Editing a Space – The Basics

Turn Editing on and off

Edit the Header area

My Sites   Help   External Links

Turn editing off

Courses   Collaborative Spaces   myLink Space Builders

myLink Space Builders

This space provides you with a a location to shar
and maintaining a collaborative or education space on myLink.

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Edit an activity or resource

Edit ▾

- Edit settings
- Move right
- Hide
- Duplicate
- Assign roles
- Delete

myLink Development News

myLink Site Builders Updates

Topic 1

myLink Cheat Sheets for Builders

Uploading documents to myLink   Edit ▾

Factsheet - The new myLink Editor   Edit ▾

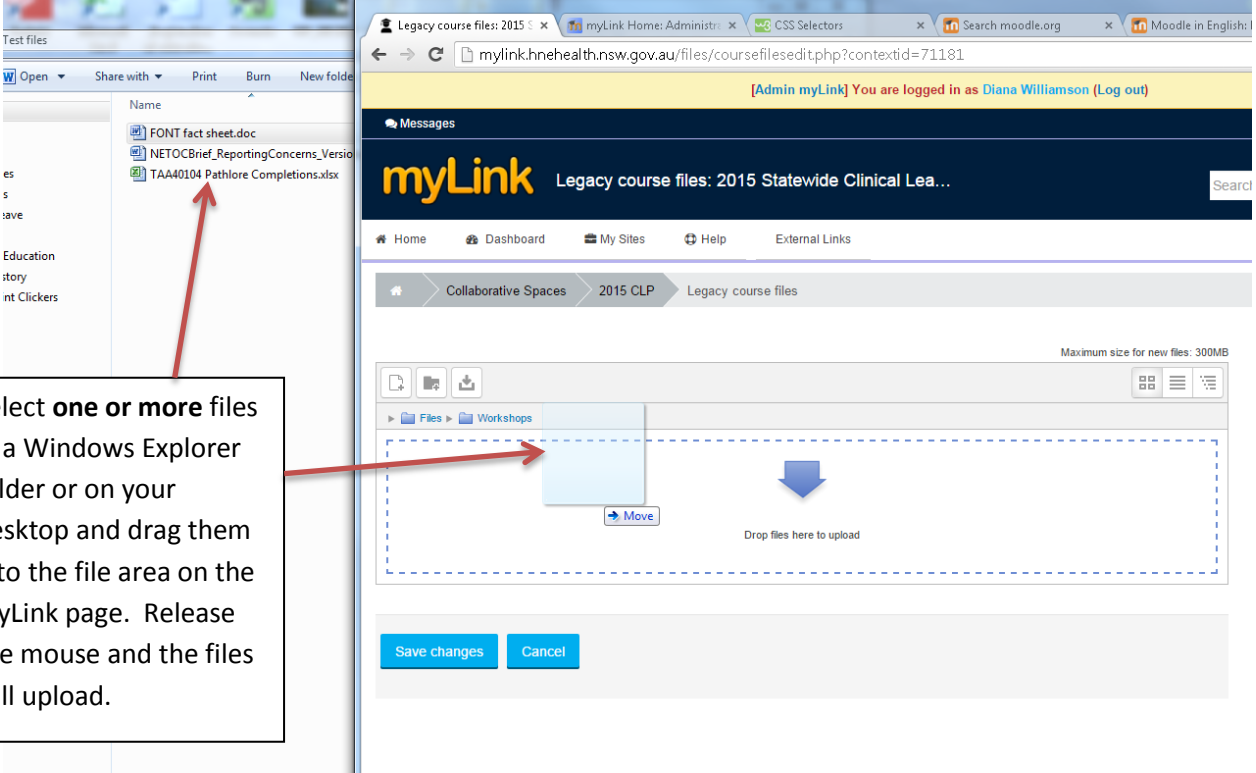Add an activity or resource

Topic 2

Add an activity or resource

Add an activity or resource to the current section

Move a activity, resource or section by dragging this handle.

Administration

- Course administration
  - Turn editing off
  - Activity chooser off
  - Edit settings
  - Users
  - Filters
  - Reports
  - Grades
  - Badges
  - Backup
  - Restore
  - Import
  - Reset
  - Question bank
  - Legacy course files
- Switch role to...

Legacy Course Files

Access files uploaded in previous myLink

Add a block

Add...

Uploading and Managing Legacy Course File

The files you uploaded in the previous version of myLink are accessible via **Legacy Course Files** in the **Administration** menu. You can manage these files almost exactly like the old myLink, except that you can now use drag and drop to upload new files.

1. Select **Legacy Course Files** from the **Administration** menu
2. Scroll to the bottom of the page and select the [Edit legacy course files] button
3. If necessary, select the appropriate subfolder
4. With a Windows Explorer folder opened and your myLink page visible at the same time (see image below), drag the files or files into the folder on are on the myLink page. Release the mouse to copy the files.

Select **one or more** files in a Windows Explorer folder or on your desktop and drag them into the file area on the myLink page. Release the mouse and the files will upload.
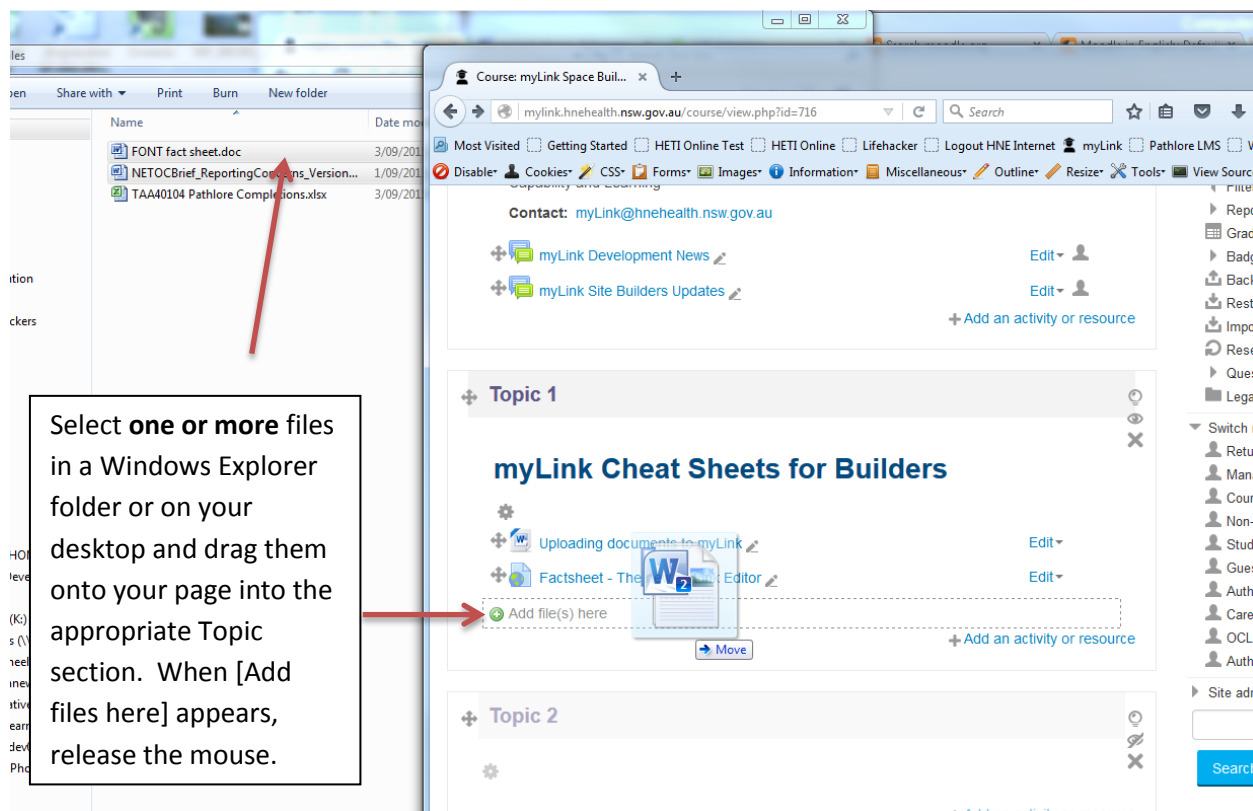
5. Click on the [Save Changes] button
6. You can now create hyperlinks on pages and work with these files in the same way as the previous myLink

Adding Files to your Collaborative Space Page

myLink now manages files more efficiently when they are added directly to your Collaborative Space page, rather than uploading them manually to the file area. The files uploaded using this new method are managed automatically by the system and are not uploaded into the Legacy Course Files area. You no longer need to upload the file and them create the resource – the system will do both for you.

Adding a file and resource link to your Collaborative Space page

1. Click [Turn Editing On]
2. Scroll your collaborative space page so that the appropriate Topic area is visible on screen
3. With a Windows Explorer folder opened and your myLink page visible at the same time (see image below), drag the files or files into the Topic section of the page until an [Add files here] item appears.

Select **one or more** files in a Windows Explorer folder or on your desktop and drag them onto your page into the appropriate Topic section. When [Add files here] appears, release the mouse.

4. The file or files are now uploaded and the resource links on the page automatically created.
5. You can now create hyperlinks to these resources or simply allow users to access them directly from the Topic area.
6. **NOTE**: If you have added the files to a hidden Topic area, click the Edit menu next to the new resource and select **Show** to make it available for hyperlinking.