

Using Versioning – In order to use versioning, you will need to set up WebDAV (see separate guide on WebDAV).

How Versioning Works - After the WebDAV folder is set up, once a file with versioning is enabled it will automatically lock. Other users will only be able to view a read-only copy. When the file is saved it will be unlocked and other users will be able to open the file.

Best Practice Uses of Versioning - A good use of versioning is to keep track of the history for a document that will be drafted collaboratively with other faculty members or students. A file linked to a document with versioning enabled will always link to the latest version. Note that there will be no notification to others that the document has been updated.

To enable Versioning on a new file:

1. Upload the file, scroll the bottom of the Upload files and folder page and check Enable Versioning, click Submit

The screenshot shows a file upload interface. At the top, there is a table with columns for 'Name', 'Size', and 'Remove'. The table contains one row: 'Document1.docx' with a size of '0' and a remove icon. Below the table is a checkbox labeled 'Skip hidden files and folders'. At the bottom right of the table area are 'Cancel' and 'Submit' buttons. Below the table area is a 'Select Options' section with the following items:

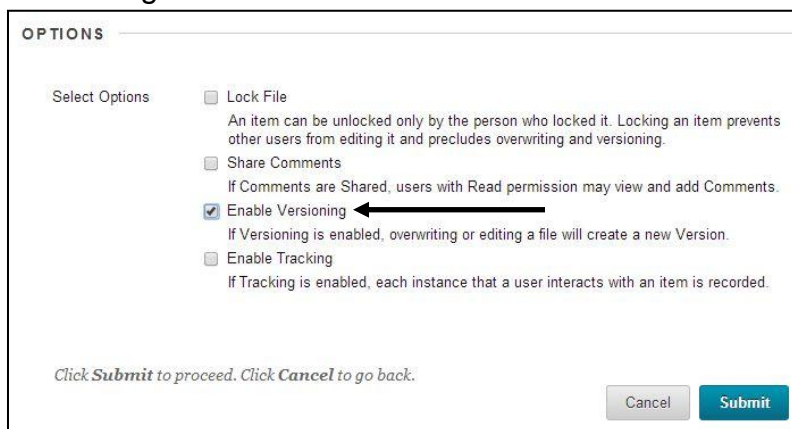
- Lock File
An item can be unlocked only by the person who locked it. Locking an item prevents other users from editing it and precludes overwriting and versioning.
- Share Comments
If Comments are Shared, users with Read permission may view and add Comments.
- Enable Versioning ← (An arrow points to this option)
- Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

To enable Versioning on a file already in Content Collection:

1. Click on Action Link of the file and select Edit Settings



2. On the Edit Settings page scroll down to the bottom, check Enable Versioning and click Submit.



3. To view the versions of the file, click on the link under the Versions column of the file.

