




cLc Learning Platform User Guides

Guide to the Zip Bulk Upload Tool

cLc v1.6

Contents

1	Objectives of this Guide	3
2	Pre-requisites to using this guide	3
2.1	User access rights required to use this guide	3
3	What is the Zip Bulk Upload  ?	4
4	How to? Guides	5
4.1	How do I add files using Zip Bulk Upload?	5
5	Additional Help & Support on Downloads	7
6	Next Steps	8
7	Feedback to this Guide	8

1 Objectives of this Guide

At the end of this 'Guide to the Zip Bulk Upload' you will be able to:

- Switch the Bulk upload on the cLc and allow ALL users to use this file upload type
- Add files using the Zip Bulk Upload to My Resources or group Resources

2 Pre-requisites to using this guide

Before using this guide, UniServity recommend that you first have an understanding of the cLc Learning Platform, and the cLc Resources.



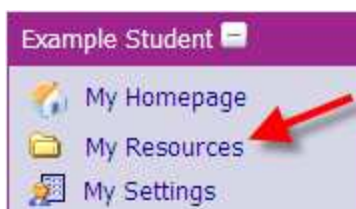
JavaScript WYSIWYG Tool Bar

2.1 User access rights required to use this guide

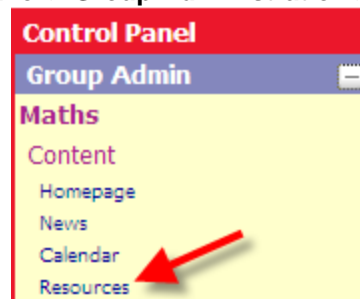
To use this cLc guide you will need to check that you have access to view:

- **My Resources** tools within your right hand side My Panel; or the
- **Group Administration** component when viewing at least one 'sub-group Community' within your cLc learning platform.

My Panel > My Resources



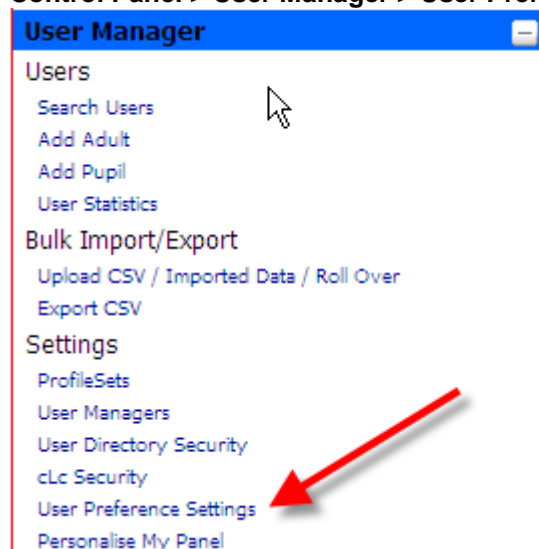
Control Panel > Group Administration > Resources



Requires the following user access rights, either:

- **Group Editor**
- **Group Owner**
- **cLc Manager (Super User)**

Control Panel > User Manager > User Preference Settings



Requires **cLc Manager (Super User)** user access rights

If you cannot view any of the above, or if you have any queries with regards to your access rights, please contact a cLc Manager. To learn about the different cLc user access rights levels, please refer to the '**Guide to cLc Access Levels**', or [Click here](#) to view online.

3 What is the Zip Bulk Upload ?


The 'Zip Bulk Upload' is a tool that allows you to upload a files to My Resources or a Group's [Resources](#) area by uploading a zip file containing the files and file structure that is required in and importing the files and the file structure stored with in the Zip file ready for other users to download. This can include Word, Excel, PowerPoint, Video, Music and many more file types.

Please note: the Zip bulk upload only imports [allowed file types](#)

4 How to? Guides


4.1 How do I add files using Zip Bulk Upload?


To use the Zip file bulk uploader, you will need to zip your files into a single zip file. If your files are zipped with the option 'save full path info', the correct folder structure will be maintained. To illustrate how this is done we can follow an example of adding files using Zip Bulk Upload to a user's My Resources. The process works in exactly the same way for group resources


1. Navigate to the My Resources page and click on the Zip Bulk Upload Icon  in the resource toolbar. (You will see the icon highlighted in the diagram below)




Group Resources

GROUP ADMIN USERS ONLY: Group admin users have the option to configure the Zip Bulk Upload publish dates and access restrictions. Using the calendar icon  and drop down boxes, group users can set the 'Publish From' and 'Publish To' dates and times accordingly. Group users can also select from the available access security restrictions to determine which users have access to view the resource.

Publish From(dd mmm yyyy) 

Publish To(dd mmm yyyy) 


Access Restrictions*

 No publish to and publish from date means that there are no restrictions.

 The settings below determine which users can access this Resource
Profile Sets can be used to allow access to this Resource for additional users, who may not be current members of the group. Any users in the chosen profile sets below will have access to this Resource.


Public

All Group Members

Group Editors 

a

b

 Select Profile Sets

2. Click the Browse button and browse for the Zip file and Attach

Zip file

3. Add Additional Download Information (if required). Select from the drop down box to set the category description. Enter a description in the provided box. The download description entered in this box will appear when the mouse cursor is held over the file icon.

Guide to the Zip Bulk Upload

Category	<input type="text" value="(Please select)"/>
Description	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

4. Click 'Upload File' to upload zip file to Resources page to upload and extract the files in the resources area. The files and file structure from the zip file will now be visible.

5 Additional Help & Support on Downloads

Further help and support on how to set-up your cLc is available via:

- a. www.cLcSuccess.com – cLc knowledge hub
- b. cLc Help Component
- c. Contacting the UniServivity support team (*Nominated cLc Support Contacts Only*)

a. www.cLcSuccess.com :

cLc success is an online knowledge hub that provides UniServivity cLc users with the resources, content, user guides and best practice examples to enhance teaching and improve learning outcomes. It is also the gateway for schools around the world to join groundbreaking collaborative projects.

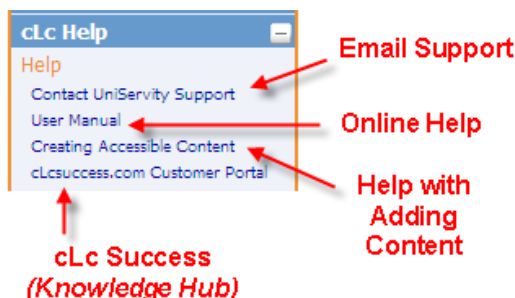
cLc Success is available to cLc Managers and cLc Group Owners only via:

- i) www.cLcSuccess.com (*Please enter full username and password to access content*)

When logged into your cLc:

- ii) cLc Help component of the Control Panel (*see next page*)
- iii) My Panel, under the UniServivity drop down category

b. cLc Help Component:



All cLc users who have been granted permission to edit their cLc will have access to the cLc Help component at the bottom right hand side of the screen underneath their My Panel. This will contain some or all of the following options, depending on their access permission level:

1. **Email Support** - Nominated cLc support contacts will see a '**Contact UniServivity Support**' option within the cLc Help component. Selecting this option will display an online email form that can be completed and sent directly to the UniServivity support team.
(Please ask an existing cLc Manager to email a request to UniServivity if you want to create any new nominated cLc support contacts – for more information on Nominated cLc support contacts please [click here](#)).
2. **Online Help** – This option is available to all cLc users who have been granted permission to edit their cLc, and provides a link to the online cLc User Help Manual.
3. **Creating Accessible Content** – This option provides a link to cLc accessibility help pages, providing assistance on how to create content that is accessible to all internet users.
4. www.cLcSuccess.com – All cLc Managers and Group Owners will have access to a link to the cLc knowledge Hub customer portal.

(Please note: This also appears within their My Panel, under the UniServivity drop down category)








c. UniServivity support team contact details:

- **UniServivity Support Helpline:** 0845 6751151
- **Email:** Support@uniservivity.com

Please note: These contact details are only available to Nominated cLc Support Contacts. In order to contact the UniServivity support team you will need to quote your support password. For more information on how to set-up your support password please [click here](#)

6 Next Steps

Once you are confident with using the cLc Downloads, UniServivity recommend reading the following help guides:

Guide	Overview
 Guide to cLc Podcasts (GA 1b Podcasts)	A Folder of Resources that allows the end user to subscribe to be updated when new resources are added.
 Guide to cLc Tasks (GA 1b Tasks)	A Resource with instructions and downloads, that can be directed to an individual or group of individuals. Also enables the end user to send completed resources back to the Task via their ePortfolio>My Resources
 Guide to cLc Forums (GA 1b Forums)	A Resource which facilitates discussion area. Great for encouraging debate, questioning and reasoning on a download
 Guide to cLc Surveys (GA 1b Surveys)	A form building Resource which facilitates user feedback/Assessment.
 Guide to cLc Custom Pages (GA 1b Custom Pages)	A Resource which enables the creation of Web Pages
 Guide to cLc Links (GA 1b Links)	A Resource which allows you to create Hyperlinks. Useful to point to other web pages that support the download
 Guide to cLc (SCORM) Learning Resources (GA 1b SCORM)	A Resource which allows the uploading of SCORM compatible learning content

7 Feedback to this Guide

At UniServivity we are always looking to continue to improve our cLc support. Please feel free to send us feedback on how useful you found this cLc guide, or if you think there are ways that it can be improved, by emailing support@uniservivity.com and quoting the reference number at the bottom of the page.