



# Content Collection Tips

Tip2 Overwriting files

## Tip: Overwrite files - CC



**Course Content: pdf** 1.

Upload Create Folder

Download Package Copy Move Recycle

File Type	Name
PDF	FEL Manual_May 2013_final_Formatted.pdf 2.
PDF	study guide.pdf 3.

Download Package Copy Move Recycle

Open  
360° View  
Edit Settings  
**Overwrite File**  
Permissions  
Alignments (None)  
Download Package  
Copy  
Move  
Recycle

1. Go to the file in the Content Collection which you want to overwrite
2. Click on the down arrow next to the file name
3. Click on the Overwrite file option.

## Tip: Overwrite files - Item



• Experience what it is like to be a student in the online environment.  
• Reflect on their own teaching practice and use the tool (blog or journal), and apply what they have learned.

1. **Study guide**

Enabled: Statistics Tracking  
Attached Files: Study Guide (110.429 KB) 2.

Important information is available in this study guide.

3. **Overwrite File**

Open  
360° View  
Edit Settings  
**Overwrite File**

1. Go to the Item which contains a link to the file which you want to overwrite

2. Click on the down arrow next to the file name

3. Click on the **Overwrite file** option.