
OWL ORGANIZATIONAL STRATEGY #5



MANAGING MATERIALS IN THE RESOURCES TOOL

The Resources tool stores any file uploaded to a course (e.g., Word documents, PowerPoints, videos) and shares links to useful websites. It can also create and post HTML (web) pages and simple text documents. That's a lot of material, and if it's not organized, items can be very hard to find, especially when making changes later on in the course.



How the Resources Tool Supports the Lessons Tool

Since all files have their "home" in the Resources tool, any file that is added to a lesson/module page or course homepage is essentially a link from its home in the Resources Tool. Keeping Resources material clearly labelled, organized, and up-to-date makes it easier to find files to upload, replace, or delete. It also allows students to find information easily in the Resources tool, should they need to access it.



Suggestions for Organizing Resource Materials



Remember: The Resources tool should not be the primary tool through which students access course content. The Lessons tool is usually a more appropriate and efficient tool because content context and purpose can be explained and combined with other learning modalities (See OWL Organizational Strategy #4 resource sheet)



Moving a file in the Resources tool breaks its link to a lesson page, so it's best to begin with well-organized resources to avoid needing to move them later



Create a folder for each lesson/module in the course. Give it the same title that the lesson/module has in the menu tab (See OWL Organizational Strategy #2 resource sheet). Store all lesson/module files in that folder



If lesson subpages have a lot of file/weblink/html type content, etc., create subfolders in your lesson/module folders. Store all content files in that folder



If there are a lot of web links, videos, or other types of common files in the course, consider creating folders entitled “Weblinks,” “PDFs,” “Videos,” etc., so that students can easily find them without having to go back through every lesson/module.

(Tip: It's fine to upload the same file to more than one place in the Resources tool, just remember which file is linked to a lesson page)



If there is content that needs to be in the course, but students don't need to see, hide it (e.g., content from a previous run of the course, answer sheets)



You can add release criteria to folders so that they are only visible to specific groups or during certain date ranges



At the beginning and end of each semester, review the materials in Resources and delete anything that is no longer needed

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