

Adding study material

The content in a VLE area falls under two categories:

- *Static study material* refers to resources that students read but do not interact with, such as documents (e.g. study-unit description and notes), presentations, web pages (e.g. links to useful websites, journal readings and videos) etc.
- *Interactive activities* enable students to interact with the tutor, each other and the exercises assigned by the tutor e.g. essays, multiple choice quizzes, forums etc.

In this section you will learn how to add static content to the VLE area. **Only users with tutor rights can upload and edit static content.**

a. Adding files

You can add files (e.g. notes and presentations) to your VLE area using one of the following methods:

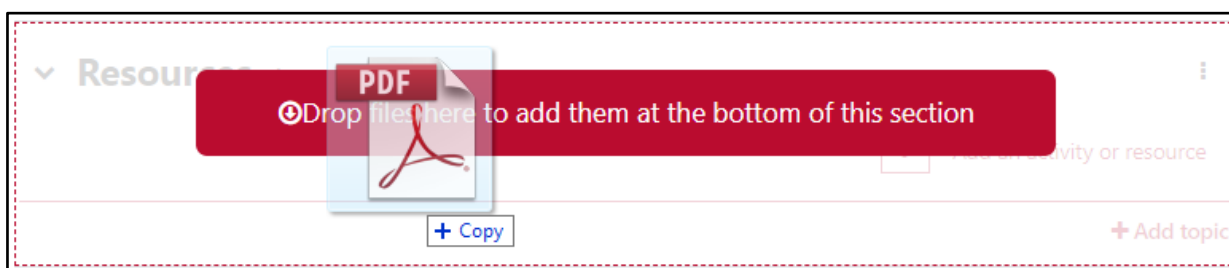
Method A – Using the drag-and-drop functionality

You can drag-and-drop your files directly onto your VLE area homepage in the required section (instead of having to upload files through a separate screen).

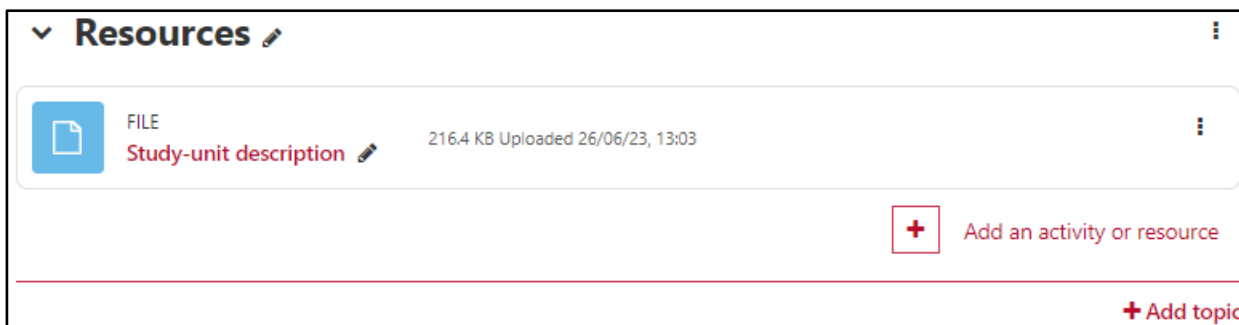
To add a file to a VLE area using this method:

1. Click the **Start editing** button (top-right corner).
2. Locate the file/s to upload on your computer or USB stick.
3. Click the file to upload. Drag the file directly to the appropriate section in the VLE area.

An indicator stating **Drop file(s) here to add them at the bottom of this section** will be displayed during the dragging process.



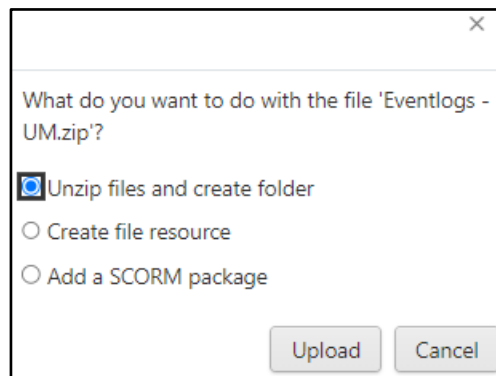
4. Release the mouse button to upload the file.



Note that:

- You may need to resize your window to be able to see the source folder (where your file is stored on your computer) and the VLE area simultaneously.
- To upload multiple files at once, hold down the CTRL key and click the files on your computer (for Macintosh use COMMAND+click), then drag them into the section in the VLE area.

- You can upload files of any format: .doc, .xls, .ppt, .pdf, .jpg, .png, .mp3, .mov, etc. Unless you have a specific requirement for uploading MS Word documents or MS PowerPoint presentations, it is good practice to save these as PDF files and then upload the latter.
- You cannot drag-and-drop a folder of files from your computer.
- When you upload a zip file, a pop-up window will prompt you to choose one of the following options:
 - **Unzip files and create folder:** This will create a *Folder* resource containing the unzipped files
 - **Create file resource:** This will display the zip file as a single *File* resource, which your students can download and unzip
 - **Add a SCORM package:** If you have been provided with a zip file containing a SCORM package (e.g. from a textbook publisher), the archived files will be posted as a SCORM package.



Method B – Using the Add a Resource

If you prefer traditional uploading for files, you can still do so through the *activity chooser*.

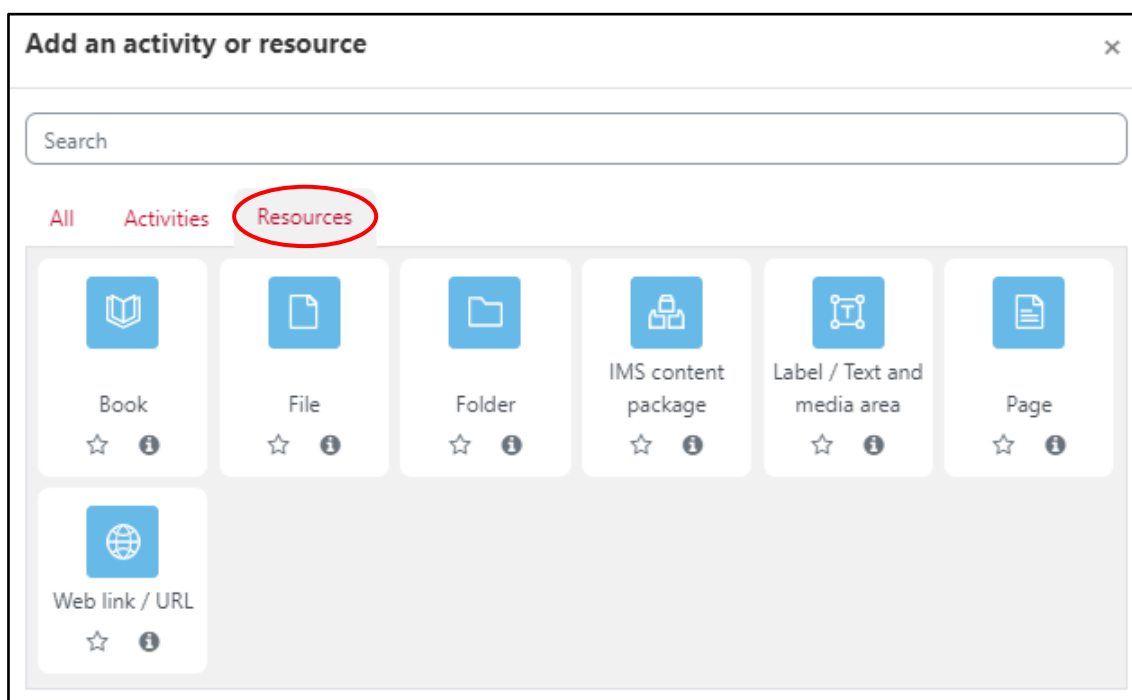
1. Click the **Start editing** button (top-right corner).

Each section in the content area displays the link **Add an activity or resource**.

2. Scroll down to the section where you want to add the file.
3. Click the **Add an activity or resource** link.

The *activity chooser* is displayed.

4. Click the **Resources** tab.



5. Click **File**.

Adding a new File Expand all

General

Name !

Description

Edit View Insert Format Tools Table Help

← → **B** *I*

p 0 words

Display description on course page ?

Select files Maximum size for new files: 100 MB

Files

You can drag and drop files here to add them.

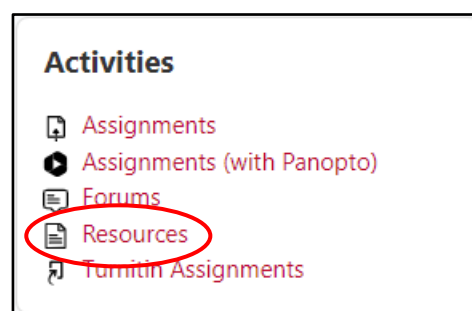
6. In the *General* section, type a name for the file e.g. *Study-unit description* in the **Name** field.

7. In the **Description** box, you may add a description for your file.

8. Through the **Select files** setting, upload your files using one of two options: [Method i – Traditional upload](#) or [Method ii – Drag-and-drop](#).

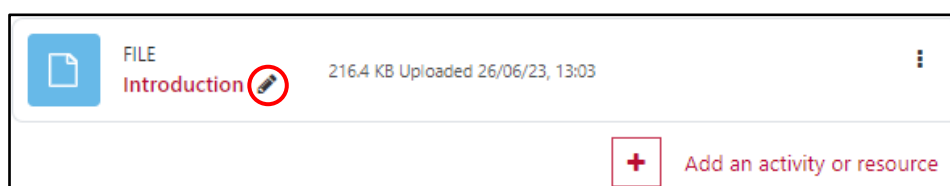
Note that:


- When you add a file, folder, label, URL, etc., the *Activities* block will display a **Resources** link. Clicking **Resources** in the *Activities* block will display a table containing the resources present in the VLE area.

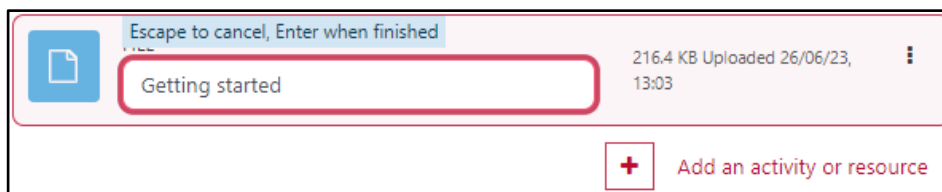
**b. Editing titles of uploaded files**

To edit the titles of uploaded files (or activities):

- In the VLE area homepage, click the **Start editing** button. The **Edit title** icon will appear next to all files (and activities) in the VLE area.



- Click the **Edit title** icon . This will allow you to edit the text that links to a resource. In the following example, the text *Introduction* is replaced with the text *Getting started*.




- Press **Enter** key to confirm the inputted title.

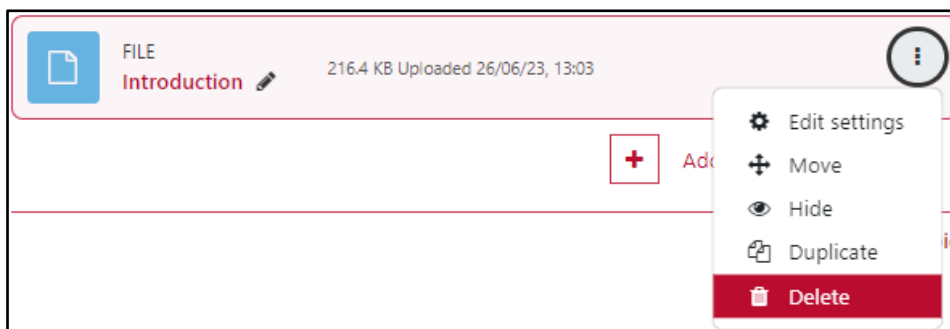
Note:


- If you do not press the **Enter** key, the text will not be edited.
- The text used to link to a file need not be identical to the filename. For example, you can use the text *Getting started* to link to a file saved as *intro.pdf*.

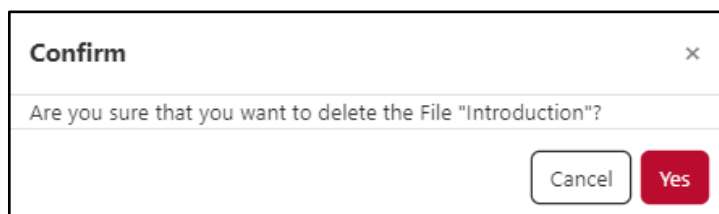
c. Deleting uploaded files

If you have uploaded a file/s by mistake or you need to delete certain files from the VLE:

- In the VLE area homepage, click the **Start editing** button. The **Edit** (3-dots)  icon will appear next to all resources and activities in the VLE area.
- Click the **Edit** icon adjacent to the file you wish to delete.



- Click the **Delete** button .
- You will be prompted to confirm your action.



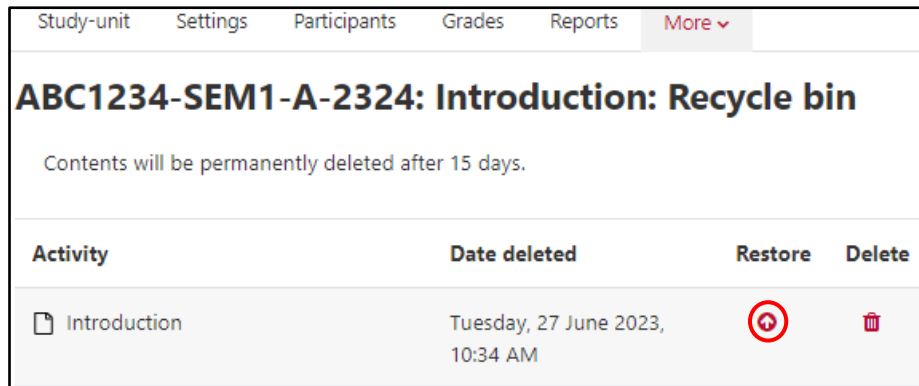
- If you are sure you want to delete the file, click **Yes**.

Note:

- Any resources / activities you delete from a VLE area will first be sent to the recycle bin for fifteen (15) days, allowing time to restore anything that may have been deleted in error. Deleted content will be permanently deleted after fifteen (15) days.
- If you delete a folder or zip file, any files within the folder will also be deleted.

To restore an item from the recycle bin:

1. Click on **More** within the tabular navigation menu and choose **Recycle bin**.
2. Locate the file which you would like to retrieve, and click the **Restore** icon adjacent to it. The file will immediately be restored to your VLE area.



d. Adding folders

Study material can be displayed on the VLE area homepage either as individual items or bundled together inside folders. The VLE allows you to post multiple files at once in a folder.

Folders can only contain files such as PDFs, MS Word documents or image files. Folders cannot contain activities such as quizzes, assignments, forums or resources such as URLs or pages.

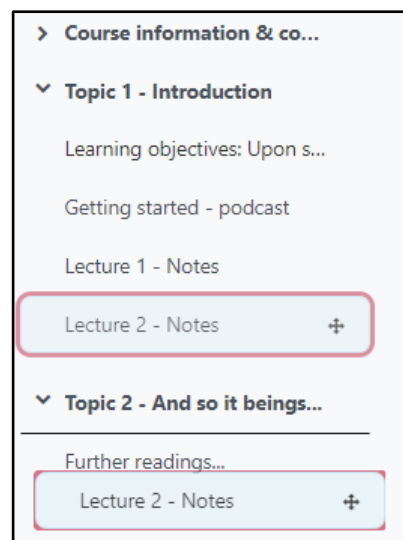
To create a folder:

1. Click the **Start editing** button (top-right corner).
Each section in the content area displays the link **Add an activity or resource**.
2. Scroll down to the section where you want to add the folder.
3. Click the **Add an activity or resource** link.
The *activity chooser* is displayed.
4. Click the **Resources** tab.
5. Click **Folder**.
6. In the *General* section, type a **Name** for the folder e.g. *Past Papers*.
7. In the **Description** box, you may add a description for your folder.
8. Scroll to the *Content* section. Upload your files through one of two options: [Method i – Traditional upload](#) or [Method ii – Drag-and-drop](#).
9. Click the **Save and return to course** button.

e. Moving resources

Study material can be moved around on the VLE area main page. After you click the **Start editing** button, you can choose to move resources / activities (vertically) within the content area itself via the drag-and-drop functionality. Simply click on the content you would like to move and drag it to the required location. You can move content further up / down within a section, or move it to a different section.

You may also move material via the *course index* drawer available on the left side of the screen.

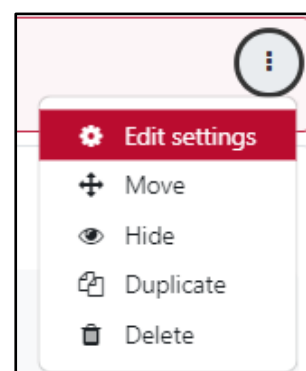


f. Editing resources

To edit the settings of a resource:

1. In the VLE area main page, click the **Start editing** button.
2. From the **Edit** (3-dot) icon adjacent to the resource and choose **Edit settings**.
3. Make the necessary changes.
4. Click the **Save and return to course** button.

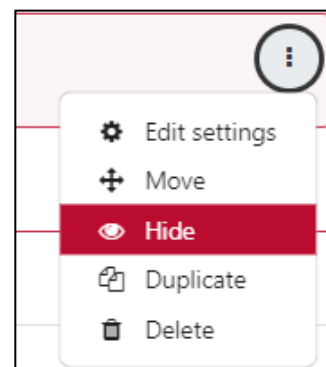
Alternatively, if the resource opens within the VLE (i.e. embedded within the VLE interface, e.g. a *Page* resource), you can click the **Settings** tab within the tabular menu available just beneath the heading of the resource.



g. Hiding / Showing resources

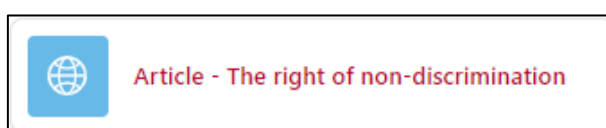
By default, when adding learning resources to your VLE area these will be visible by your students. You can hide resources from being viewed by students as follows:

1. In the VLE area homepage, click the **Start editing** button.
2. From the **Edit** (3-dot) icon adjacent to the resource, click **Hide**. The resource will be greyed out and a message *Hidden from students* is also displayed. **Hidden from students**
3. To show a hidden resource, click the **Edit** icon adjacent to the resource and click **Show**.



h. Adding web links (URLs) to websites

You can add links from your VLE area to websites. This method may be used to add links to journal readings in the Library database. Resources linking to websites carry the following icon:



To add a link to a website:

1. In the VLE area homepage, click the **Start editing** button.
2. Scroll down to the section where you want to add the link.
3. Click the **Add an activity or resource** link. The *activity chooser* is displayed.
4. Click the **Resources** tab.
5. Select **Web link / URL**. The *Adding a new Web link / URL* page is displayed.

6. In the **Name** field type the text that will link to the website.
7. Optionally, you may add a brief description of this link in the **Description** text field.
8. Tick **Display description on course page** if you want the description to be displayed in the VLE area homepage just below the URL.
9. In the **External Web link / URL** field, type or paste the address of the webpage you want to link to.
10. Click the **Save and return to course** button.

Note:

- You may also link to video clips streamed on popular video sharing sites (such as YouTube).

i. Adding labels / text and media areas

Labels enable you to insert additional text, graphics, as well as audio and video to your VLE area homepage. Labels / Text and media areas are typically used to make your VLE area more user-friendly.

To add a text label:

1. In the VLE area homepage, click the **Start editing** button.
2. Scroll down to the section where you want to add the label / text area.
3. Click the **Add an activity or resource** link. The *activity chooser* is displayed.
4. Click the **Resources** tab.
5. Select **Label / Text and media area**. The *Adding a new Label / Text and media area* page is displayed.

6. Type the text, e.g. *Useful Resources*, in the **Text** HTML editor.
7. Apply any formatting to the text as appropriate.
8. Click the **Save and return to course** button.

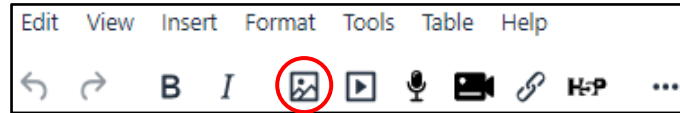
Note:

- Use short phrases of text to provide quick instructions.

To add a graphic label:

1. In the VLE area homepage, click the **Start editing** button.
2. Scroll down to the topic / week where you want to add the graphic label.
3. Click the **Add an activity or resource** link. The *activity chooser* is displayed.
4. Click the **Resources** tab.
5. Select **Label / Text and media area**. The *Adding a new Label / Text and media area* page is displayed.

6. Click the **Image** button  in the editor toolbar.

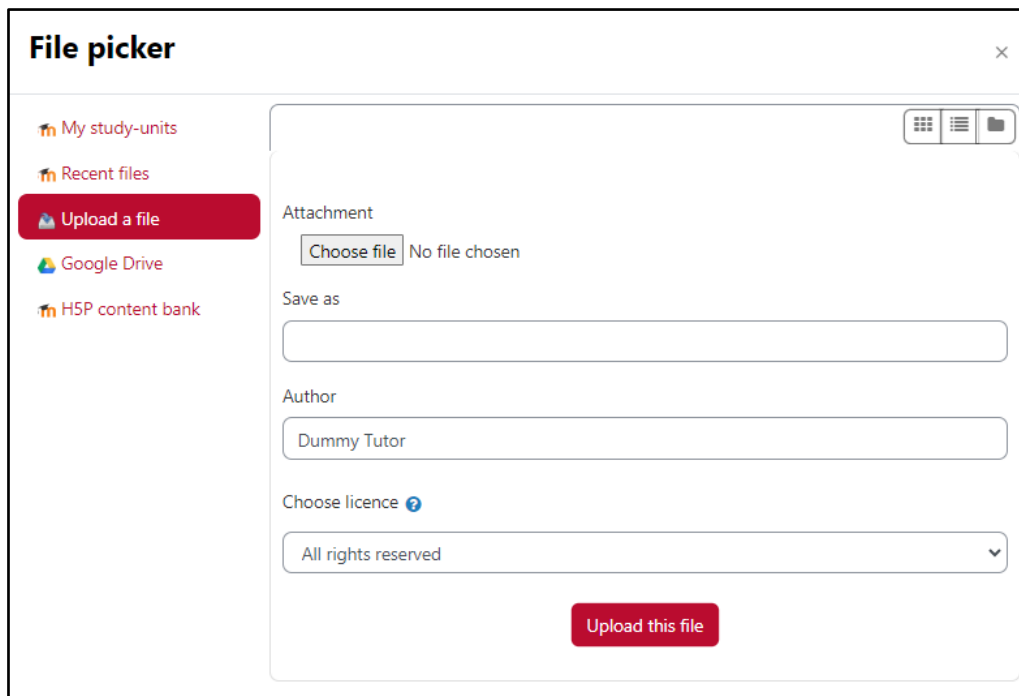


The *Image properties* dialog box is displayed.


 A screenshot of the 'Image properties' dialog box. It has a title bar with 'Image properties' and a close button (X). The dialog contains:

- A 'URL' field with a 'Browse repositories...' button to its right.
- A text area for 'Describe this image for someone who cannot see it' with a character count '0/125' at the bottom right.
- A checkbox labeled 'This image is decorative only'.
- Fields for 'Width x height (in pixels)' with an 'Auto size' checkbox.
- An 'Alignment' dropdown menu set to 'Top'.
- 'Save image' and 'Cancel' buttons at the bottom right.

7. The image you wish to use needs to be uploaded to the VLE.
- a. If the image file is on your computer:
 - i. Click **Browse repositories....** The *File picker* dialog box will open.


 A screenshot of the 'File picker' dialog box. It has a title bar with 'File picker' and a close button (X). The dialog is divided into a left sidebar and a main content area.

- Left sidebar:** Contains links for 'My study-units', 'Recent files', 'Upload a file' (highlighted in red), 'Google Drive', and 'H5P content bank'.
- Main content area:**
 - 'Attachment' section with a 'Choose file' button and the text 'No file chosen'.
 - 'Save as' section with an empty text input field.
 - 'Author' section with a text input field containing 'Dummy Tutor'.
 - 'Choose licence' section with a dropdown menu showing 'All rights reserved'.
 - A red 'Upload this file' button at the bottom.



- ii. Click **Upload a file** (left side menu).
- iii. Click the **Choose file** button.
- iv. Locate and select the image file on your computer.
- v. Click the **Open** button.

- vi. Click the **Upload this file** button.
- b. If the image file is on some webpage on the Internet:
 - i. Copy the image address.
 - ii. Paste it in the **URL** field.
- c. If the image has already been uploaded to the VLE:
 - i. Click **Browse repositories....** The *File picker* dialog box will open.
 - ii. Click **My Study-units** repository (left side menu).
 - iii. Navigate to the desired file location or search the required file.
 - iv. Click the file.
 - v. Select **Create an alias/shortcut to the file**.
 - vi. Click the **Select this file** button.
8. In the **Describe this image for someone who cannot see it** field, type some descriptive text for the benefit of visually impaired students making use of screen readers.
9. Click the **Save image** button.
10. Click the **Save and return to course** button.

Note:

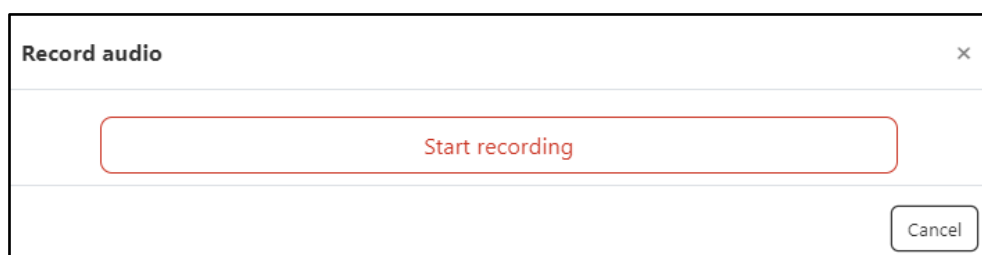
- Graphic labels improve the aesthetics of the VLE area homepage. Keep in mind that excessively large or too many images, will increase the length of time it takes for students to load the page.

To add an audio / video label:

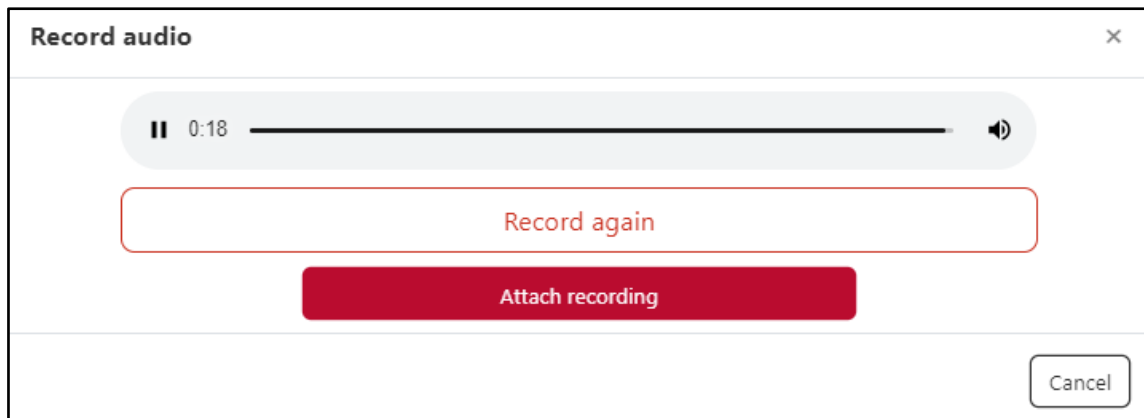
1. In the VLE area homepage, click the **Start editing** button.
2. Scroll down to the section where you want to add the audio or video label.
3. Click the **Add an activity or resource** link.
4. Click the **Resources** tab.
5. Select **Label / Text and media area**. The *Adding a new Label / Text and media area* page is displayed.
6. Click on the respective **Record audio**  / **Record video**  button.



The **Record audio / Record video** dialog box will be displayed.



- Click the **Start recording** button.
- Once ready, click the **Stop recording** button. The recording will be made available for you to review. After reviewing your recording, you will also be able to download it by clicking the 3-dots icon and selecting **Download**.



- If satisfied with your recording, click the **Attach recording** button. Otherwise, click the **Record again** button.

Note:

- You can also use the audio and video recording tools on your mobile phone.
- Audio and video recordings via the text editor cannot exceed two (2) minutes.
- Video recording only captures the webcam image. Desktop recording is not available.
- Use [Panopto Personal Capture](#) to include PowerPoint presentations or desktop sharing in your video, or if your video is longer than two (2) minutes.