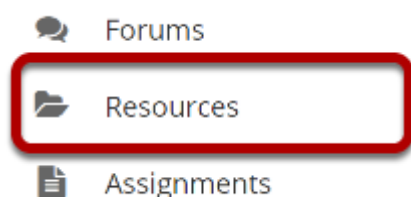


# How do I navigate the Resources tool?

There are a number of controls and breadcrumbs that determine the display of the Resources tool, making it easier to maneuver about within the tool.

## Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

## Folder View

[All site files](#) / [TEST 002 025 Spring 2020 Resources](#) / Lessons

Move Copy Move to Trash Show Hide Display Columns ▾

<input type="checkbox"/>	<a href="#">Title</a> ▴		Access	Created By	Modified	Size
	<a href="#">Lessons</a>	<span>Actions ▾</span>				
<input type="checkbox"/>	<a href="#">Class Notes-1.pdf</a>	<span>Actions ▾</span>	Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	<a href="#">Class Notes.pdf</a>	<span>Actions ▾</span>	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	<a href="#">dove-2516641_640.jpg</a>	<span>Actions ▾</span>	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	<a href="#">Owl - 18244-1.mp4</a>	<span>Actions ▾</span>	Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	<a href="#">Owl - 18244.mp4</a>	<span>Actions ▾</span>	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB

Clicking on the name of any folder will isolate the display to just the contents of that folder.








# Breadcrumb Trails

## Tool-Level Breadcrumb Trail

[All site files ▾](#) **TEST 002 025 Spring 2020 Resources** Lessons

Move Copy Move to Trash Show Hide

Display Columns ▾

 <input type="checkbox"/>	<a href="#">Title ^</a>		<a href="#">Access</a>	<a href="#">Created By</a>	<a href="#">Modified</a>	<a href="#">Size</a>
	 <a href="#">Lessons</a>	<div>Actions ▾</div>				
<input type="checkbox"/>	 <a href="#">Class Notes-1.pdf</a>	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	 <a href="#">Class Notes.pdf</a>	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	 <a href="#">dove-2516641_640.jpg</a>	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	 <a href="#">Owl - 18244-1.mp4</a>	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	 <a href="#">Owl - 18244.mp4</a>	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders. Clicking the root folder will return the Resources display to the root level with all the folders closed.

# Open/Close

All site files ▾ / TEST 002 025 Spring 2020 Resources

MoveCopyMove to TrashShowHide

Display Columns ▾

<input type="checkbox"/>	Title ▲	Access	Created By	Modified	Size	
	TEST 002 025 Spring 2020 Resources	<div>Actions ▾</div>				
<input type="checkbox"/>	Lessons	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Class Notes-1.pdf	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	Class Notes.pdf	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	dove-2516641_640.jpg	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	Owl - 18244-1.mp4	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	Owl - 18244.mp4	<div>Actions ▾</div>	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB
<input type="checkbox"/>	Podcasts ⓘ	<div>Actions ▾</div>	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Episode 1: Welcome ⓘ	<div>Actions ▾</div>	Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
<input type="checkbox"/>	Episode 2 ⓘ	<div>Actions ▾</div>	Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
<input type="checkbox"/>	Episode 3 ⓘ ⓘ	<div>Actions ▾</div>	Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
<input type="checkbox"/>	TEST 002 025 Spring 2020	<div>Actions ▾</div>	Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	download.gif	<div>Actions ▾</div>	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	rating-postem-test002025.csv	<div>Actions ▾</div>	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes
<a href="#">▶ Copy Content from My Other Sites</a>						

















Folders containing content will display as a closed folder icon with a white plus sign. Clicking a closed folder will open it and display a minus sign. Clicking an open folder will close the folder again.

# Expand All/Collapse All

All site files ▾ / TEST 002 025 Spring 2020 Resources

Move Copy Move to Trash Show Hide

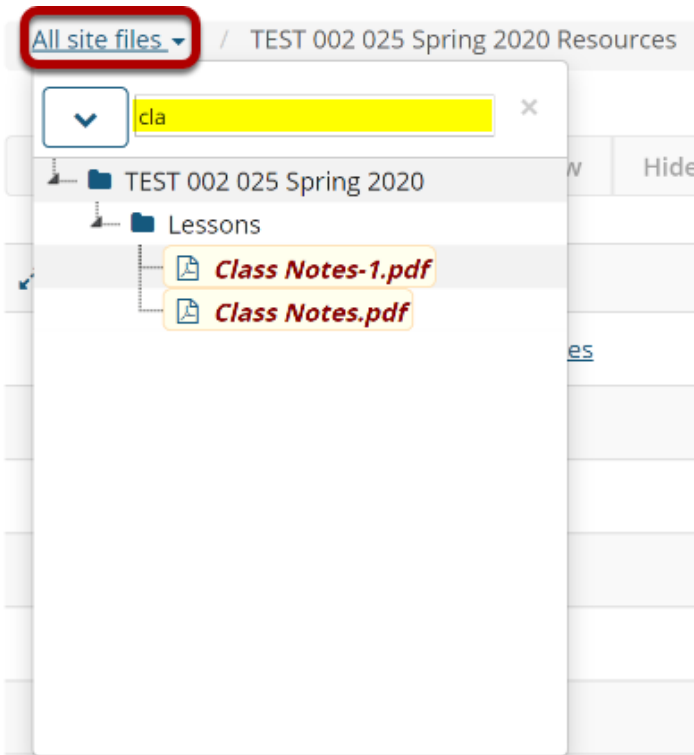
Display Columns ▾

 <input type="checkbox"/>	Title ▴	Access	Created By	Modified	Size
	TEST 002 025 Spring 2020 Resources	<div>Actions ▾</div>			
<input type="checkbox"/>	 Lessons	<div>Actions ▾</div> Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	 Lessons	<div>Actions ▾</div> Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	 Class Notes-1.pdf	<div>Actions ▾</div> Entire site	Demo Instructor	Mar 6, 2020 9:55 am	30.7 KB
<input type="checkbox"/>	 Class Notes.pdf	<div>Actions ▾</div> Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	 dove-2516641_640.jpg	<div>Actions ▾</div> Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	 Owl - 18244-1.mp4	<div>Actions ▾</div> Entire site	Demo Instructor	Mar 6, 2020 9:54 am	1.5 MB
<input type="checkbox"/>	 Owl - 18244.mp4	<div>Actions ▾</div> Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB
<input type="checkbox"/>	 Podcasts ⓘ	<div>Actions ▾</div> Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	 Episode 1: Welcome ⓘ	<div>Actions ▾</div> Public	Demo Instructor	Mar 12, 2020 11:07 am	440.8 KB
<input type="checkbox"/>	 Episode 2 ⓘ	<div>Actions ▾</div> Public	Demo Instructor	Mar 11, 2020 10:57 pm	422.9 KB
<input type="checkbox"/>	 Episode 3 ⓘ ⓘ	<div>Actions ▾</div> Public (Hidden)	Demo Instructor	Mar 11, 2020 10:59 pm	452.2 KB
<input type="checkbox"/>	 TEST 002 025 Spring 2020	<div>Actions ▾</div> Entire site	Demo Student 1	Mar 6, 2020 9:30 am	2 items
<input type="checkbox"/>	 download.gif	<div>Actions ▾</div> Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	 rating-postem-test002025.csv	<div>Actions ▾</div> Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes
<div>Copy Content from My Other Sites</div>					

Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All/Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.

# Search



Clicking **All Site Files** link will display a search field. Enter keywords to locate a specific file or files.