Repositories

Repositories enable users to access and upload files from their computers or external repositories, such as Flickr, Dropbox, or Google Drive. Enabled repositories are available in the file picker.

(This video is taken from the Totara Academy course Plugins and Advanced Features).

Enabling repositories

Before they can be used repositories must be enabled by a Site Administrator.

1. Go to *Site Administration > Plugins > Repositories > Manage repositories.*
2. Alongside the repository you want to enable from the dropdown menu in the **Active** column select either:
   - **Enabled and visible:** The repository is available and can be used via the file picker by any user.
   - **Enabled but hidden:** The repository is available but users cannot see it in the file picker.
3. Click **Settings** alongside the repository you just enabled.
4. Complete any required settings, including adding IDs and secrets/passwords for external repositories.
5. Click **Save**.

If you are enabling an external repository you can see more guidance in the additional repositories section.

Manage repositories

Name	Active?	Order	Settings	Uninstall
Embedded files	Enabled and visible	↓	Settings	Uninstall
Server files	Enabled and visible	↑ ↓	Settings	Uninstall
Recent files	Enabled and visible	↑ ↓	Settings	
Upload a file	Enabled and visible	↑ ↓	Settings	
Private files	Enabled and visible	↑ ↓	Settings	
Wikimedia	Enabled and visible	↑ ↓	Settings	Uninstall
Google Drive	Enabled but hidden	↑	Settings	Uninstall
Box	Disabled			Uninstall
Legacy course files	Disabled			
Dropbox	Disabled			Uninstall

Standard repositories

Repositories enabled by default include:

Repository	Description
Embedded files	Gives access to files previously embedded using the text editor.
Server files	This gives access to files elsewhere on Totara according to your permissions.
Recent files	The last files you have uploaded, according to the context. The recent files repository will only show file types appropriate to context of where you are accessing the repository, e.g. it will only show the most recent compatible file types for a particular resource/activity type. See Recent files for details on configurable settings.
Upload a file	You use this for browsing for and uploading a file from your computer or USB.
Private files	Your own personal storage area for files.

Additional repositories

Additional repositories may be enabled by a Site Administrator. These include:

Repository	Description
Google Drive	Bring in files from your Google Drive account.
Box	Bring in files from your Box account.

The Totara Academy has a whole course dedicated to using Plugins and Advanced Features in Totara Learn. Here you can learn more on how to use plugins and advanced features, see best practice, and give it a go yourself.

Legacy course file	Use the old system from 1.1 of course files.
Dropbox	Bring in files from your Dropbox account.
EQUELLA repository	Bring in files from an EQUELLA repository.
Alfresco	Link to or copy files from Alfresco into Totara.
File system	Access files uploaded to a folder on your server (by, eg FTP).
Flickr	Search for and display images from your personal Flickr account.
Flickr public	Search for and display images from Flickr.
Merlot.org	Bring resources in from Merlot.org.
Open Sesame	Bring in files from Open Sesame.
Picasa web album	Search for and display images from your Picasa account. (Picasa has now been retired by Google).
Amazon S3	Link to or copy files from Amazon Simple Storage Service (S3) account.
Microsoft OneDrive	Bring in files from your Microsoft OneDrive account. The One Drive repository doesn't work with Office 365 business account as this requires OAuth2 which is only available is Totara Learn 12.6+.
WebDAV repository	Bring in files using webdav.
Wikimedia	Search for and display media from Wikimedia.
URL downloader	Download files, images from a particular URL.
YouTube videos	Search for and display YouTube videos.

Settings

Each repository type has configurable settings associated with it. These include both settings frequently found across repositories and unique settings only found for certain types.

To configure the settings for a repository follow these steps:

1. Go to *Site administration* > *Plugins* > *Repositories* > *Manage repositories*.
2. Click the **Settings** link alongside the repository type you wish to configure.
3. Complete any available settings (see below for more details on frequent settings and specific repositories).
4. Click **Save**.

Frequent settings

Setting	Description	Notes
Repository plugin name	You can give the repository a different name if you prefer or leave it blank to use the default name.	All repository types.
Client ID	With an external repository it is likely you will require a client ID which is obtained from that service's developer portal when you set up Totara there.	Many external repository types.
Client secret	With an external repository it is likely you will require a client secret (or password) which is obtained from that service's developer portal when you set up Totara there.	Many external repository types.
Key	Rather than an ID and secret sometimes an external repository will require a key (this could be an API key or a license key). The key can normally be obtained from the external services developer portal.	Many external repository types e.g. Merlot, Flickr public, YouTube.

Recent files

Setting	Description	Notes
Repository plugin name	You can give the repository a different name if you prefer or leave it blank to use the default name.	-
Number of recent files	Set the number of recent files you want to display. By default this is 50 files.	-

Dropbox

Setting	Description	Notes
Dropbox API key	You can get your API Key from the Dropbox developers portal. When setting up your key please select **Full Dropbox** as the **Access level**.	-
Dropbox secret	You can get your secret from the Dropbox developers portal whilst setting up your API key.	-
OAuth 2 redirect URI	This is preset and will be something like **https://yoursitename.com/admin /oauth2callback.php**	-
Cache limit	Enter the maximum size of files (in bytes) to be cached on server for Dropbox aliases/shortcuts. Cached files will be served when the source is no longer available. Empty value or zero mean caching of all files regardless of size.	-

EQUELLA

Setting	Description	Notes
Allow users to add a repository instance into the course	Allows you to add an EQUELLA repository on a course.	See the EQUELLA page for set-up instructions.
Allow users to add a repository instance into the user context	Allows you to add an EQUELLA repository to a specific user.	See the EQUELLA page for set-up instructions.

File system

There is a lot of setup required to use the file system repository. Please see the file system Help pages for more information.

Setting	Description	Notes
Allow admins to add a file system repository instance to a course (configurable only by admins)	Allows a Site Administrator to add a File system repository to a course.	-
Allow admins to add a file system repository instance for personal use (configurable only by admins)	Allows a Site Administrator to add a File system repository to a user.	-

Amazon S3

Setting	Description	Notes
Repository plugin name	You can give the repository a different name if you prefer or leave it blank to use the default name.	-
Access key	Enter the access key obtained from the Amazon S3 developer portal.	-
Secret key	Enter the secret key obtained from the Amazon S3 developer portal.	-
Amazon S3 endpoint	Configure the endpoint URL.	-

Amazon S3 settings

There are required fields in this form marked *.

Repository plugin name

[   ]

If you leave this empty the default name will be used.

Access key *

[   ]

Secret key *

[   ]

Amazon S3 endpoint

| s3.amazonaws.com ▼ |

- **s3.amazonaws.com**
- s3-external-1.amazonaws.com
- s3-us-west-2.amazonaws.com
- s3-us-west-1.amazonaws.com
- s3-eu-west-1.amazonaws.com
- s3.eu-central-1.amazonaws.com
- s3.eu-central-1.amazonaws.com
- s3-ap-southeast-1.amazonaws.com
- s3-ap-southeast-2.amazonaws.com
- s3-ap-northeast-1.amazonaws.com
- s3-sa-east-1.amazonaws.com

WebDAV

Setting	Description	Notes
Allow users to add a repository instance into the course	Allows you to add a WebDAV repository to a course.	-
Allow users to add a repository instance into the user context	Allows you to add a WebDAV repository to a specific user.	-

Common repository settings

As a Site Administrator you can configure some site-wide settings for repositories. These are different from frequent settings, which are settings that are found across a number of repository types.

To configure the common settings follow these steps:

1. Go to *Site administration > Plugins > Repositories > Manage repositories*.
2. Configure the available settings.
3. Click **Save changes** when you are done.

Setting	Description	Notes
Cache expire	The amount of time that file listings are cached locally (in seconds) when browsing external repositories.	-
Get file timeout	Timeout in seconds for downloading an external file into Totara.	-
Sync file timeout	Timeout in seconds for syncronising the external file size.	-
Sync image timeout	Timeout in seconds for downloading an image file from external repository during syncronisation.	-
Allow external links	This option enables all users to choose whether or not external media is copied into Totara or not. If this is off then media is always copied into Totara (this is usually best for overall data integrity and security). If this is on then users can choose each time they add media to a text.	-

Legacy course files in new courses	By default, legacy course files areas are available in upgraded courses only. Please note that some features such as activity backup and restore are not compatible with this setting.	-
Allow adding to legacy course files	If a course has legacy course files, allow new files and folders to be added to it.	-