete your information and begin receiving future emails.

Enhancements

Navigation Builder Home
 Calendar Admin
 Lunch Menu Admin
File Uploads
 User Usage Report
 User Accounts Admin

Within the left navigation menu, click **File Uploads** to access the module.

Understanding the File Uploads Screen

File Uploads

New Folder **Add File(s)**
 Add 1

Location: <http://www.k12.wi.us/>

Folder	Folder Name	Date Last Modified	Move	Delete
	activities	11/5/2012 3:24 PM		
	community	8/19/2012 6:06 PM		
	district	1/21/2013 11:25 AM		
	elementary	12/3/2012 1:46 PM		
	highschool	10/30/2012 1:34 PM		
	middle school	1/21/2013 2:33 PM		

Uploaded files may be organized within folders if desired. The above example contains six previously created folders.

To create a folder, click on New Folder and the following screen will display:

New Folder - optional

Add File Upload Folder

New Folder:
 http://www. [] .k12.wi.us/ []

←

Enter a descriptive name in the space provided and click **Create Folder**.

Choose the Folder to Save The File

File Uploads

New Folder

Add File(s)
Add 1 ▾

Location: http://www. [] .k12.wi.us/

Folder	Folder Name	Date Last Modified	Move	Delete
	activities	2/5/2013 11:33 AM		
	community	8/19/2012 6:06 PM		
	district	1/21/2013 11:25 AM		
	elementary	12/3/2012 1:46 PM		
	highschool	10/30/2012 1:34 PM		
	middleschool	1/21/2013 2:33 PM		

Before adding the file, click on the Folder Name of the folder in which you wish to save the file. The screen shot below displays.

Add the File

File Uploads

New Folder

Add File(s)
Add 2 ▾

Delete This Folder

Location:
 http://www. [] .k12.wi.us/ **activities/**

To upload a file, choose the number of files you wish to upload from the drop down list, then click the "+" icon above the words **Add File(s)**. These files will be added to the *activities* folder as is indicated by the location path name.

Note:

The option exists to create folders within folders. To do this, click **New Folder**.

Likewise, **Delete This Folder** is available to remove an existing folder. All files must be removed from a folder before deleting.

Uploading Files

Add File Upload

Folder: http://www. [] .k12.wi.us/activities/

Upload Files: 1
 2

Your file(s) must be one of the following: as, asf, asx, avi, css, doc, docx, flv, gif, htm, html, ico, jpg, js, m3u, m4a, mov, mp3, mp4, mpeg, mpg, pdf, php, png, ppt, pptx, rm, rtf, swf, t4, vml, wma, xls, xlsx, xml, zip
 Only small case letters a-z, upper case letters A-Z, 0-9, hyphens, underscores, and spaces are allowed.

Browse to locate each file, then click **Add**.

Note the file types and character requirements listed.

Keep in mind that all website users will not be able to access all file types. If possible, convert files to a

universally readable file such as a PDF file before uploading.

The File Uploads Screen After Files Have Been Added

The screenshot shows the 'File Uploads' interface. At the top, there are buttons for 'New Folder' and 'Add File(s)'. Below this is a 'Location' field with a folder icon and a circled '1' pointing to it. The location is 'http://www.k12.wi.us/activities/'. Below the location is a table of folders and files. The first row shows 'No folders found.' with a circled '3' pointing to the folder icon. The second row shows a file named '3man Crew Reminders.docx' with a circled '4' pointing to the file name, a circled '5' pointing to the file size '59.83 KB', a circled '6' pointing to the date '2/5/2013 11:06 AM', a circled '7' pointing to the 'Move' icon, and a circled '8' pointing to the 'Delete' icon. A red box highlights the URL 'http://www.k12.wi.us/activities/3man Crew Reminders.docx' in the first column of the file row.

Folder	Folder Name	Date Last Modified	Move	Delete
No folders found.				
File Type	File Name	File Size	Date Uploaded	Move Delete
	3man Crew Reminders.docx	59.83 KB	2/5/2013 11:06 AM	
	3K Survey.docx	14.04 KB	2/5/2013 11:06 AM	

1. **Location:** will provide the path name of the folder where the files are located
2. **Information icon** (small blue circle in the first column) will display the complete URL of this file making it easy to copy for use elsewhere. In the screen shot above, this icon has been clicked.
3. **File Type:** Description of the file uploaded. This example displays a Word 2010 document.
4. **File Name:** The name of the uploaded file plus its file extension. Clicking on the file name link will open the file. You can also copy the URL from the file that opens in a new browser window.
5. **File Size:** Indicates the size of the file and is helpful in keeping track of the amount of file storage used.
6. **Date Uploaded:** Includes date and time, which is useful in determining the most recent file.
7. **Move:** Enables the relocation of the files to another folder. When clicked a drop down menu displays a list of folders available. If files are moved, you must edit the URLs within your website.
8. **Delete:** Remove the file from your website. If you delete the file, be sure to remove any reference(s) to it on your pages.

Using an Uploaded file URL within a Text / Graphic Editor

The screenshot shows a text editor with the following text: "Please join us for the 10th Annual Stone Soup Fundraiser. For more information see our [flyer](#)." Below the text is a "Last Updated: 2/5/13" timestamp. At the bottom, there is a "Adjust Font Size:" tool with a dropdown menu showing 'A' and several 'A' icons of increasing size.

The above is a Text/Graphic Editor including a hyperlink to the previously uploaded flyer. To add hyperlinked text within a Text/Graphic Editor, use the Link icon, a blue globe with a chain link below it. First select the text to be hyperlinked, click the link icon, paste in the URL of the file, use the Target tab to choose New Window (if desired).

When should I used the Resources / News Tool instead of File Uploads?

Meeting Agendas

[February 4, 2013 Board Learning and Special Meeting Agenda](#)
[January 21, 2013 Agenda](#)
[January 8, 2013 Special Board Meeting - Focus Group](#)
[January 7, 2013 Board Learning and Special Meeting Agenda](#)
[December 19, 2012 Special Meeting Agenda](#)
[December 10, 2012 Agenda](#)
[November 26, 2012 - Special Meeting: Expulsion Hearing](#)
[November 19, 2012 Agenda](#)
[November 5, 2012 Board Learning Meeting](#)
[October 22, 2012 Special Board Meeting Agenda](#)
[October 15, 2012 Agenda](#)
[October 1, 2012 Board Learning Meeting](#)

The **Resources/News** tool is another way to add files to a webpage and requires **fewer steps** than uploading a file. Both files are hosted on the CMS4Schools server. However if a resource is updated/deleted or the Resource/News tool is deleted the old linked files are deleted from the server. Files in the File Uploads must be manually deleted when they are no longer needed. Leaving unused files in the File Uploads area uses part of your disk quota.

- If a page will contain links to **several** linked files, the **Resources/News** tool is **recommended**. The above screen shot is an example of several linked files on the same page.
- If a page will contain **only one** linked file, consider using **File Uploads** and creating a new page that links directly to the file.

Using an Uploaded file URL as a New Page

Add Page

* indicates a required field.

*Navigation Category: Home 1

*Navigation Link Name: Survey Results 2

*Navigation Type: Internal Web Page
-OR-
 Web site Link 3

Type: Opens in New Browser Window 4
 Opens in Existing Browser Window

Url: http://www.survey.results.pdf 5
(don't forget the http://www.)

Navigation Link Status: Active Inactive [Schedule A Status Change](#)



*Navigation Order: After Staff Directory 6






*Navigation Level: 1

7

An uploaded file can be used to create a new page within your website. When clicked, the user is taken directly to the file that has been uploaded.

1. Choose the **Navigation Category** for the page.
2. Enter a **Navigation Link Name**
3. Choose **Web site Link** as the Navigation Type.
4. Determine whether this page should open in a new browser or existing browser window.
5. Enter or paste the URL of the uploaded page from the File Uploads page.
6. Enter status, order, and level.
7. Click **Add**.

-  [Accessing_the_File_Uploads_Module.png](#) (quick view)
 [Add_the_File.png](#) (quick view)
 [Choose_the_Folder_to_Save_The_File.png](#) (quick view)
 [New_Folder_-_optional.png](#) (quick view)
 [The_File_Uploads_Screen_After_Files_Have_Been_Added.png](#) (quick view)

-  [Understanding_the_File_Uploads_Screen.png](#) (quick view)
-  [Uploading_Files.png](#) (quick view)
-  [Using_an_Uploaded_file_URL_as_a_New_Page.png](#) (quick view)
-  [Using_an_Uploaded_file_URL_within_a_Text_Graphic_Editor.png](#) (quick view)
-  [When_should_I_used_the_Resources__News_Tool_instead_of__1.png](#) (quick view)

0 people found this useful. - **Be the first!**

Comments



All of the help pages are so useful! I really appreciated knowing that unused files would take up valuable storage space - good reminder!

August 16, 2013 09:38 pm

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