A HowTo UMT-LMS

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



Office of Technology Support

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.

ne Courses OTS - resting Fail 2015 Course Creators - Baten 1 - 9/9/15 Introto LAIS - reacher - Sec A	and Technology
NTRO TO LMS - TEACHER - SEC A	TURN EDITING ON
	 Dashboard University of Management and Technolog Current course
News forum	Courses
	Course administration
15 February - 21 February	Edit settings Users Filters
	 Reports Grades Backup
22 February - 28 February	ARestore AImport
	Reset

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".

Course Creators - Baten 1 - 9/9/15 Intro to LNIS - Teacher - Sec A

EACHER - SEC A	U TURN EDITING OFF
	Edit 🗸 💄
	+ Add an activity or resource
	@
ary	×
	+ Add an activity or resource

Fall 2015

3- Click on your **File** button under RESOURCES block. Click on **Add** button.

Fall 2015 Course Creators - Batel	Add a	n activity or resource	ล
TEACHER - SEC A	 Database External tool External tool Construction Construction Construction Construction Construction Construction Construction Scort package Scort package Struction Scort package Struction Scort package Struction Scort package Scort package<	The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects. Note that students need to have the appropriate software on their computers in order to open the file. Afile may be used • To share presentations given in class • To include a mini website as a course resource • To provide draft files of certain software programs (eg Photoshop, psd) so students can edit and submit them for assessment	EDTTING t - 1 ty or resou
bruary	 File Folder Folder<	d Cancel	ity or reso

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

INTRO	O TO LMS -	TEACHER - SEC A	
Addir	ng a new File	to 15 February - 21 February 🛛	
⊸ General			▶ Expan
	Name*	Lecture# 01	
	Description		

5- You can add file by either clicking on add a file button or by dragging file into the file box.

Display description on course	page 🕐 🔲	
- Content		
St	lect files	Maximum size for new files: Unlimit
		** = **
	> 🔛 Files	\frown
Appearance	Youce	drag and drop files here to add them.
Appearance		
Common modulo ast	tings	
Common module set		
Common module set		

6- Clicking on the **Section** 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.

-				
_			File picker	
17 s 17 s	erver files Recent files			
۵ ک	Jpload a file			
les V	JRL downloader Private files Vikimedia	Atta Choose	chment Choose File Lecture 01.doox Save as Author Moodle Supervisor	
			Upload this file	
and return to co	ourse Save and di	splay Cancel		

7- Your file will appear in the file section. Click on the **Save and return to course** button.

Select files	C₂ ■₽ ▲
Appearance	Lecture OLdocx
Common module settings	

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

Intro to LMS - Teacher - Sec A

OTS - Testing Fall 2015 Course Creators - Batch I - 9/9/15

¢		
🕈 📠 News forum 🖉		
15 February - 2	1 February	

Home Courses

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



- X Add an activity or resource nber O Database The folder module enables a teacher to display a O 🚛 External tool number of related files inside a single folder, reducing scrolling on the course page. A zipped O Torum folder may be uploaded and unzipped for display, O M Glossary or an empty folder created and files uploaded into it. O To Lesson A folder may be used O 🚺 Questionnaire • For a series of files on one topic, for example O 🧹 Quiz a set of past examination papers in pdf mber format or a collection of image files for use O SCORM package in student projects • To provide a shared uploading space for O Survey teachers on the course page (keeping the folder hidden so that only teachers can see it) O wiki (i) More help O 💏 Workshop RESOURCES ember O Book File 0 Folder 0 IMS content package O 🔗 Label O Page vember O a URL Add Cancel
- 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.

	Maximum size for new
Files	
▶ 🛄 Files	
	_
You can drag and o	iron files here to add them
· · · · · · · · · · · · · · · · · · ·	in op made to and mean p

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 ⑦	On a separate page
Show subfolders expanded 🥐	
ommon 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.

