

Working with Downloadable Files in WesternOnline

How do I...	Quick Answers
<i>View a Downloadable File in Student View?</i>	<p>When a student clicks on a link to a downloadable file in WesternOnline (e.g., Word document or PowerPoint file), results may vary depending on the student's web browser and settings for how the browser handles downloadable files. The file may download automatically to the desktop (typical on a Mac). Or the student may be prompted to Save or Open the file (in Windows).</p> <p>In Windows Internet Explorer 6:</p> <p>Note: This assumes that the Pop-Up Blocker is turned off and/or WesternOnline has been set as a Trusted Site. See the following page for steps to change settings.</p> <ul style="list-style-type: none">• The student clicks the file link in WesternOnline and is prompted to Open or Save the file.• When the student chooses to Open the file...<ul style="list-style-type: none">○ Word Document: the document opens in Microsoft Word as a Read Only file.○ PowerPoint File: the file opens as a screen show in the WesternOnline frame. Students can click through animations and slide transitions.○ PDF File: the document will open in the WesternOnline frame with the Acrobat Reader toolbar. <p>In Windows Internet Explorer 7:</p> <p>Note: This assumes that the Pop-Up Blocker is turned off and/or WesternOnline has been set as a Trusted Site. See the following page for steps to change settings.</p> <ul style="list-style-type: none">• The student clicks the file link in WesternOnline and is prompted to Open or Save the file.• When the student chooses to Open the file...<ul style="list-style-type: none">○ Word Document: the document opens in the WesternOnline frame as a Read Only file with a Track Changes toolbar. Note: Students may find it difficult to print or save the file from this view. If you want to ensure students can print or save the file, you will need to set the document to Open in a New Browser window (see next page).○ PowerPoint File: the file opens as a screen show in the WesternOnline frame. Students can click through animations and slide transitions.○ PDF File: the document will open in the WesternOnline frame with the Acrobat Reader toolbar.

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<p><i>Change settings if the browser is blocking the downloadable file?</i></p>	<p>Note: If the Pop-Up blocker has not been turned off, the browser may block the downloadable file and provide a message just below the toolbar. To avoid this in the future, change your settings to always allow downloads from WesternOnline.</p> <p>The following steps apply to Internet Explorer 7.0.</p> <ul style="list-style-type: none"> • In your browser click on the Tools button and select Internet Options. • Click on the Security Tab. • Click on the Trusted Sites icon. • Click on the Sites button. • Enter the URL for WesternOnline (https://westernonline.wiu.edu) and click Add. • Close the Trusted Sites window. • Click Custom Level. • Make sure the following settings are set for the Trusted Sites Zone: <ul style="list-style-type: none"> ○ File Download = Enable ○ Use Pop-Up Blocker = Disable • Click OK and OK again to save settings.
<p><i>Use a Word document as a syllabus?</i></p>	<ul style="list-style-type: none"> • On the Build tab, select the Syllabus tool from the Course Tools. • Select Use File. • Browse to locate the Word document on your local drive. <ul style="list-style-type: none"> ○ Click on My Computer. ○ Select the file and click OK. ○ WO's file manager will upload the file and identify it as the chosen file for your syllabus. • To view how the document will print for students, click Preview Printable Version.
<p><i>Add a downloadable file (Word, PowerPoint, PDF, video, audio, or graphic file) on Course Content Home or in a Folder?</i></p>	<ul style="list-style-type: none"> • On the Build tab, select Course Content Home from the Course Tools. • Create a Folder (or select an existing folder). <ul style="list-style-type: none"> ○ Click on the Create Folder button. ○ Type in a Title (and optional description) for the folder. ○ Click Save. • Inside the folder, Click on the Add File button. • Select Browse for Files. • Browse to locate the file on your local drive. <ul style="list-style-type: none"> ○ Click on My Computer. ○ Select the file and click OK. ○ WO's file manager will upload the file and create a link to it in the folder.

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<p>Set a downloadable file to open in a new browser window?</p>	<ul style="list-style-type: none"> • On the Build Tab, locate the file you would like to open in a new browser window. • Click the file's Action Menu (down arrow) and select Customize Link. • Click the check the box next to Open in a new browser window. • Click Save.
<p>Add a downloadable file to a Learning Module?</p>	<ul style="list-style-type: none"> • On the Build tab, select Learning Modules from the Course Tools. • Create or select an existing Learning Module. • In the Learning Module, Click on the Add File button. • Select Browse for Files. • Browse to locate the Word document on your local drive. <ul style="list-style-type: none"> ○ Click on My Computer. ○ Select the file and click OK. ○ WO's file manager will upload the file and create a link to it in the folder.
<p>Copy formatted text from Word into WO's HTML Creator to create a webpage?</p>	<p>In some cases, you may prefer to build .html pages instead of using downloadable files. The advantages of .html pages are:</p> <ul style="list-style-type: none"> • Webpages do not prompt the student to open or save the document, so it appears seamless. • Students are less likely to download and save the document, protecting your intellectual property. <p>WO does not support Word documents that have been saved as .html from within Word. You must create or edit and save the text in an .html editor. One option is to copy formatted text from Word into WO's built in HTML Creator. The HTML Creator accepts most basic Word formatting, including hyperlinks. Some formatting can be lost including headers, footers and Tables.</p> <ul style="list-style-type: none"> • In <i>Word</i>, select (highlight) the text you want to use. Press CTRL+C to copy the text to the clipboard. • In <i>WesternOnline</i>, go to the learning module or folder you want to add the html page. <ul style="list-style-type: none"> ○ Click on Add File>Create File. ○ Give the Page a Title. ○ Click the Enable HTML Creator button. ○ Press CTRL+V to paste the text into the HTML Creator. ○ Adjust and format changes using the HTML Creator's built-in formatting tools. ○ Click Save.