

Upload

Overview

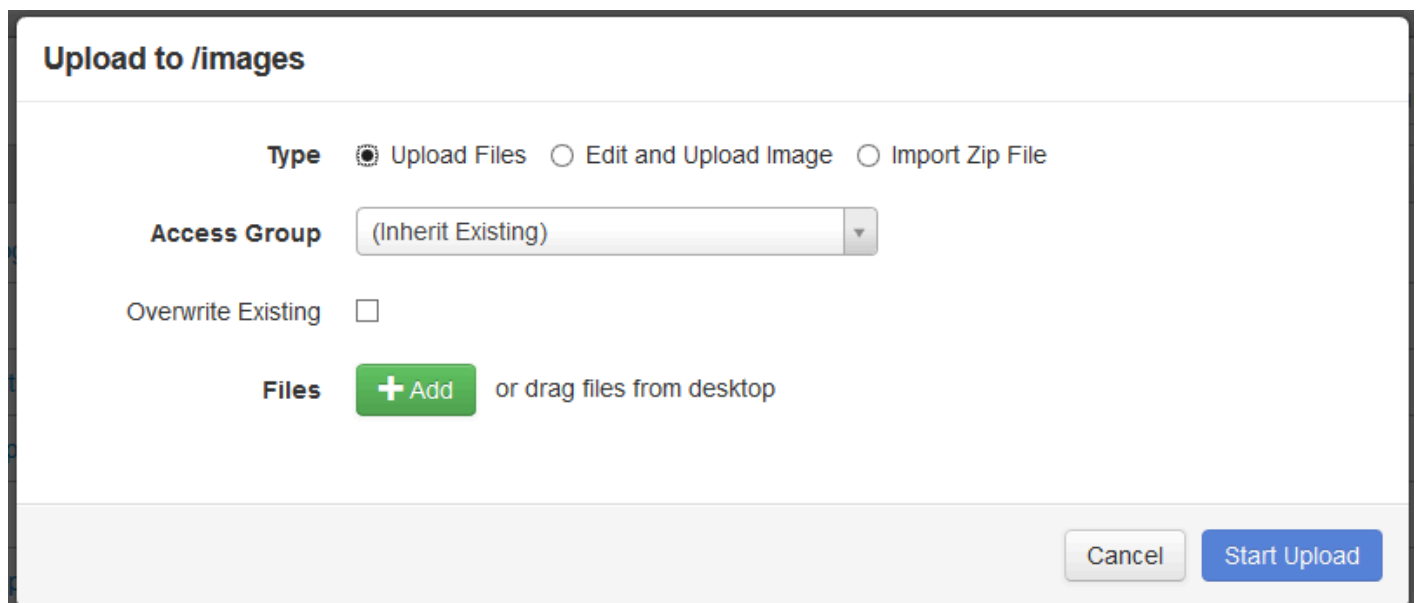
The Upload feature of OU Campus provides the ability for users to upload files to both the staging and production servers, and any configured publish targets. If given permission, users can upload from the Pages list view as well as from the Insert/Edit Link, Image, and Video filechoosers in the WYSIWYG Editor.

Upload works with either Binary Management enabled or disabled, but the functionality will vary depending on whether that feature has been turned on or not. If Binary Management is not turned on, binary files will be uploaded to the production server or default production target automatically and will not reside on staging. When Binary Management is turned on, binary files will be uploaded onto the staging server and must be published to become available on the live website.

By default, user levels 6-10 can upload files, and user levels 1-5 can be granted permission to do so by an administrator.

The capability to upload can be found in many places throughout the system, and not all functionality is available in every instance. Further, access to the options within the Upload feature will vary by user level, and can be further restricted with access settings. Upload can include the following functionality:

- Setting an access group for a file
- Uploading an image, editing, and saving it
- Using Zip Import to upload multiple files and with a directory structure intact
- Overwriting an existing file
- Selecting or dragging a file or files from a local computer



Upload to /images

Type Upload Files Edit and Upload Image Import Zip File

Access Group (Inherit Existing)

Overwrite Existing

Files or drag files from desktop

Files can be uploaded using:

- The **Upload** button in **Content > Pages**

- By dragging and dropping files into the Pages list view (will upload automatically without the Upload modal appearing)
- From the filechooser inside the **Insert/Edit Image** tool in the WYSIWYG
- From the filechooser inside the **Insert/Edit Video** tool in the WYSIWYG
- From the filechooser inside the **Insert/Edit Link** tool in the WYSIWYG
- From the filechooser inside the **Insert File Path** tool in the Source Editor
- From the filechoosers listed above in the mini-WYSIWYG Editor while creating a Web Content Asset
- SFTP/FTP/WebDAV (for administrators with access)

Under normal circumstances with Binary Management activated, files are uploaded to the staging server, but users can also choose to upload to the production server, publish targets, and auxiliary sites for use with OU Campus.

Uploaded items are shown as part of the activity stream in the Activity Gadget.

Administrators can set file size limits for files uploaded into OU Campus. For information on setting file size limits, visit the [Upload Limits](#) page.

Upload Options

By default, the ability to upload files is given to user levels 6 and above. and users level 8 and above have the authority to overwrite existing files. Lower level users (1–5) can be granted the rights to upload files and overwrite files by an administrator on a per-user basis.

When users attempt to upload files using any of the above methods, the Upload modal will be displayed. There are two versions of the Upload modal in OU Campus: the standard modal with all of the below listed features and a simplified version that excludes the **Upload Type** feature. The Upload modal contains the following elements:

Upload Type

: Allows users to select the type of upload they wish to perform – Standard (Upload Files), Edit and Upload Image, or Import Zip File

Access Group: Select the group that should have access to the uploaded file or files. Level 9 and 10 users can set permissions to any available group. All other users must choose from any group to which they belong.

Overwrite Existing: By default, files are not overwritten. Select this option to overwrite the current version of the file that exists in OU Campus. By default, this option is only given to level 9 and 10 administrators, though lower-level users can be granted this ability by an administrator on a per-user basis.

Add Files: Allows users to select a file, files, or .zip file from their local computer to upload. Additionally, users can drag and drop files onto the modal to upload the files.

File List: After a file or files have been selected for upload, they are shown within the Upload modal in a list. Users can rename uploaded files, revert a rename, and even remove the file from the upload list.

Standard Upload Modal with Files



Upload to /

Type Upload Files Edit and Upload Image Import Zip File

Access Group (Inherit Existing) ▼

Overwrite Existing

Files + Add or drag files from desktop

Filename	Size	Status / Options
2016-08-01_16-22-25.png	229K	
Brorfelde_landscape_2.jpg	9.4M	 Rename  Remove



Cancel Start Upload