

File Management

Q: Why can't I see all the files in File Manager? I'm sure that there are loads, but I can only see a list of 10!

By default, WebCT displays filenames in 'pages' of 10 at a time. Click on "Page" at the bottom right, below the file list, and choose the "All" option to display all filenames, then click the right-pointing green arrow (>).

Q: Can I copy files and folders from one WebCT course to another?

Yes, though you will need to have Instructor rights to both courses.

Go into the File Manager of the course you want to copy *from*.

Select the files and/or folders which you want to copy.

Click the **Copy** button below the file list.

In the Content Browser which pops up, click **Class Files**

Find the course title you wish to copy *to*, from the list on the left, and click on it - that course's files will appear on the right

Choose a location to copy to, and click **Ok**

Q: How can I quickly move items around in a folder?

If you've a lot of items to move around in a Course Content folder - for instance, if you want to sort them alphabetically - it's very time-consuming to use the Move arrows from the Action Menu as you can only move one item at a time. By using Power View, you can move multiple items in a single operation:

1. In a folder, click the **Page Options** button on the right of the page, then choose **Go to Power View**
2. Tick the item(s) you want to move.
3. Decide which 'target' item you want to move it next to.
4. Click the 'move options' icon () next to the item to move next to
5. Choose "**Move Selected Items Above**" or "**Move Selected Items Below**" - the original item should now move above/below the 'target' item

You can also use this technique to move items into or out of folders, or to move whole folders - see "[How can I move a whole folder into another folder?](#)".

Q: How can I sort folder items alphabetically?

You can't, at least not automatically. You'll need to use the Power View (see Q above) to move items manually and take care of alphabetical order yourself.

Added by [Fred Riley](#), last edited by [Fred Riley](#) on Feb 23, 2011