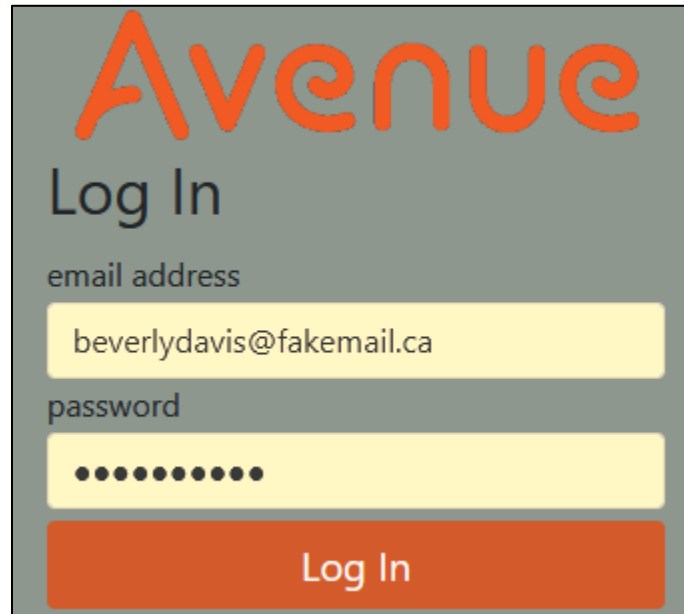


## The Avenue Desk

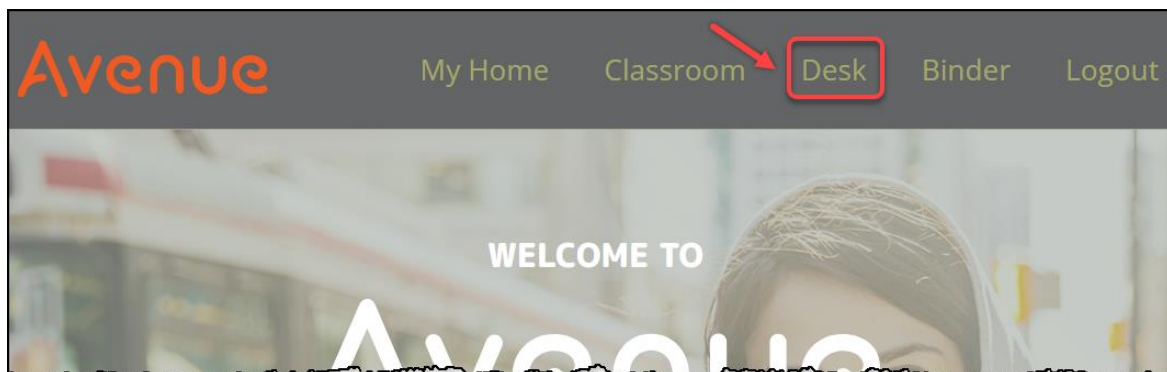
The Avenue **Desk** allows instructors to access cloud storage. This will provide instructors space to store, organize and quickly access their teaching files.

### Using the Desk

1. Go to **Avenue.ca**.
2. Click on the **Login** link.
3. Enter your **username** and **password**.
4. Click on the **Log In** button.

A screenshot of the Avenue login interface. At the top is the 'Avenue' logo in orange. Below it is the text 'Log In'. There are two input fields: 'email address' containing 'beverlydavis@fakemail.ca' and 'password' containing ten dots. At the bottom is an orange 'Log In' button.

**Note:** The **Avenue** menu choices appear across the banner.

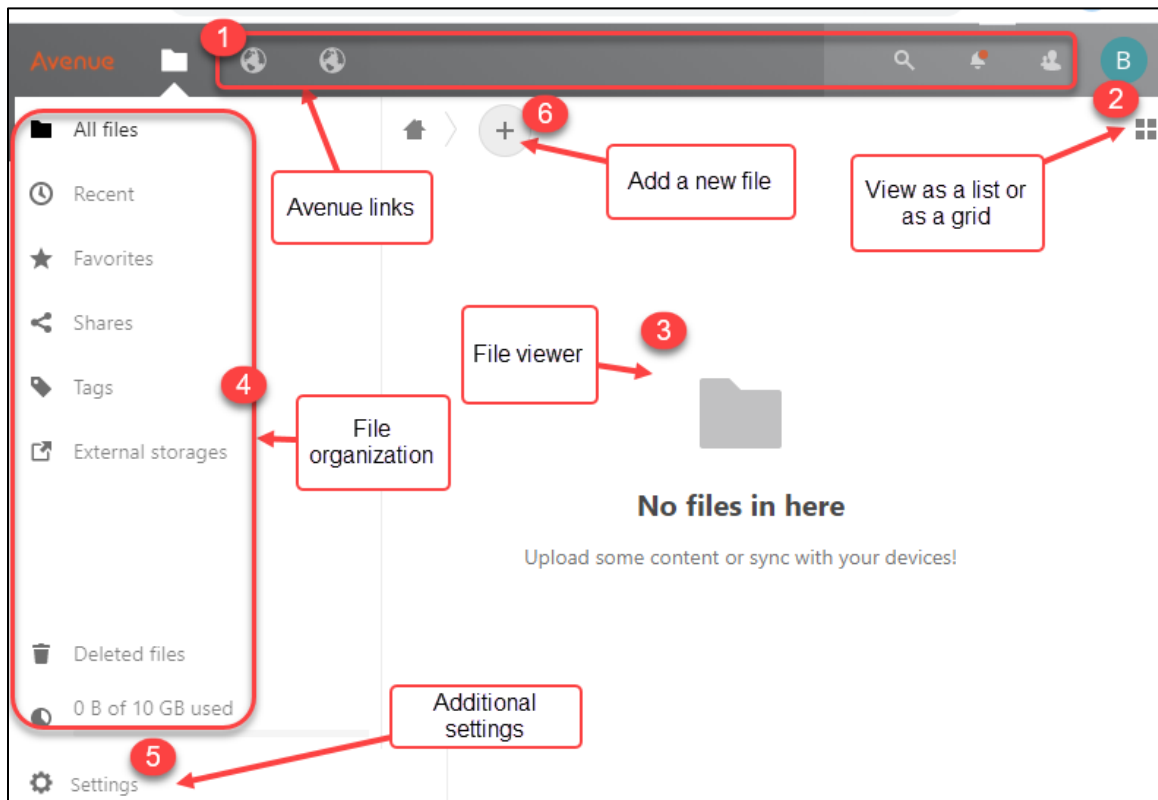


5. Click on the **Desk** option.  
The **Desk** window opens. This window is the **Avenue cloud storage solution**.  
Instructors can store and organize files here just as they do on their own computers.

## Desk Features

There are six **Desk** screen areas.

1. **Avenue links** – These links allow users to jump to other Avenue resources quickly. These links include Avenue **Classroom**, **Portal**, **Search**, **Notifications** and **Contacts**.
2. **View mode** – Users can view the files and folders as a grid of icons or as a list.
3. **File viewing area** – All files and folders appear in the centre of this window.
4. **File organization** – Users can organize their digital files by displaying **Recent files**, **Favourites**, **Shared files**, **Tags**, and **External storages**.
5. **Additional Settings** – Allows users to see hidden files and remotely access their Cloud files.
6. **Add a new file icon** – Users can upload files and folders, create folders, or generate word processed documents, presentations and spreadsheets in the cloud itself.



## Creating a folder

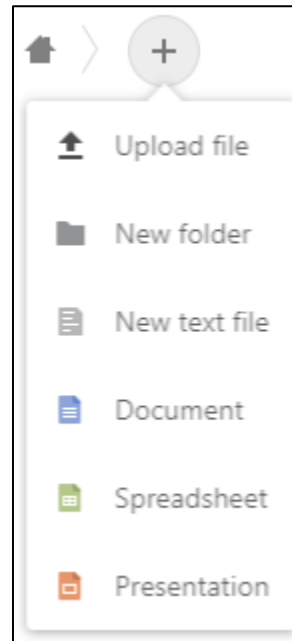
When instructors open their **Desk**, the file viewing area is empty. Follow these steps to create a folder.

1. On the **Desk**, click on the **Add** icon.

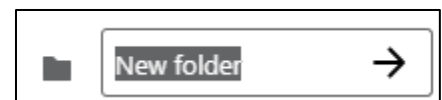


2. A drop-down menu appears.

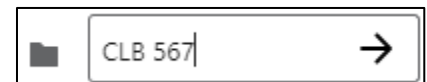
3. Click on the option **New folder**.



4. In the textbox that appears, click on **New folder**.



5. Type the name of your folder. In this example it is **CLB 567**.



6. Click on the **Arrow** icon.

**Note:** The folder appears in the viewing area.

| <input type="checkbox"/> | Name ▲                                                                                      | Size | Modified    |
|--------------------------|---------------------------------------------------------------------------------------------|------|-------------|
| <input type="checkbox"/> |  CLB 567 | 0 KB | seconds ago |

7. Click on the **folder** icon to open the folder.

**Note:** When the folder is open, the breadcrumbs menu displays the folder name.

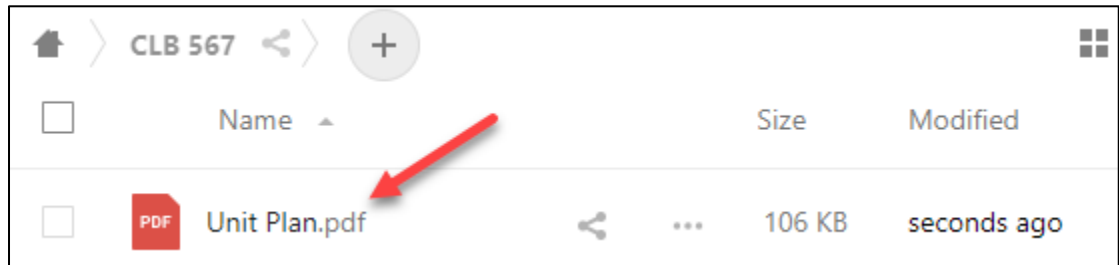


## Uploading a file

1. To add a file into this folder, click on the **Add** icon.



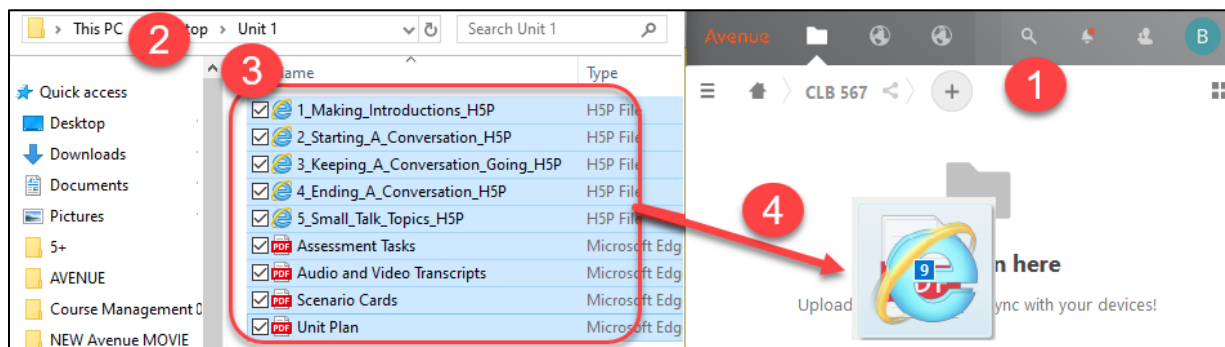
2. Click on the **Upload file** option.
3. In the directory that appears, select a **file** from your computer.
4. Click on the **Open** (OK on some operating systems) button.  
**Note:** The **uploaded file** should appear in the file viewing area.



## Uploading files (Drag and Drop)

When uploading multiple files, it is more efficient to use the drag and drop method.

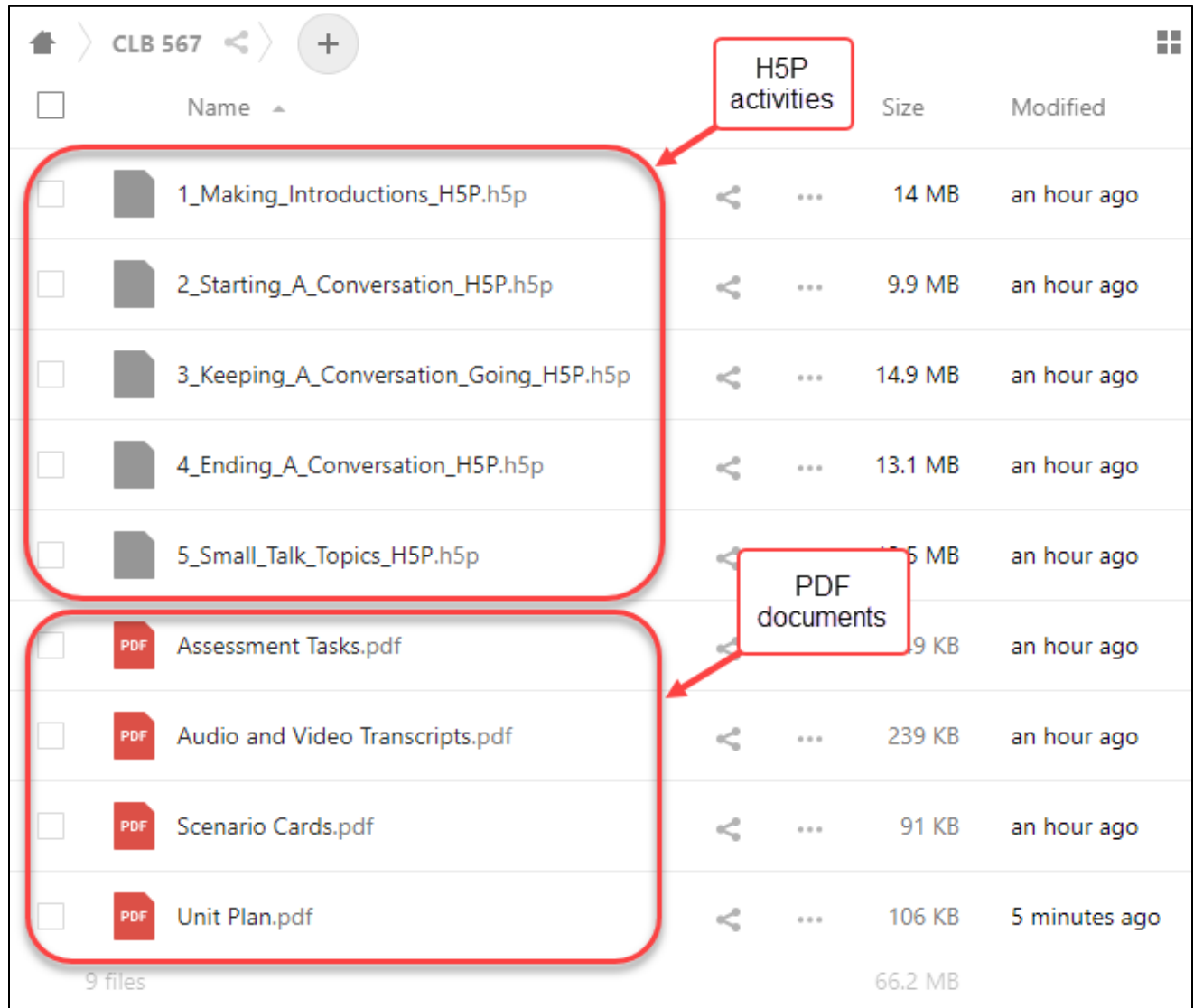
1. Open your **Avenue Desk**.  
**Note:** several files will be uploaded into the CLB 567 folder.
2. Locate the files to be copied on your hard drive through a **File directory**.
3. Select these **files**.
4. Drag the **files** into a white space and release the mouse.



5. The files are now in your **Avenue Desk**.

**Note:** The **uploaded files** appear in the open folder. (In this example, **CLB 567**)

**Note:** There are two different kinds of files. These are PDF documents and interactive H5P files. To follow good practice, these files should be organized into two **sub-folders**.

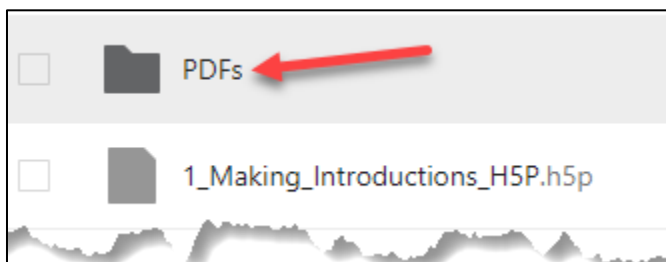
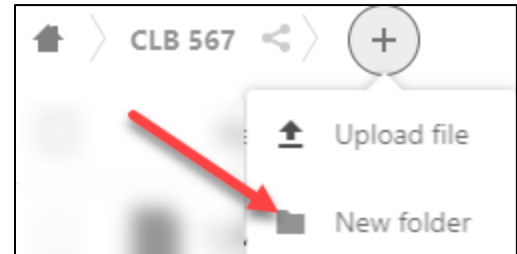


| <input type="checkbox"/> | Name                                   |   |     | Size    | Modified      |
|--------------------------|----------------------------------------|---|-----|---------|---------------|
| <input type="checkbox"/> | 1_Making_Introductions_H5P.h5p         | 🔗 | ... | 14 MB   | an hour ago   |
| <input type="checkbox"/> | 2_Starting_A_Conversation_H5P.h5p      | 🔗 | ... | 9.9 MB  | an hour ago   |
| <input type="checkbox"/> | 3_Keeping_A_Conversation_Going_H5P.h5p | 🔗 | ... | 14.9 MB | an hour ago   |
| <input type="checkbox"/> | 4_Ending_A_Conversation_H5P.h5p        | 🔗 | ... | 13.1 MB | an hour ago   |
| <input type="checkbox"/> | 5_Small_Talk_Topics_H5P.h5p            | 🔗 | ... | 11.5 MB | an hour ago   |
| <input type="checkbox"/> | Assessment Tasks.pdf                   | 🔗 | ... | 19 KB   | an hour ago   |
| <input type="checkbox"/> | Audio and Video Transcripts.pdf        | 🔗 | ... | 239 KB  | an hour ago   |
| <input type="checkbox"/> | Scenario Cards.pdf                     | 🔗 | ... | 91 KB   | an hour ago   |
| <input type="checkbox"/> | Unit Plan.pdf                          | 🔗 | ... | 106 KB  | 5 minutes ago |
| 9 files                  |                                        |   |     | 66.2 MB |               |

## Creating a sub-folder

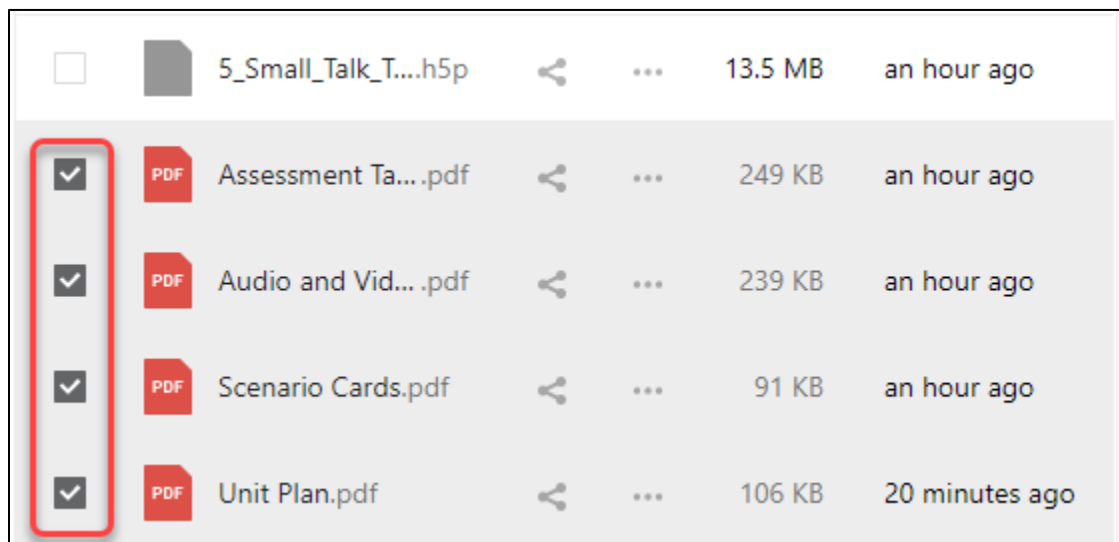
1. In a folder, click on the **Add** icon.
2. Click on the **New Folder** icon.
3. Type the name of your folder. In this example it is **PDFs**.
4. Click on the **Arrow** icon.

**Note:** The **PDF sub-folder** appears.

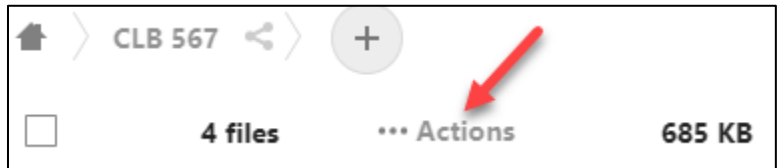


## Moving Files

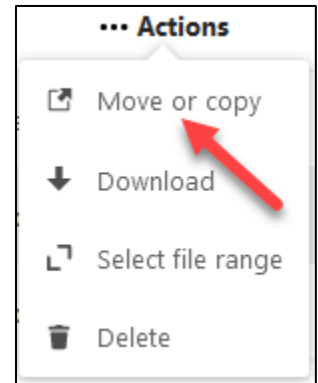
1. In the left column of the file directory, check each of the **files** to be moved.



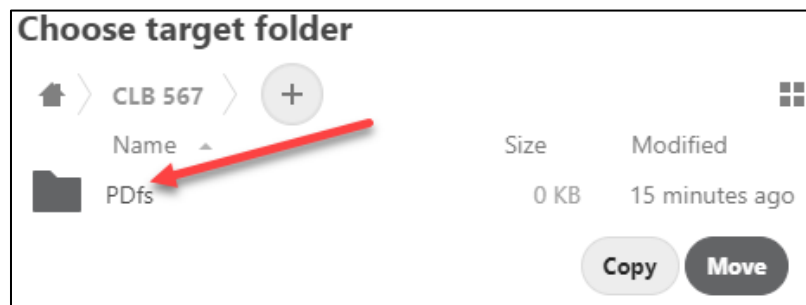
2. Across the top of the **Cloud directory**, ensure that the number of **selected files** is accurate. In this case, there are 4 files.



3. Click on the **...Actions** link.
4. In the drop-down list, click on the **Move or copy** option.



**Note:** The **Choose target folder** pop-up appears.

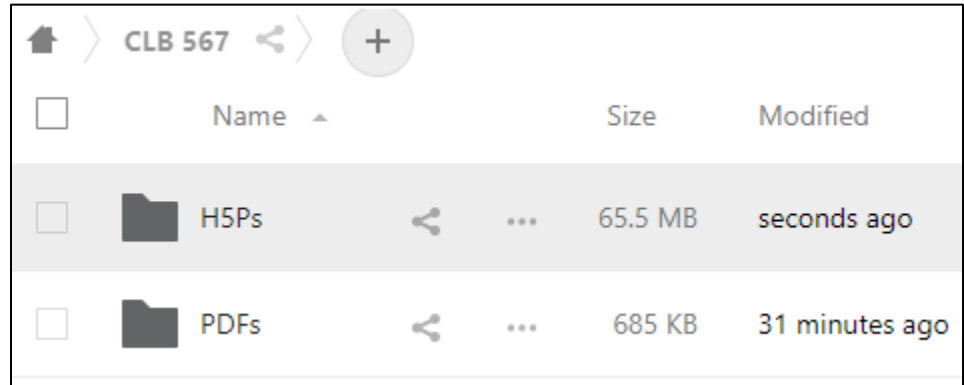


5. Choose the **target folder**.
6. Click on the **Move to** button.  
**Note:** The **Move to** button adds the name of the destination folder. In this example, it is the **Move to PDFs** button.
7. The selected files move into the destination folder.

**Move to PDFs**

8. In this example, the teacher repeats these steps to move the **H5P files** into a folder named **H5Ps**.

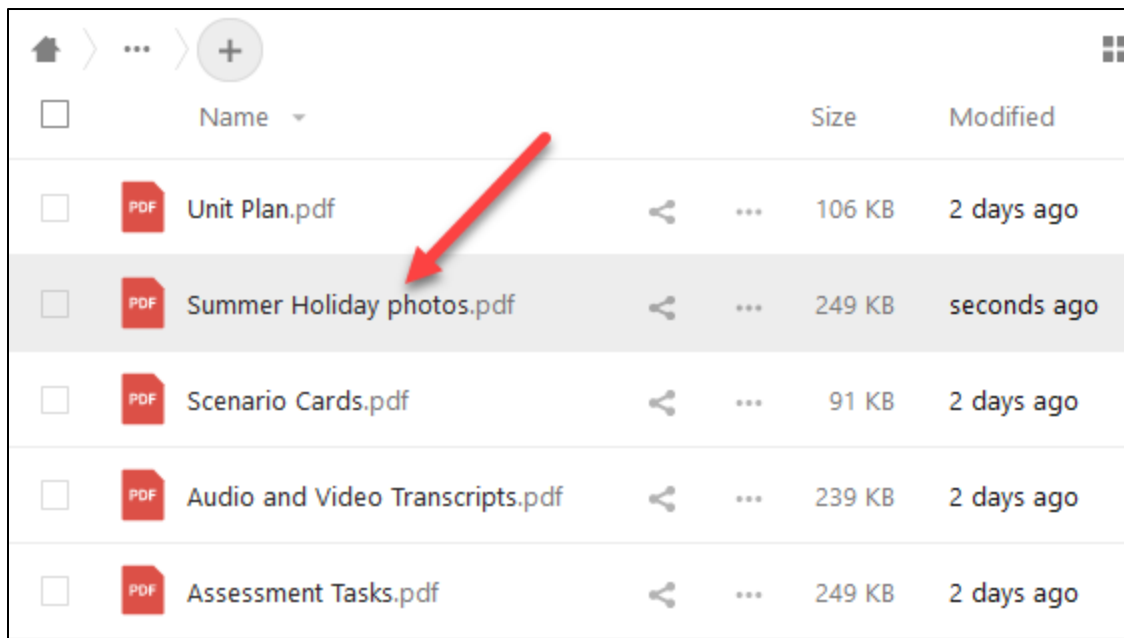
**Note:** The file viewing area is more organized.



## Deleting Files

1. Locate the **folder** with a **file** to remove.

**Note:** In this example, the file **Summer Holiday photos.pdf** is personal and should be deleted from this folder.





2. In the left column of the file directory, check the **file** to be deleted.



3. At the top of the **Cloud directory**, ensure that the number of **selected files** is accurate. In this case, there is 1 file.

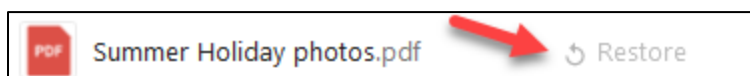
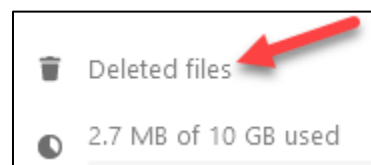
4. Click on the ...**Actions** link.

5. In the drop-down, choose the **Delete file** option.  
Note: The file disappears from the file directory.



## Recovering Deleted files

1. Open the **Cloud file directory**.
2. If you wish to locate a deleted file, click on the **Deleted files** link in the bottom left corner of the Avenue cloud window.
3. All deleted files appear in a list. Beside the file to be restored, click on the **Restore** link.



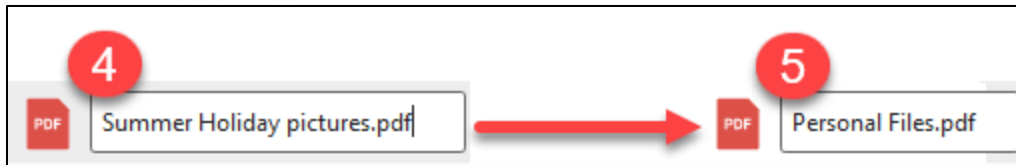
4. The file returns to its folder. Multiple files can be restored this way as well.

## Renaming files and folders

1. Open the **file directory**.
2. Locate a **file** to be renamed. Click on the file/folder's **ellipsis** icon.  
**Note:** A drop-down menu appears.
3. Click on the **Rename** option.
4. Click in the file name textbox.

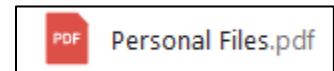


5. Type in the new name.



6. Press the **Enter** key.

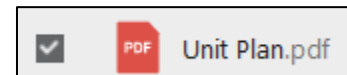
**Note:** The file name has been changed and will be sorted alphabetically.



**Note:** Changing a **folder** name is the same process as changing a **file** name.

## Downloading a file

1. To download a file to your computer or device, check the **checkbox** to the left of the file name.



2. Click on the file's **ellipsis** icon.



**Note:** A drop-down menu appears.

3. Click on the **Download** option.



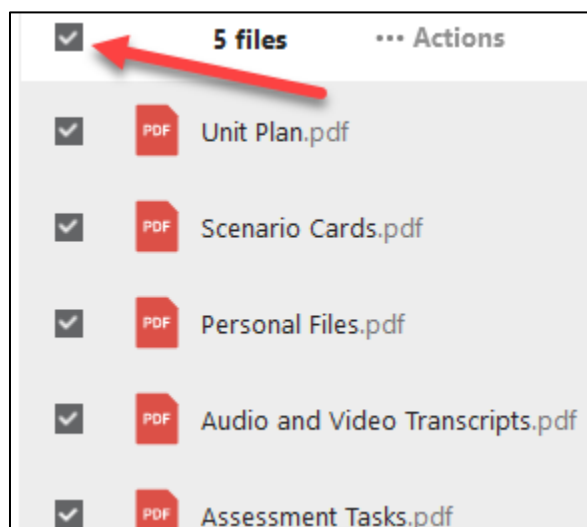
4. A pop-up appears. Choose the **Save File** option.

5. Click on the **OK** button.

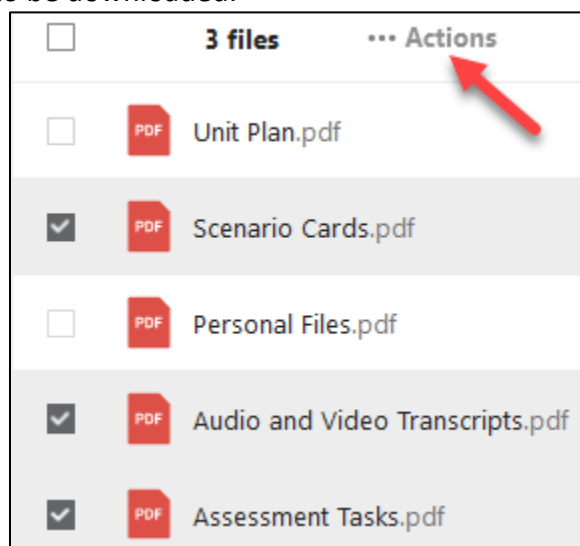
6. The file downloads to your computer or device.

## Downloading Multiple files

1. Open the directory that contains the files to download.
2. To download multiple files to your device, check the **checkboxes** to the left of the file names.
3. A faster method is to check the **Select All** checkbox above the files.



4. Click on **checkboxes** to uncheck files that are not to be downloaded.



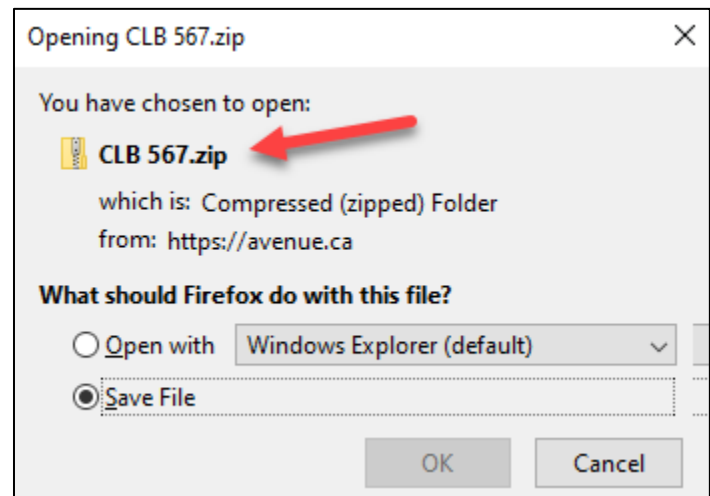
5. Above the files, click on the **...Actions** link.  
**Note:** A drop-down menu appears.

6. Click on the **Download** option.



7. A pop-up appears. Choose the **Save File** option.

**Note:** That the file is going to be downloaded in **Zip** or compressed format.



8. Click on the **OK** button.

9. The file downloads to your computer or device.

**Note:** You must **unZip** or **Extract** a compressed file to use it on your computer.

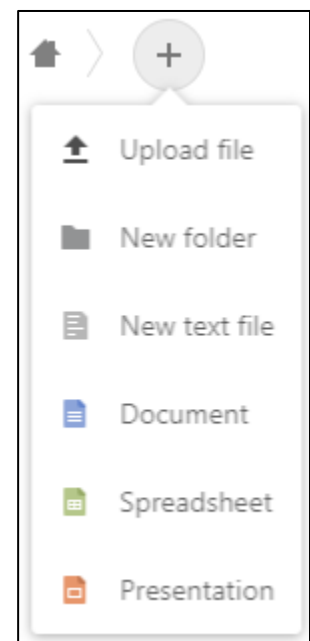
## Adding a Text Document

**Note:** A text document has no formatting features or multimedia.

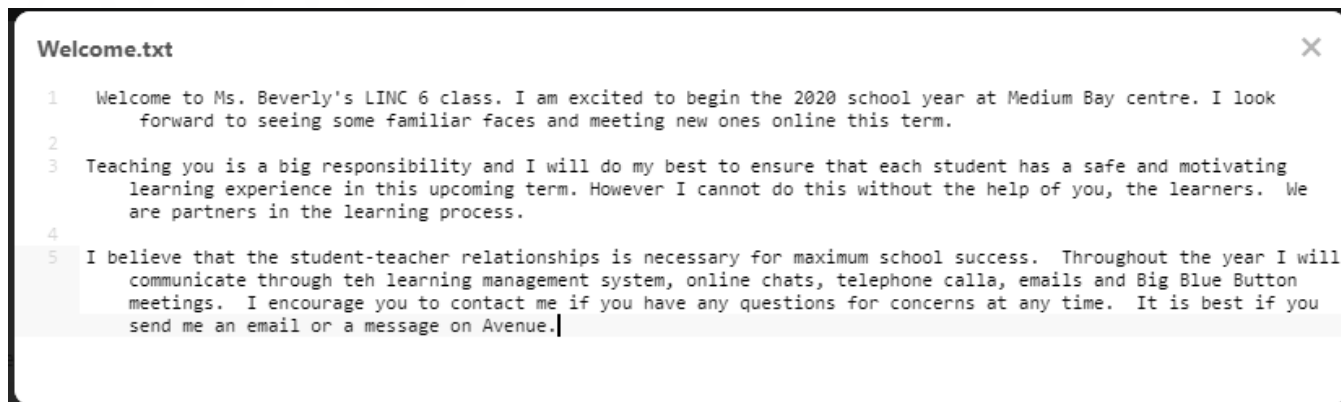
1. On the **Desk**, click on the **Add** icon.
2. A drop-down menu appears. Click on the **New text file** option.
3. Change the **default file name** to a suitable one for your course. (e.g. Welcome.txt)






4. Click on the **Arrow** icon.



5. A **text editor** appears. Type in your information.



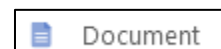
6. After the document is completed, click on the **close** icon. (X)
7. The **file** is saved and stored on your **cloud file directory**.

| <input type="checkbox"/> | Name ▾                                                                                          | Size   | Modified    |
|--------------------------|-------------------------------------------------------------------------------------------------|--------|-------------|
| <input type="checkbox"/> |  Welcome.txt | < 1 KB | 2 days ago  |
| <input type="checkbox"/> |  PDFs        | 2 MB   | 2 hours ago |
| <input type="checkbox"/> |  CLB 567     | 934 KB | an hour ago |

8. To create a more complex document, click on the **Add** icon.

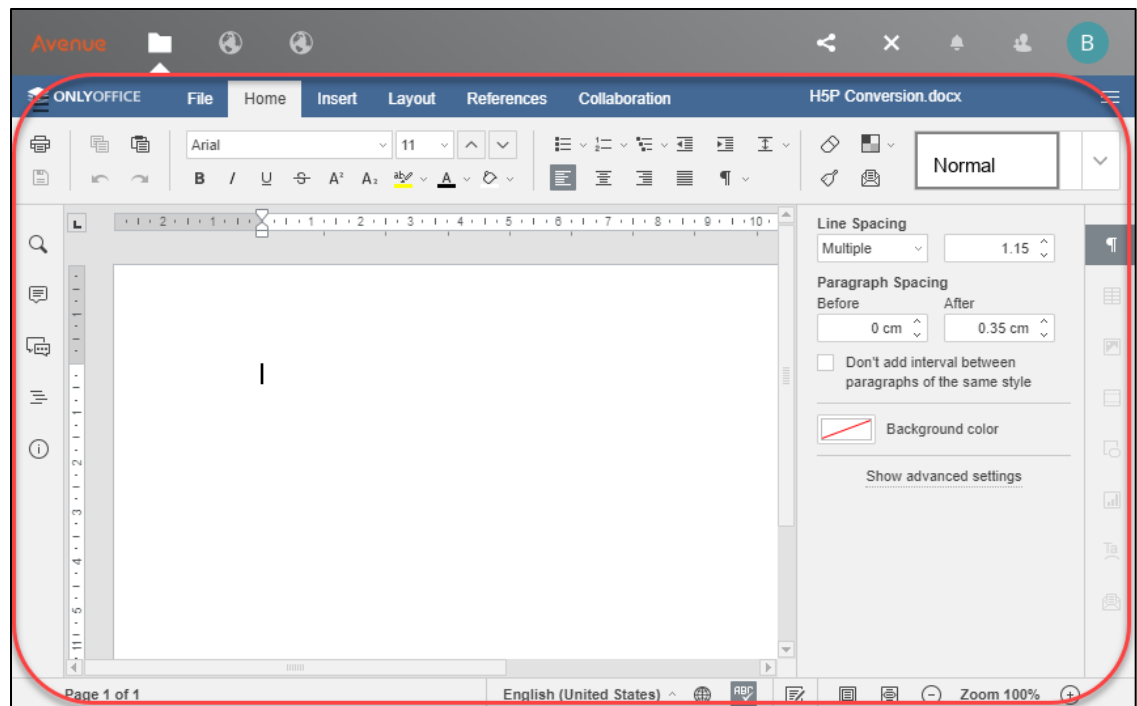


9. A drop-down menu appears. Click on the **Document** option.

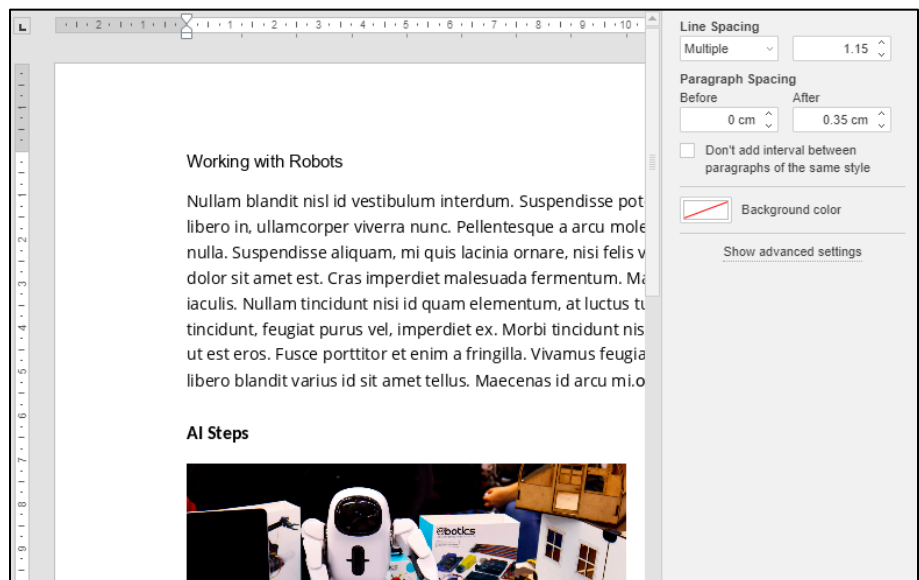


10. Change the **default file name** to a suitable one for your course.
11. Click on the **Arrow** icon.

**Note:** A familiar text editor appears. It is very similar to Microsoft Word.



12. Type in your information, add media and format the document.



13. In the **Document Menu bar**, click on the **File** option.

14. Click on the **Save Copy as...** option.

15. Click on the **file type** icon. In this case, the teacher chooses **PDF**.

16. Select a folder. In this example, it is the **PDFs** folder.

17. Click on the **Choose** button.

**Note:** The file is converted and saved.

18. At the top of the screen, click on the **Files** icon.



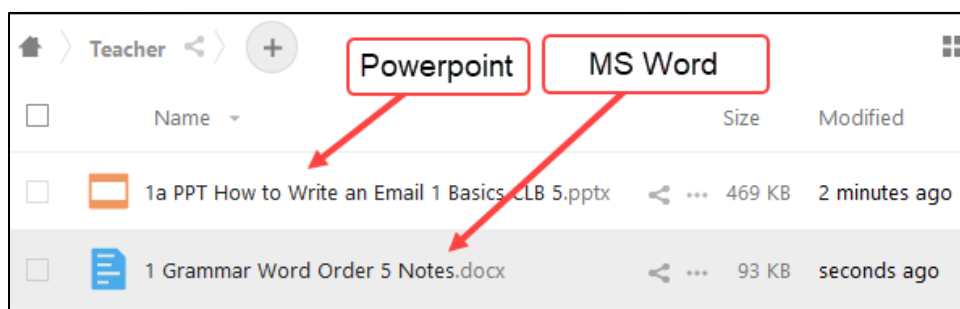
19. In the cloud directory, the new **PDF document** can be found in the PDFs sub-folder.

**Note:** Similarly, teachers can add an **Excel spreadsheet** and a **PowerPoint presentation** document to their Avenue cloud directory.

## Editing Word and PowerPoint files

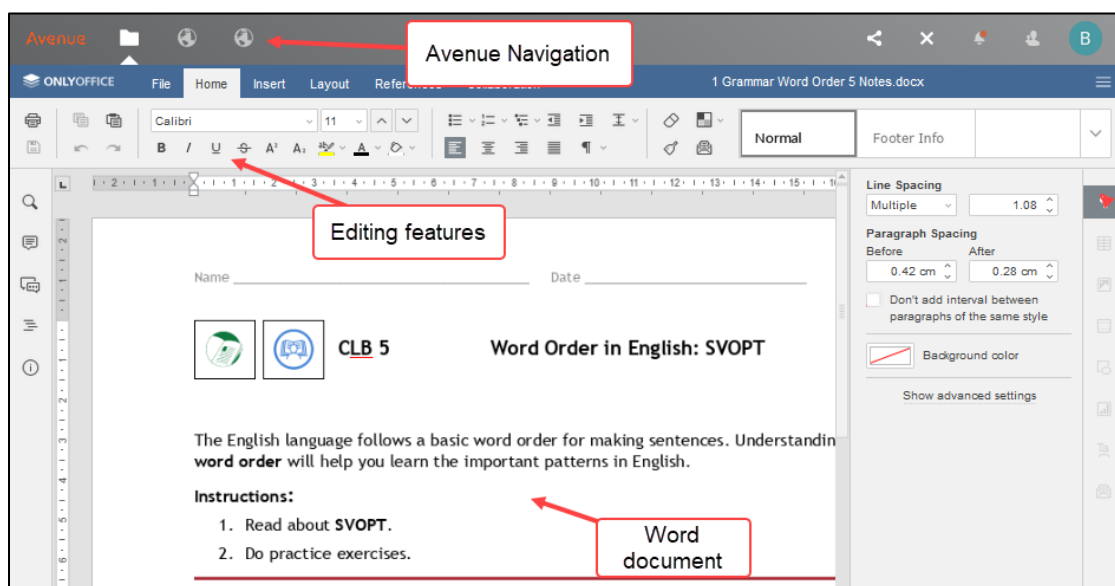
**Note:** Existing **Word**, **Excel** and **PowerPoint** files can be edited in the Avenue Cloud. Creating or editing **Word**, **Excel** or **PowerPoint** documents on the Avenue Cloud is a convenience for those who are away from their workstations but require efficient access to Office software while working on Avenue. It also helps those who want to coedit documents in the Cloud and/or instructors who simply want access to sophisticated tools for no cost.

1. In this example, two files have been uploaded into the **Teacher** directory.



2. Click on the **MS Word** file link. .  
**Note:** A fully featured MS Word editor appears.

3. This editor offers many options to manipulate the file.





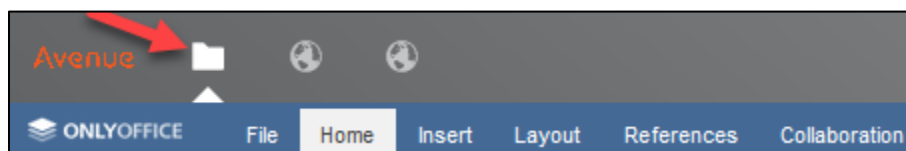
**Note:** The editor is context sensitive. In the example blow, a **table** is selected. Note that the modifiers in the right column are table editing features.

The screenshot shows the ONLYOFFICE editor interface. The document content includes a paragraph about English word order, instructions, and a table with examples. The table has columns: Subject, Verb, and Object. The examples are:

|           | Subject  | Verb   | Object         |
|-----------|----------|--------|----------------|
| Example 1 | Jennifer | ate    | <u>lunch</u> . |
| Example 2 | We       | played | the piano.     |
| Example 3 | The boys | read   | the job ads.   |

Red callouts indicate: 'Collaboration' menu, 'Table editing tools' in the right sidebar, and 'Table selected' in the left sidebar.

4. **Documents** on the Avenue cloud are saved frequently. You do not have to save them as with your desktop/laptop Word documents.
5. To stop editing and leave the document, simply click on the **Avenue Files Home** icon at the top of the screen.



6. All of your edits will be saved when you open the document again.
7. To save the document in a different file format, click on the **File** link in the menu bar.

8. Click on the **Save Copy as ...** link.
9. A menu appears with various file format options.
10. Choose the **file type** icon from the Menu.

