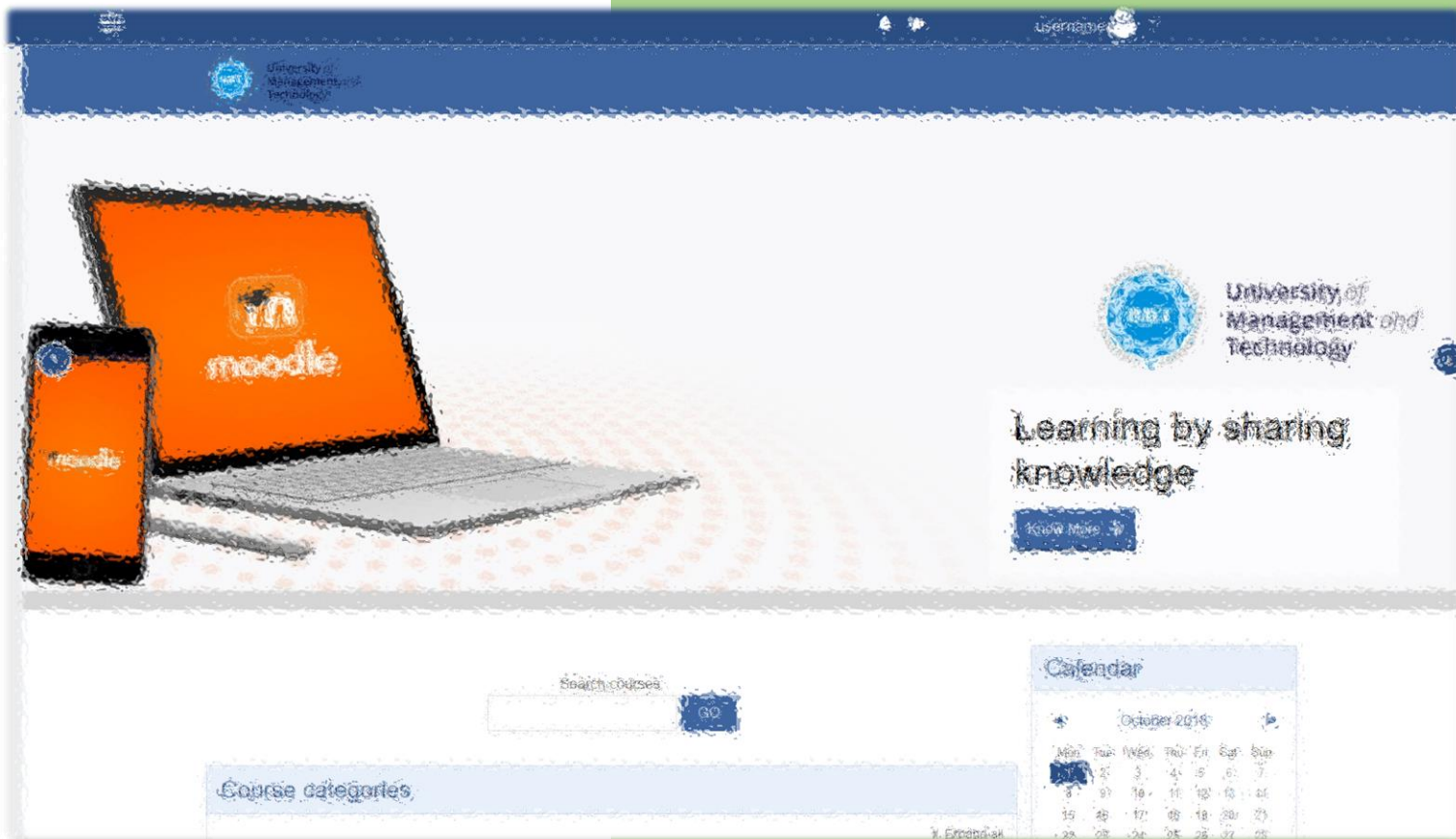


# A HowTo UMT-LMS

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

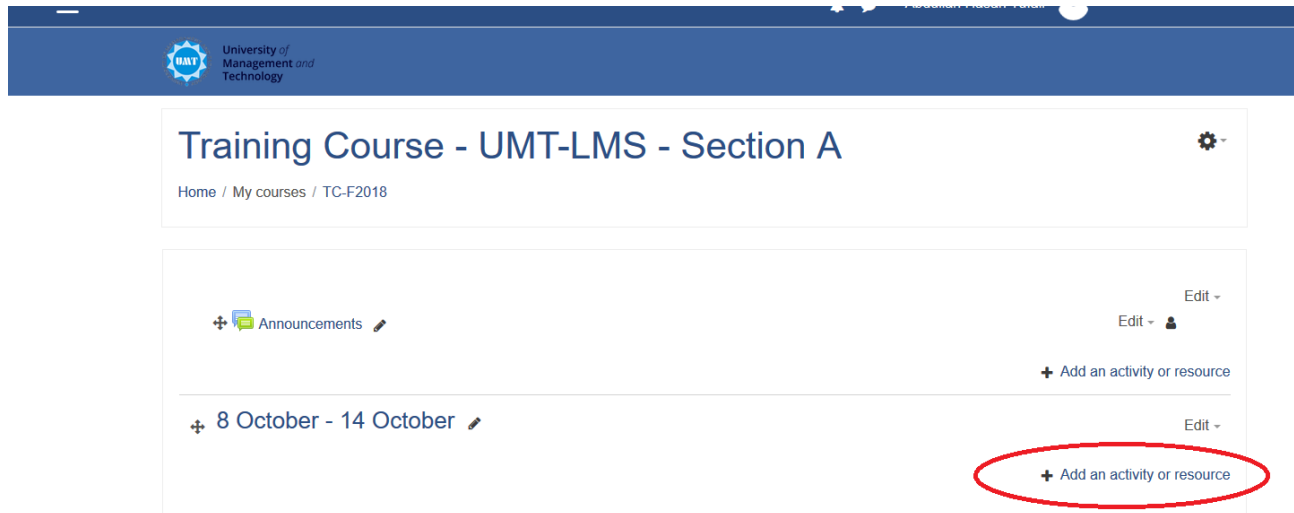


# UMT LMS | Step by Step Guide to Add a File and Folder in UMT-LMS Course

- 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 setting icon, then click on **Turn editing on** button.

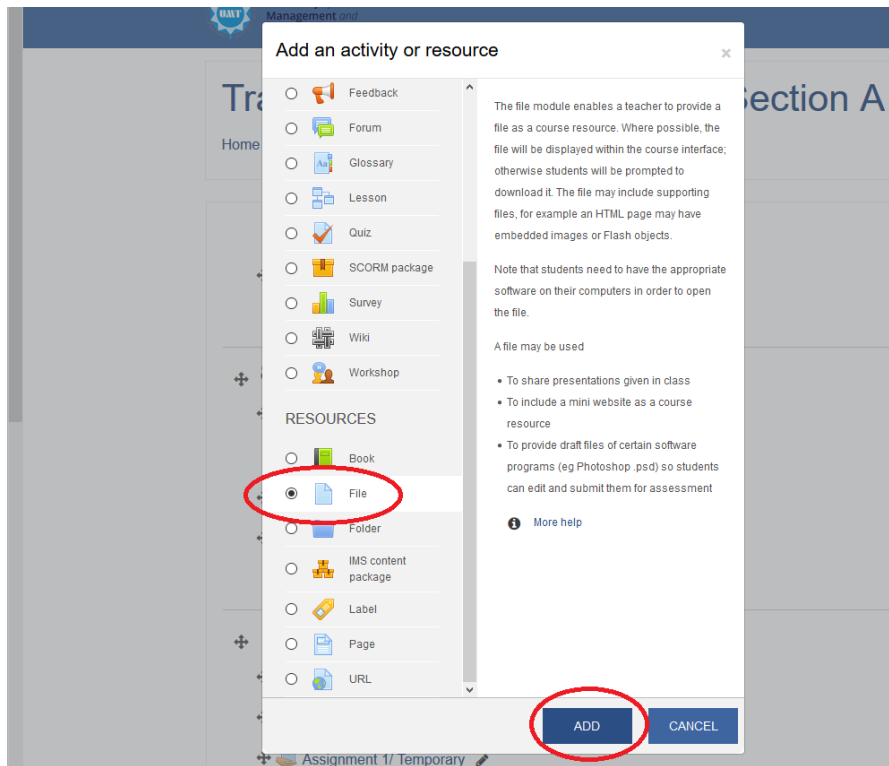


- 2- After Clicking on “Turn Editing On”, you will see some extra options of “Edit” and “Add an activity or resource”. Click on “Add and activity or resource”.

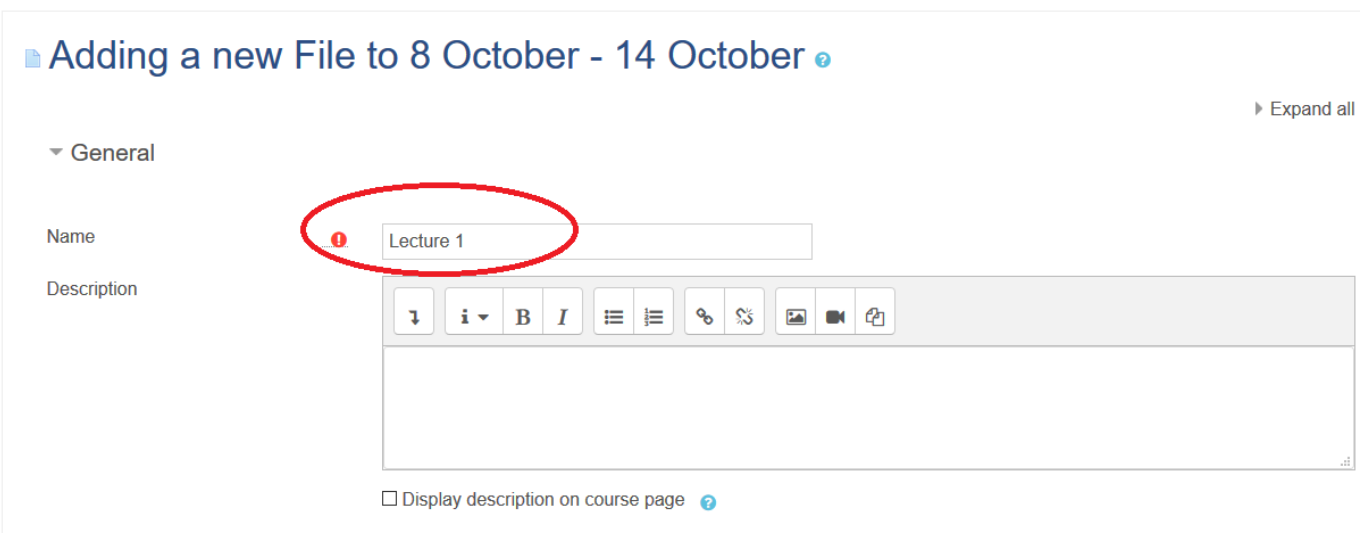


## UMT LMS | Step by Step Guide to Add a File and Folder in UMT-LMS Course

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

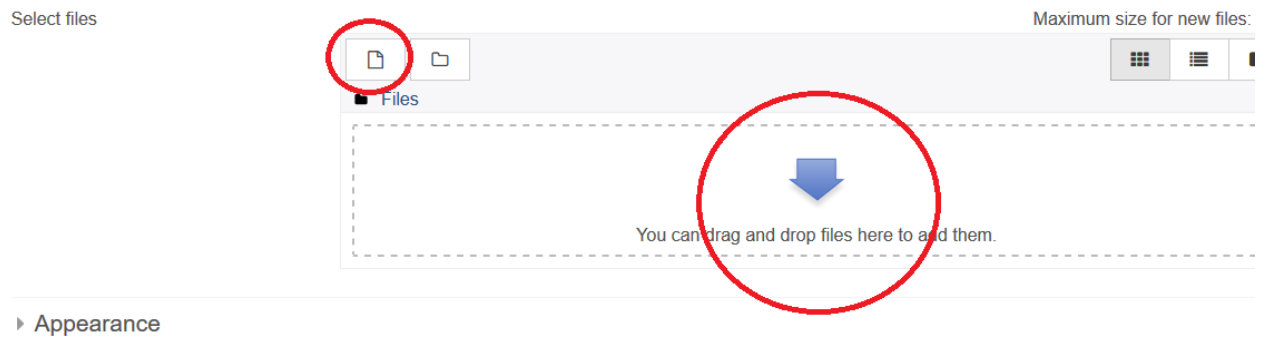



4- In the Adding a new file page, type in File name.

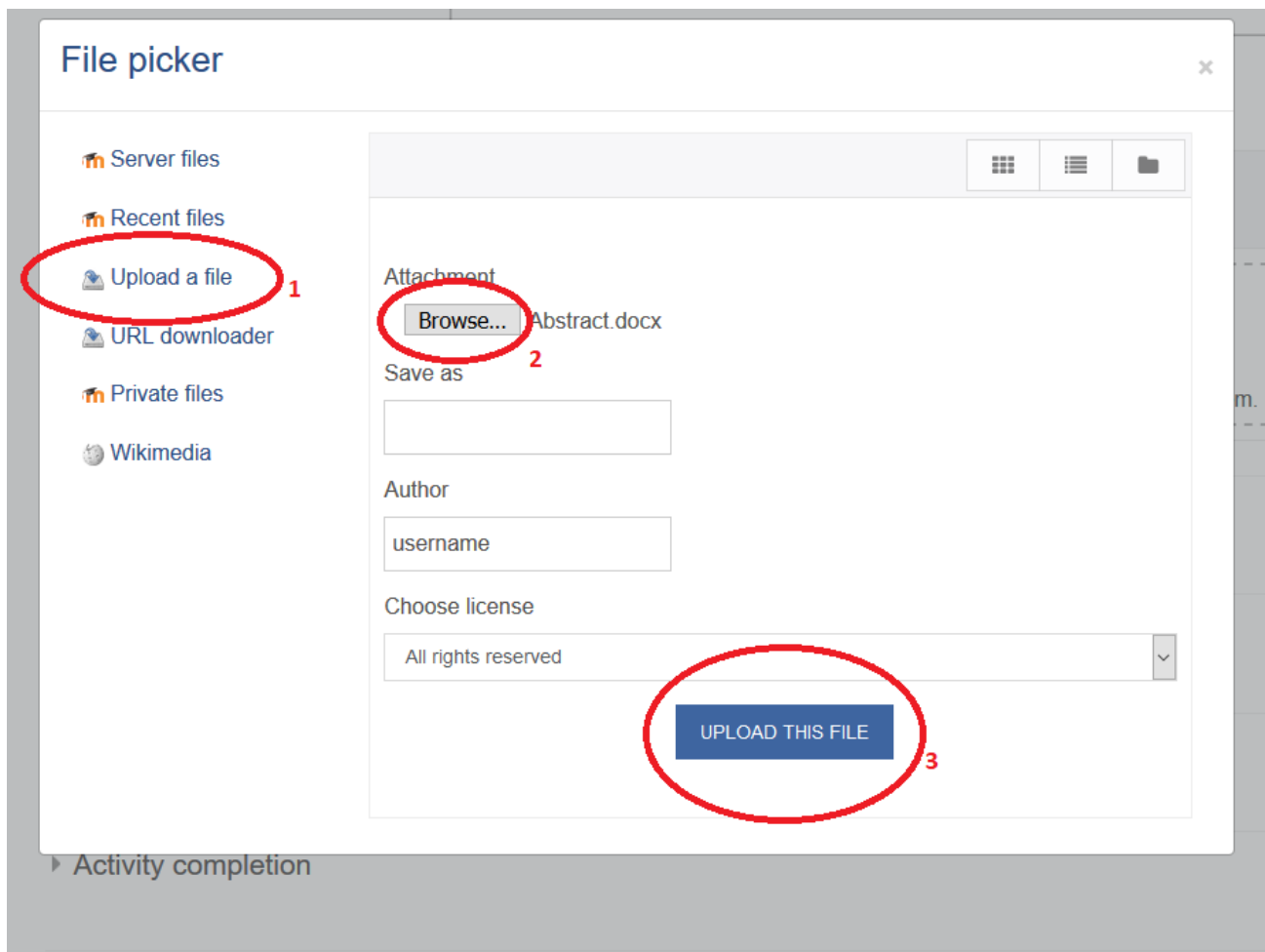


## UMT LMS | Step by Step Guide to Add a File and Folder in UMT-LMS Course

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

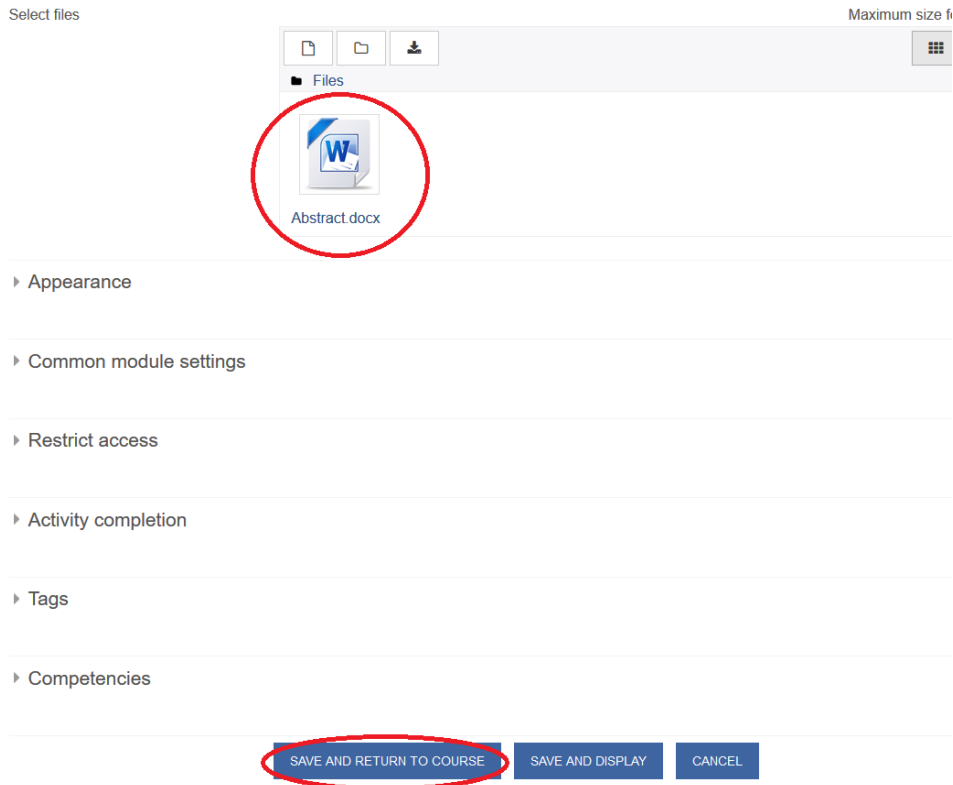


6- Clicking on the  icon will open following window. Choose file from your library by clicking **“Upload a file”** button. Browse your file directory, chose the file, click on **“Upload the file”** option.

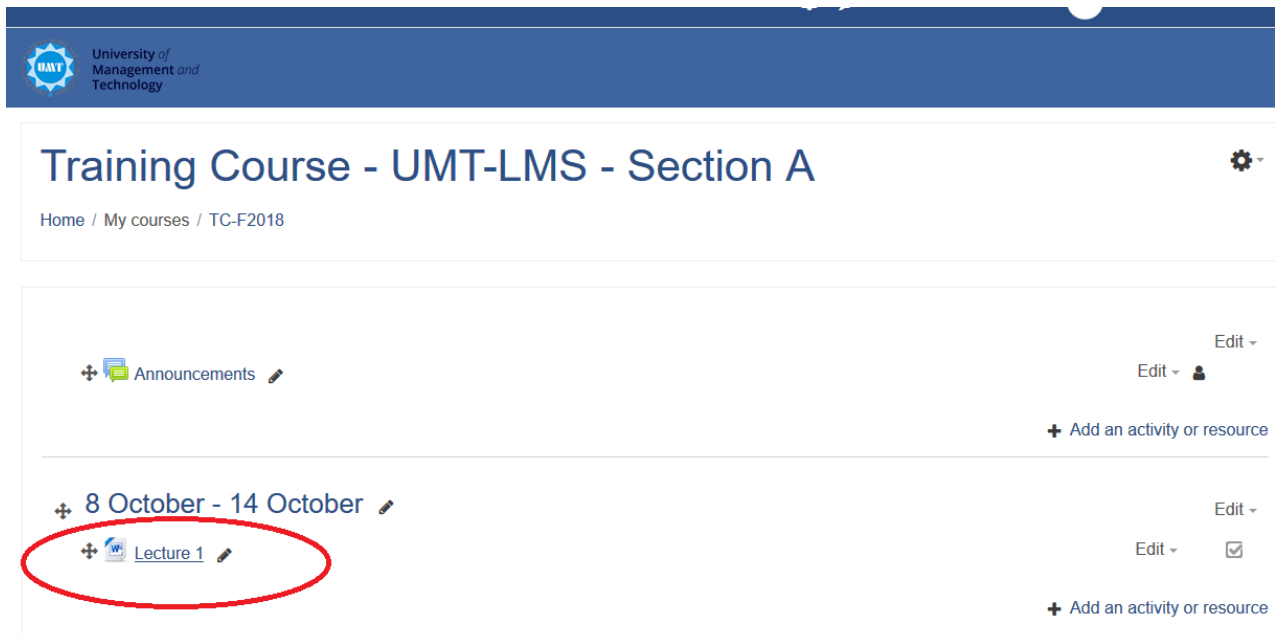


# UMT LMS | Step by Step Guide to Add a File and Folder in UMT-LMS Course

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

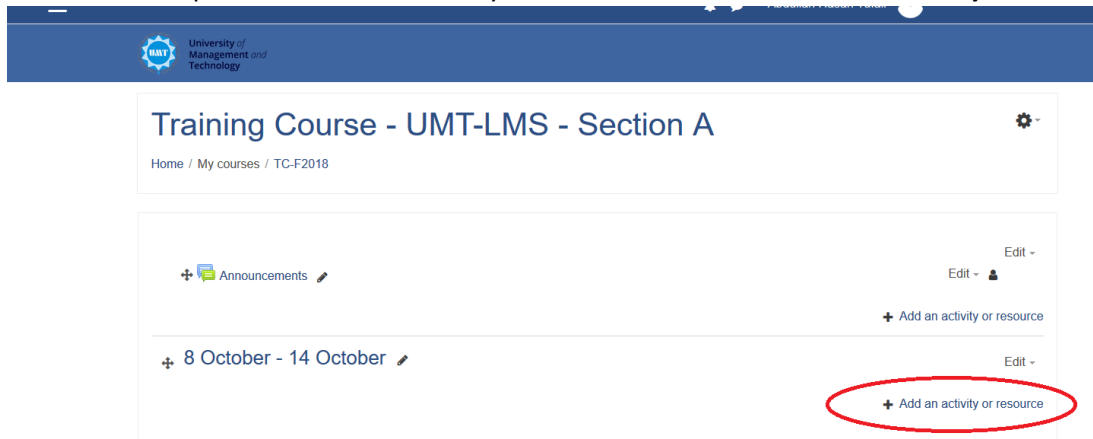


8- You will be directed to the course page and uploaded file will be shown as following.

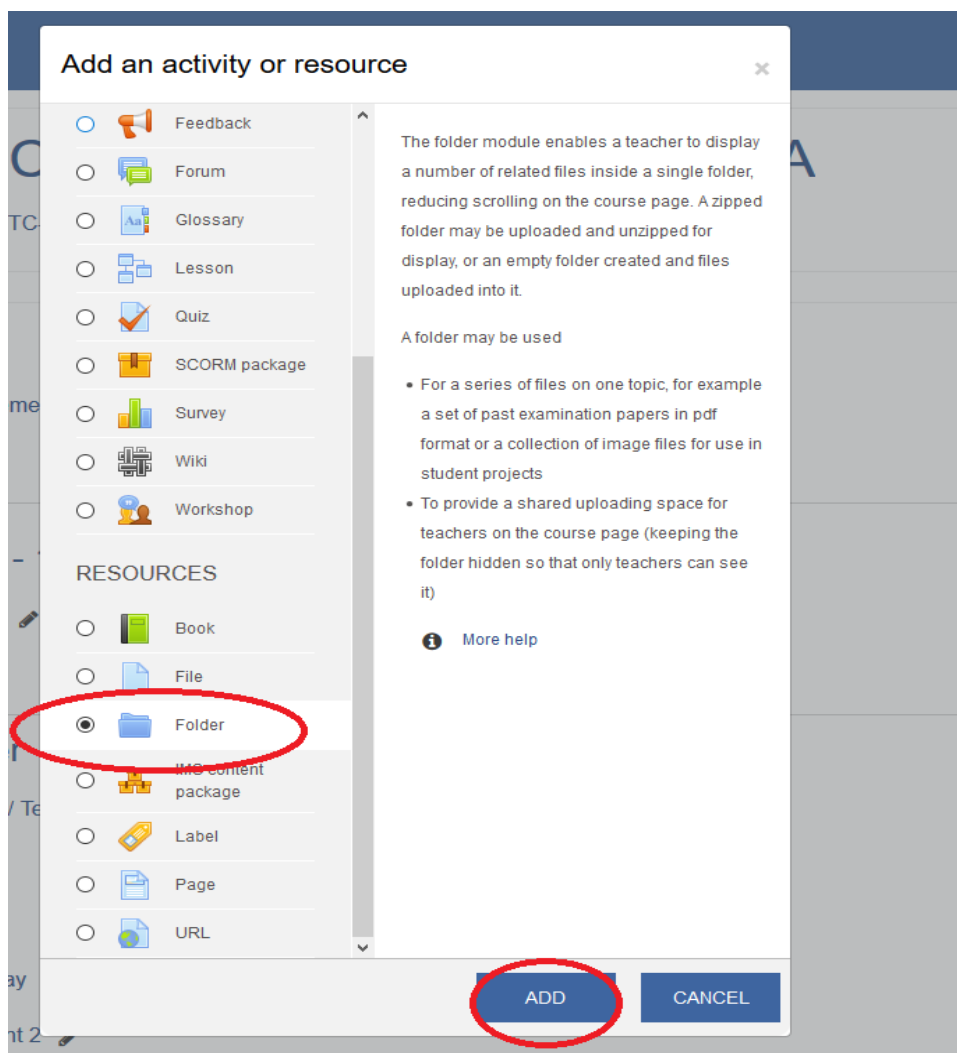


# UMT LMS | Step by Step Guide to Add a File and Folder in UMT-LMS Course

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

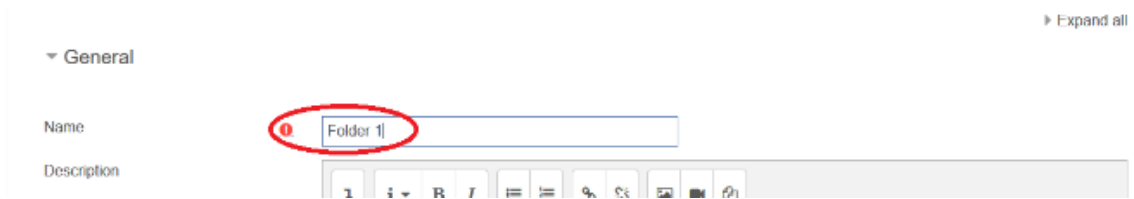


10- Click on the **Folder** option under the **RESOURCES** panel heading. Click on “Add”.

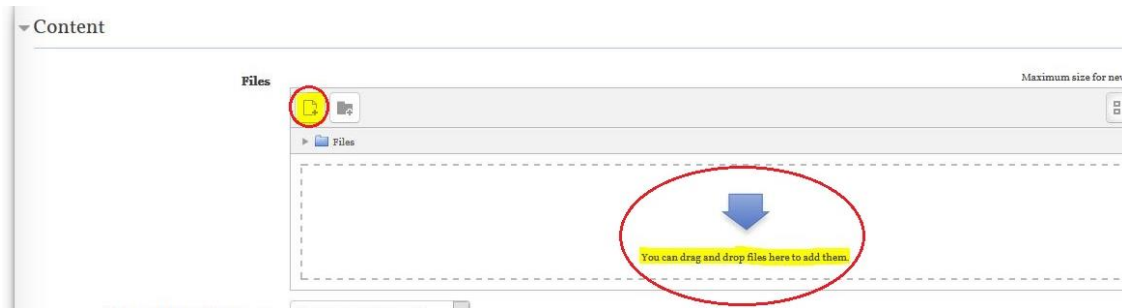


# UMT LMS | Step by Step Guide to Add a File and Folder in UMT-LMS Course

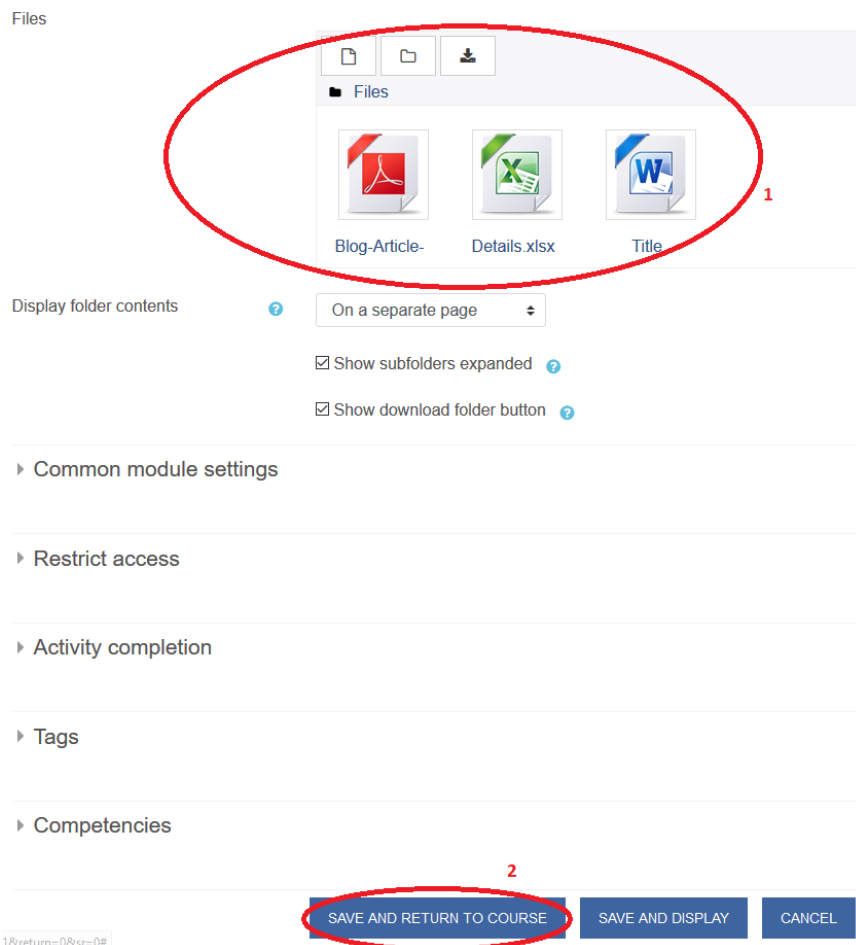
11- In the new page, type folder's name.



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



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



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

14- New folder will appear as following in the course page.

