A HowTo UMT-LMS

Step by Step Guide to Add a File and Folder in UMT-LMS Course

Learning Management System
Office of Technology Support

UMT LMS
Step by Step Guide to Add a File and Folder in UMT-LMS Course

1- Log in to your UMT-LMS account. And click into your UMT-LMS course. If you have **Teacher** rights for the course, you will be seeing a green button titled Turn Editing On and also the same link button in Course administration. Click on either buttons.
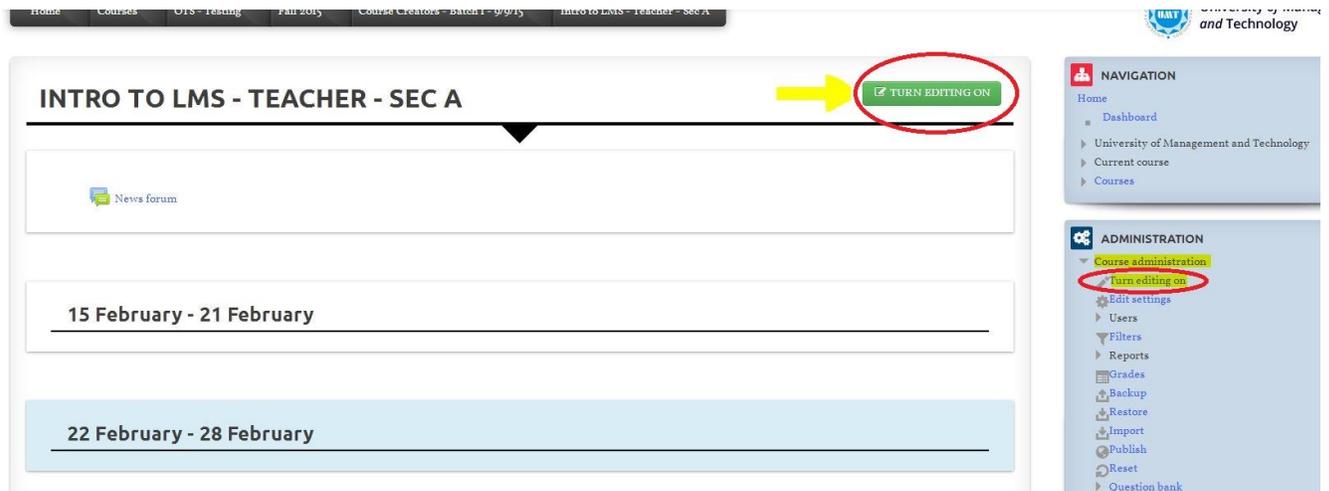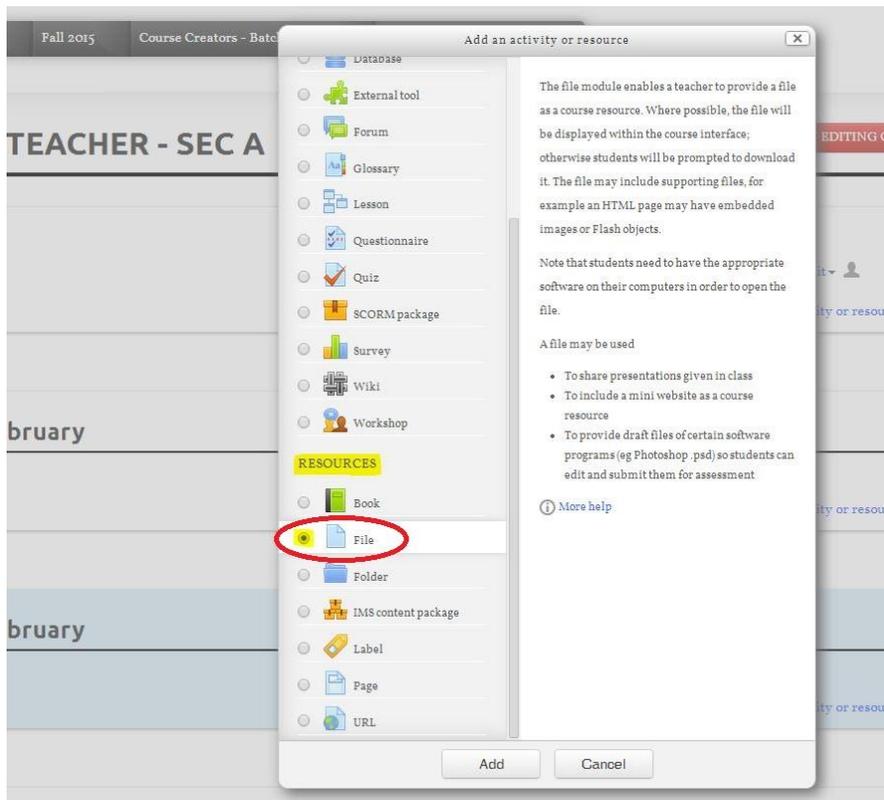

2- After Clicking on "Turn Editing On", button goes Red and you will see some extra options of "Edit" and "Add an activity or resource". Click on "**Add and activity or resource**".
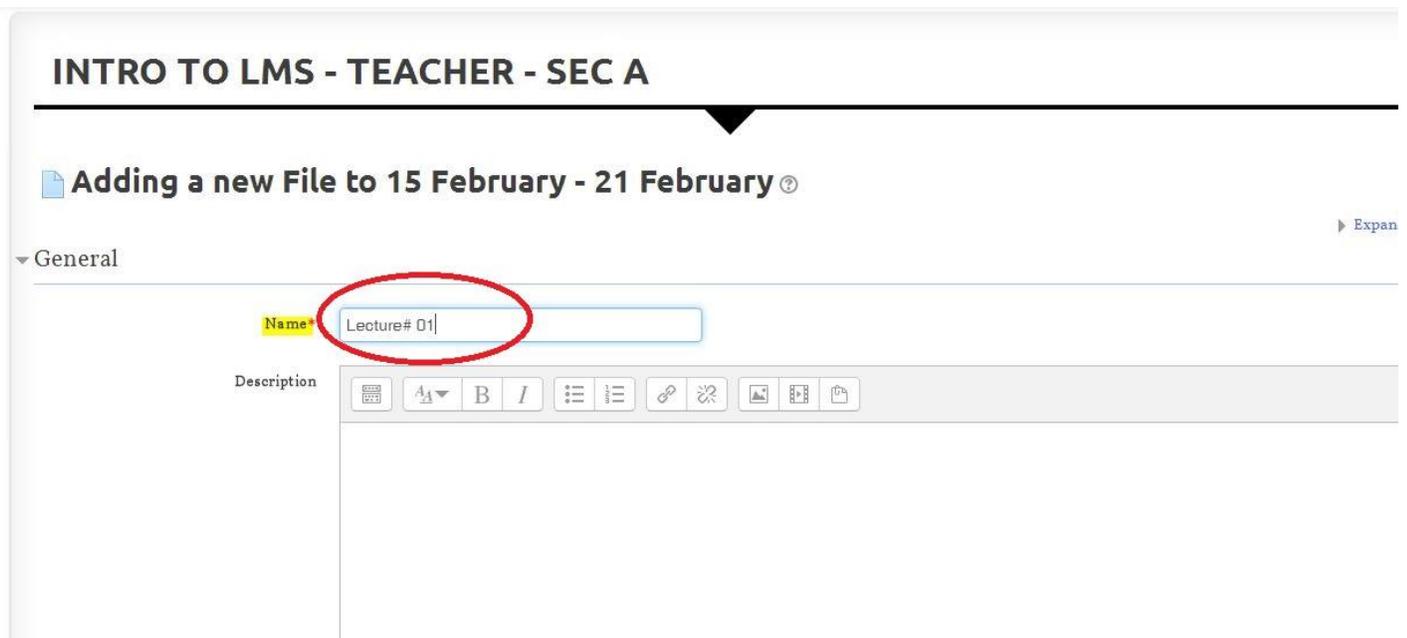
3- Click on your **File** button under RESOURCES block. Click on **Add** button.

4- In the Adding a new file page, type in File name.

5- You can add file by either clicking on add a file button or by dragging file into the file box.
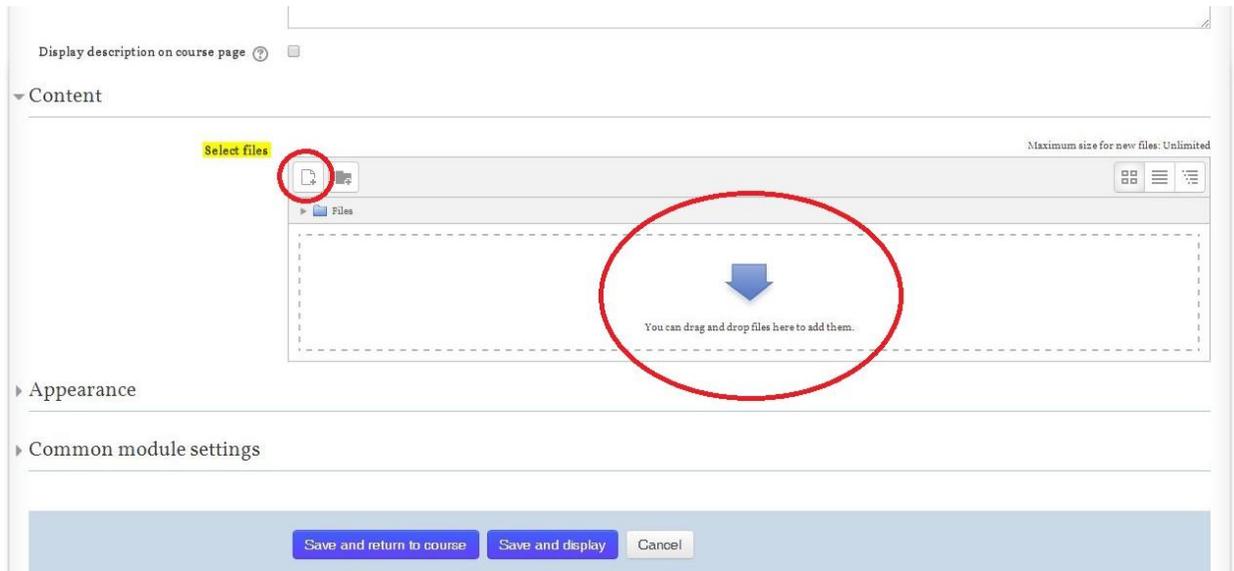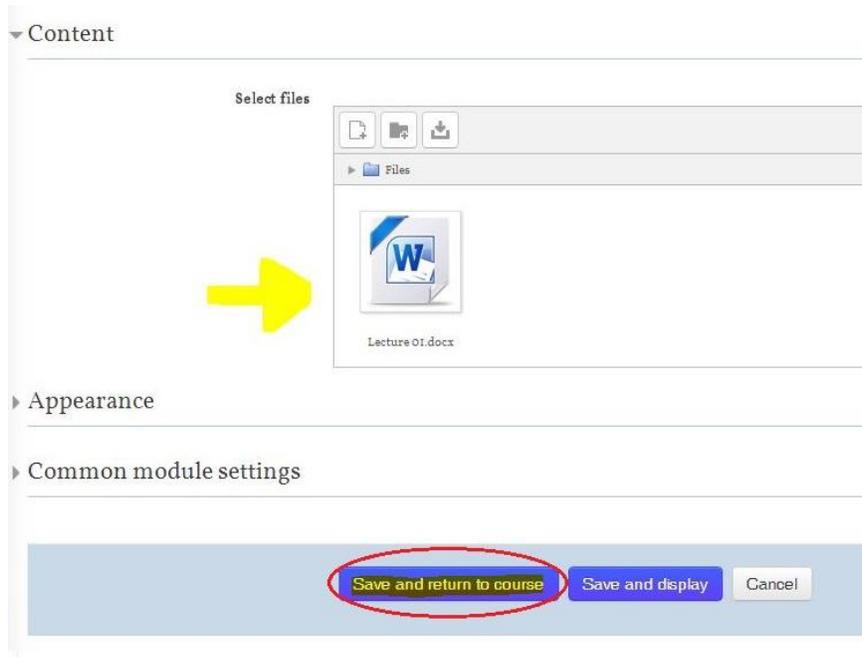
6- Clicking on the icon will open following window. Choose file from your library by clicking "**Upload a file**" button. File name will appear upon selection, click on "**Upload the file**" option.
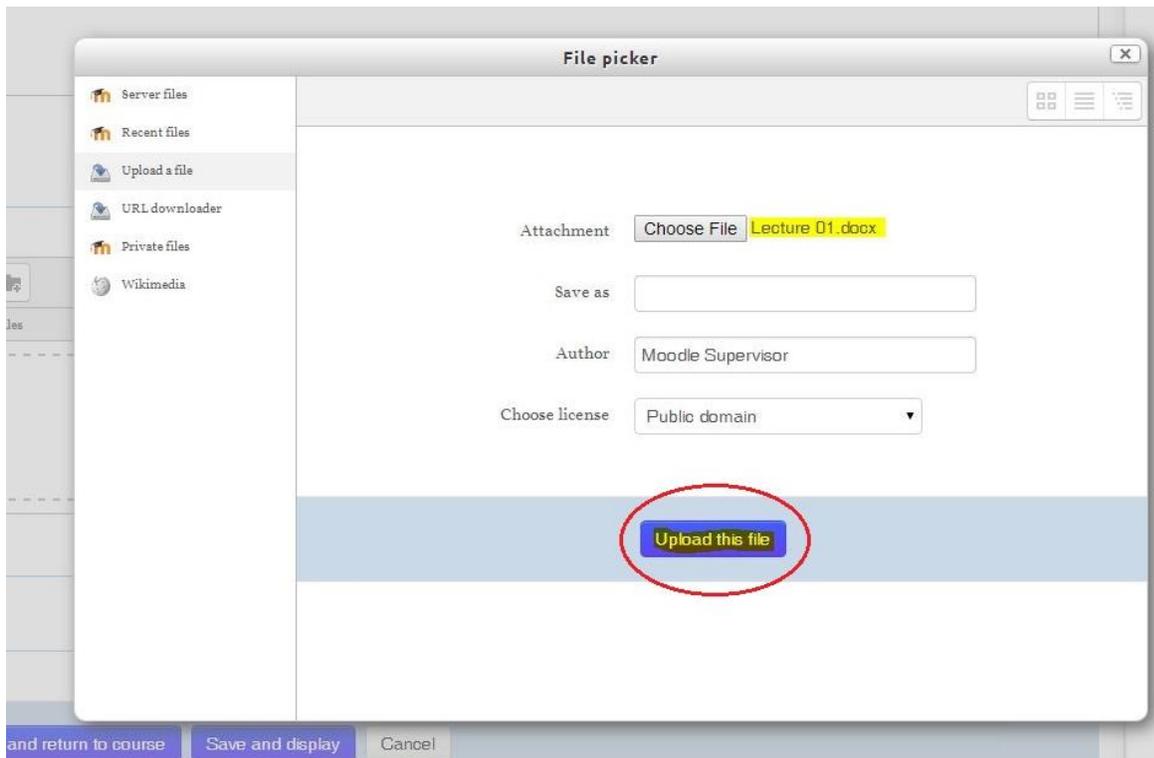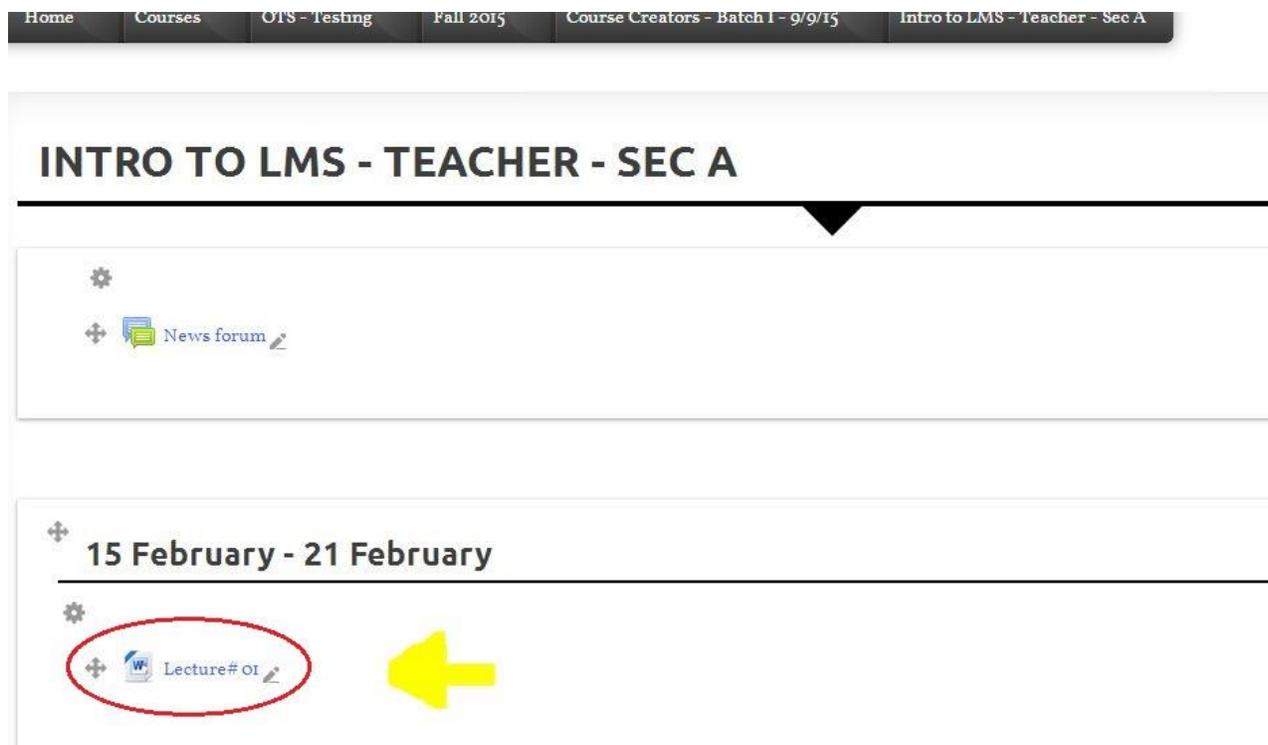
7- Your file will appear in the file section. Click on the **Save and return to course** button.

8- You will be directed to the course page and uploaded file will be shown as following.

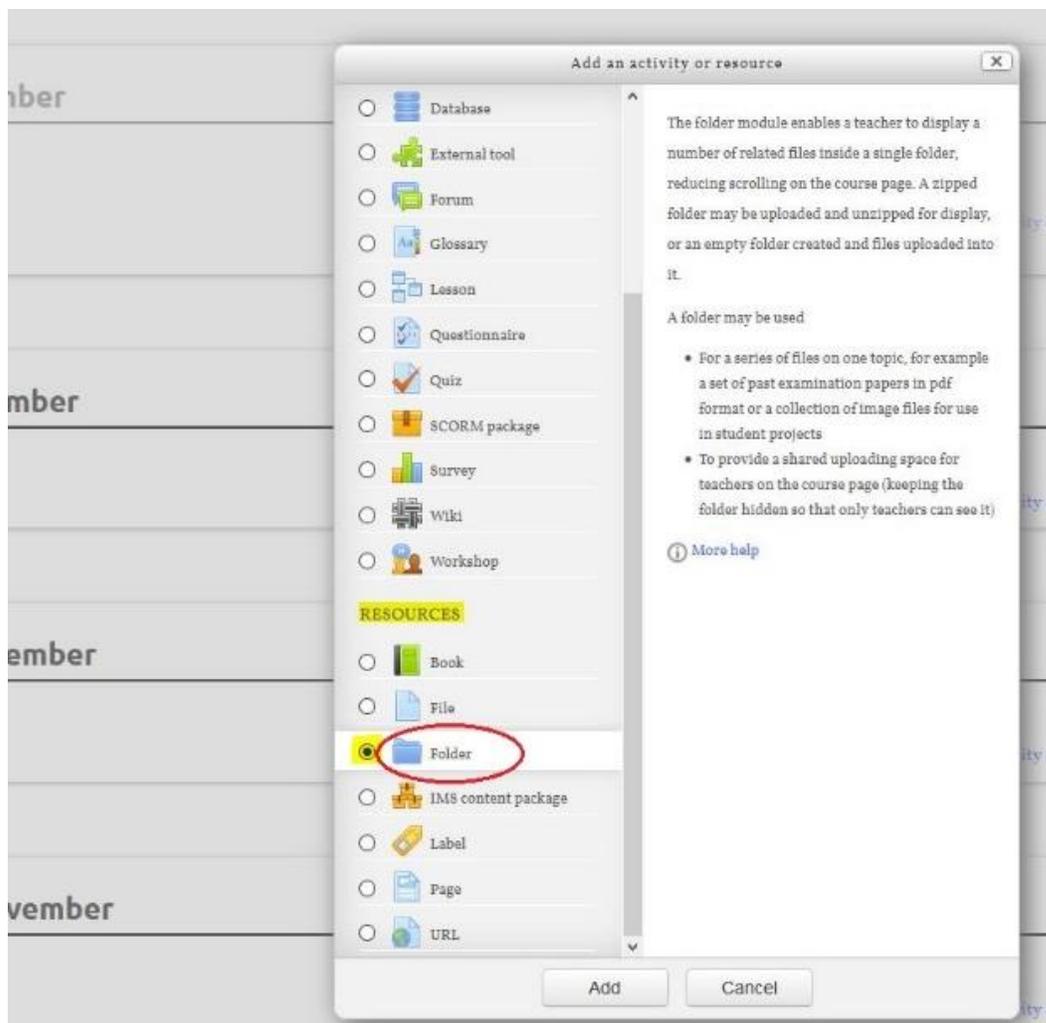9- You can also upload a file folder into your course. Click on "**Add and activity or resource**".

Edit ▾ 👤

+ Add an activity or resource

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+ Add an activity or resource

10- Click on the **Folder** option under the **RESOURCES** panel heading. Click on "**Add**".

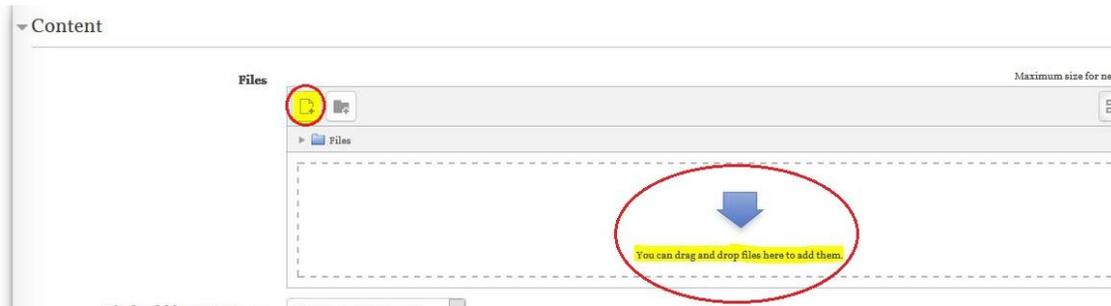11- In the new page, type folder's name.

Adding a new Folder to 9 November - 15 November ⊘

▾General

Name*   Folder# 1

Description
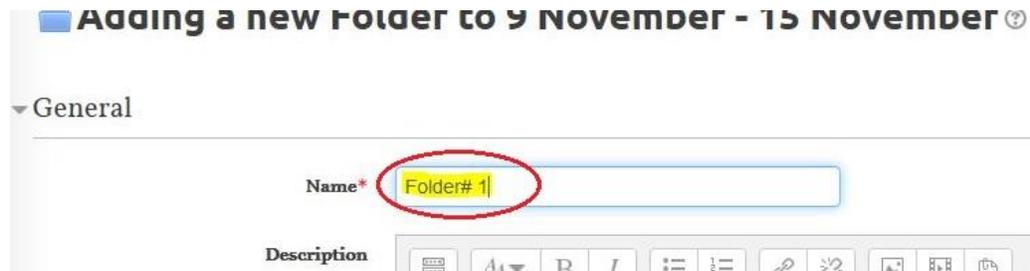
12- Drag relevant files into the file panel on the page on browse the folder as we did in step 6.

▾Content

Files   Maximum size for new

▸ 📁 Files

You can drag and drop files here to add them.

13- Dragging files into the panel will result as following, click on "**Save and return to course**".

▾Content

Files

▸ 📁 Files

| Get Ready for Your | Life Works.docx | the-7-habits-ofhighly- |

Display folder contents ⊘   On a separate page ▾

Show subfolders expanded ⊘   ☑

▸Common module settings

Save and return to course   Save and display   Cancel

There are required fields in this form marked *.
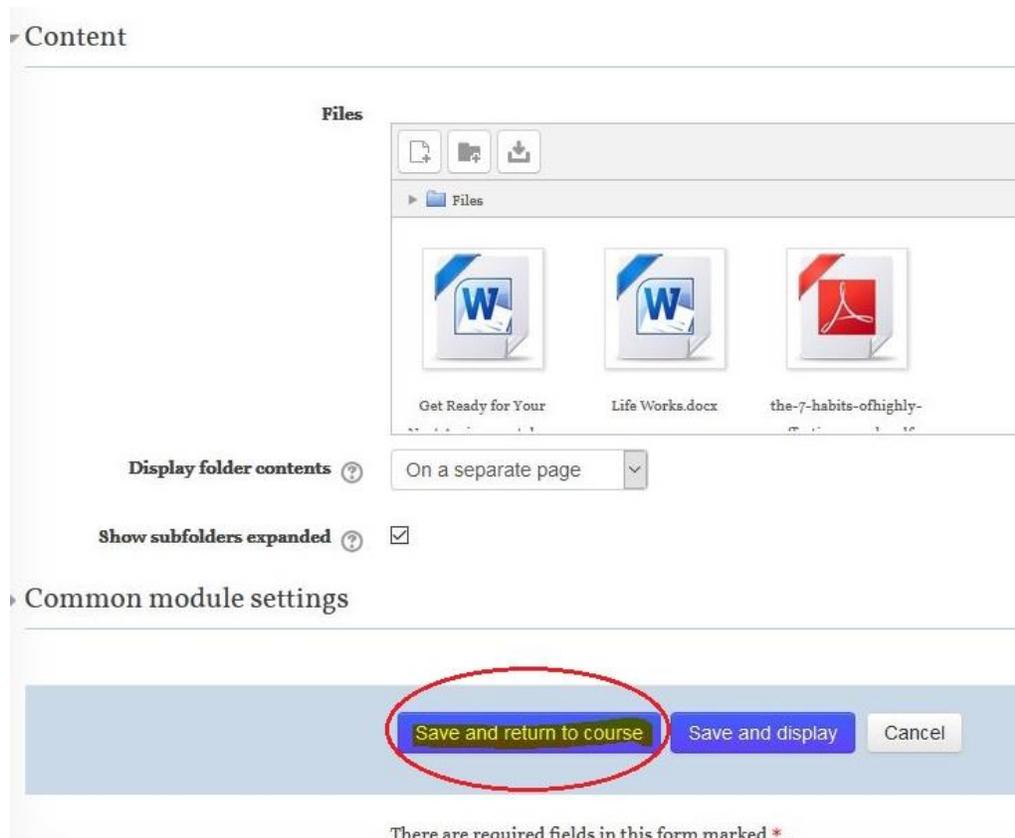
14- New folder will appear as following in the course page.