

Recommendations for managing shared files and templates

Template and file linking issues

- If files that reside in a template are linked to other templates or modules, template deletion will break all the links in such learning contexts. A template cannot be backed up or replaced if it is deleted.
- If public folders containing shared files are accidentally deleted, this will also cause the breaking of file links in learning contexts
- Broken links cannot be reconstituted by replacing copies of files or template in their original location. Each link must be recreated.
- If the files or template are linked to many modules (as may be the case with a school (group) template), the loss of linked files could be difficult to manage. We have therefore developed recommendations for file and template management that limit the potential for damage to modules if files/templates go missing.

Recommendations

- Users should always create 'unlinked' copies of templates at group and course levels. While the benefits of file linking/management will be lost, the possible 'flow down' damage caused by template deletion will be limited to module level.
- When a template is first assigned to a module, a module backup should be created. In case of accidental loss or deletion of templates or template files, the template can be recreated from the module backup.

HOWEVER this will not restore the relationship between the template and any linked modules, and reassigning the restored template would delete any changes that have been made in the module.

To minimise the risk of losing module files, users should:

- Break all links to template files in the Module file manager.

OR

- Ensure that all template files are backed up to a local computer, and restore the files into the module if necessary. Links to template files on organiser pages and in learning modules will need to be recreated.

Template management procedure

Group designer:

1. If using an Institutional template, copy it to your Group as 'unlinked'.
2. Customise the template. If you are sharing files, make copies, not links, or break the links in the template file manager.
3. Ensure that all template files are backed up to a local computer.

Course designer:

1. If using an Institutional or Group template, copy it to your Course as 'unlinked'.
2. Customise the template. If you are sharing files, make copies, not links, or break the links in the template file manager.
3. Ensure that all template files are backed up to a local computer.
4. Associate the template with the Course.

Module designer:

1. Assign the template to a Module. All files from the template will be linked in the Module.
2. Create a backup of the Module that can be restored to duplicate the template if necessary.
3. Ensure that all template files are backed up to a local computer, so that they can be restored into the Module if necessary.
4. If feasible, break all links to template files in the Module file manager.

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