

Hwb⁺



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Help File

Using EXPLORER VIEW to Manage Files

As a Microsoft product, EXPLORER VIEW is a feature that can only be used when using Internet Explorer or Edge.

Using EXPLORER VIEW to move files in bulk

When organising files on your learning platform you may wish to move files from one library to another. This can be achieved by using the EXPLORER VIEW. Using this feature will enable you to open libraries on the platform in a view similar to that on your computer. Once you have done this you are able to drag and drop files between libraries.

In this example the files that have been uploaded to the class site in the main documents library should be in the library called Spelling Lists.

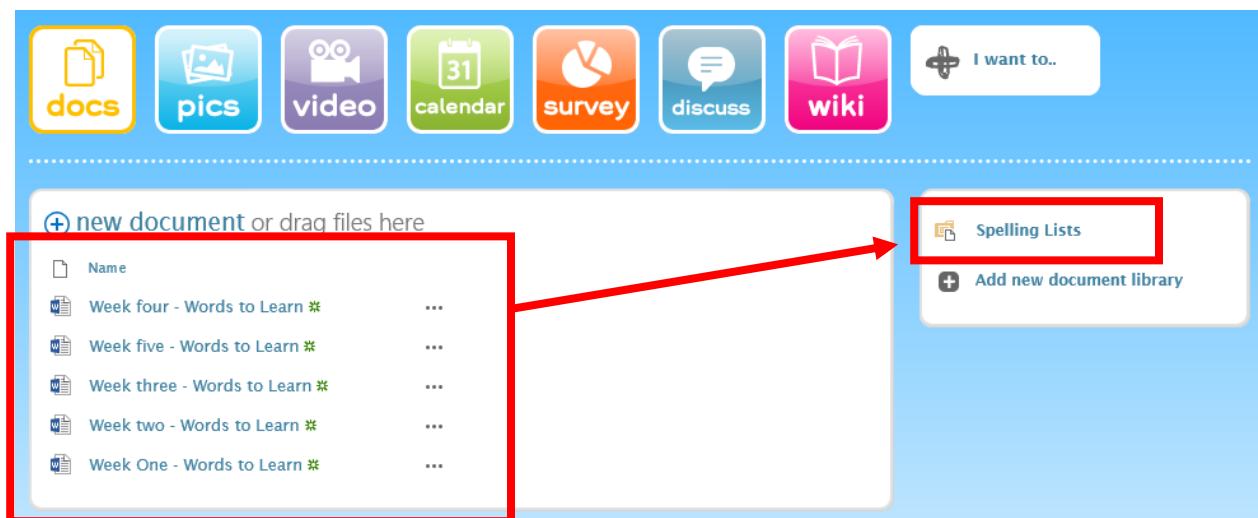


Figure 1 Document Libraries page

1. Scroll up to the top of the page and click on the **Library** tab.
2. From the ribbon that appears click on **Open with Explorer**.

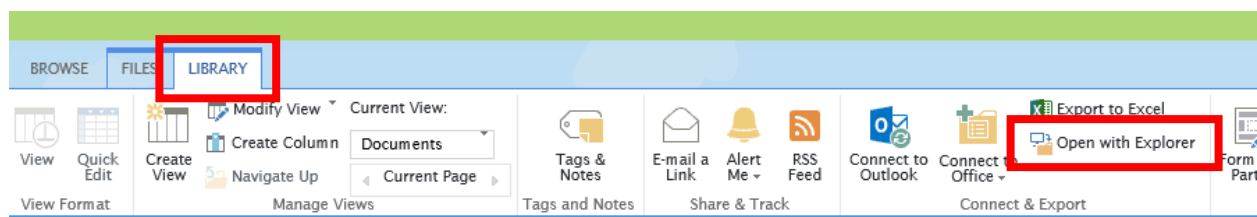


Figure 2 Library Ribbon

This will open up Microsoft EXPLORER VIEW, which will enable you to move the files in bulk.

3. Keeping EXPLORER VIEW open in the background, click on the library you want to move your files into. In this example the library is Spelling Lists.
4. You can now select files from EXPLORER VIEW then drag and drop the files into your chosen library

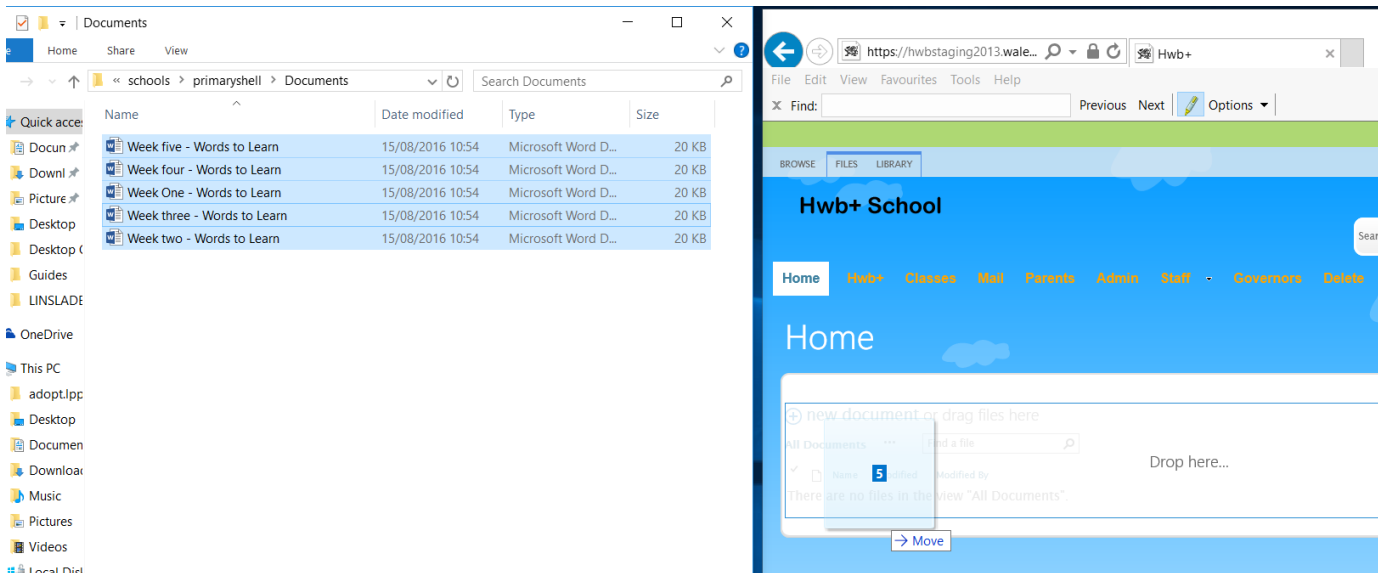


Figure 3 Select files from EXPLORER VIEW then drag and drop the files into your chosen library.

Once you have completed this process you can close Microsoft EXPLORER VIEW and continue with your work on the Hwb+ platform.

Using EXPLORER VIEW to delete files in bulk

Navigate to the document library that contains the files you want to delete.

1. Scroll up to the top of the page and click on the **Library** tab.
2. From the ribbon that appears click on **Open with Explorer**.

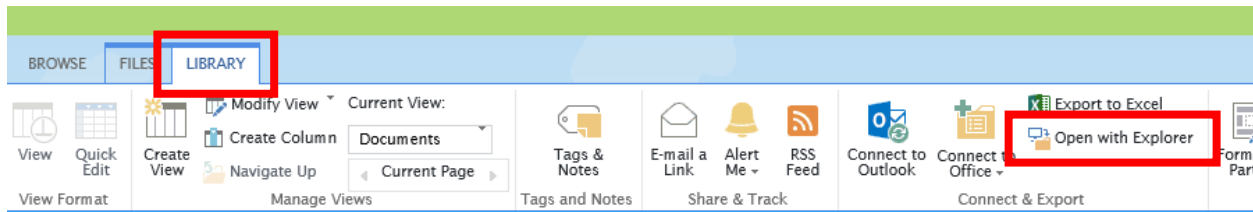


Figure 4 Library Ribbon

This will open up Microsoft EXPLORER VIEW, which will enable you to delete the files in bulk.

3. To delete the files in bulk, highlight the files that you wish to delete from within the EXPLORER VIEW window, and hit the delete button on your keyboard.
4. Close the EXPLORER VIEW window and refresh the platform. You will now see that your selected files have been deleted from the document library.

This ends the help guide on using EXPLORER VIEW to manage files.

For any assistance with this process please contact the Hwb+ Support Desk on:

029 2099 0200 or email: supportdesk@hwbsupport.net