

HOW TO UPLOAD A 'FOLDER'

iTA'LEEM SERIES: RESOURCES: FOLDER



IF YOU ARE AN INSTRUCTOR OF A COURSE

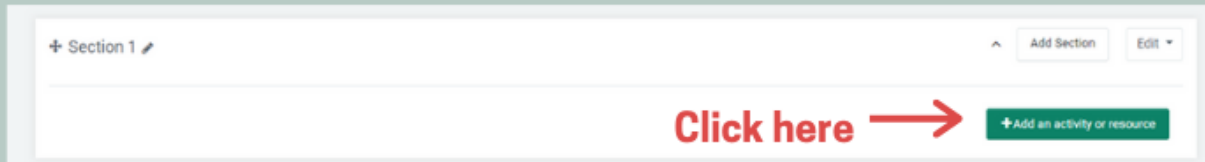
A. Login to iTa'leem:



Go to your course by clicking 'My Courses'

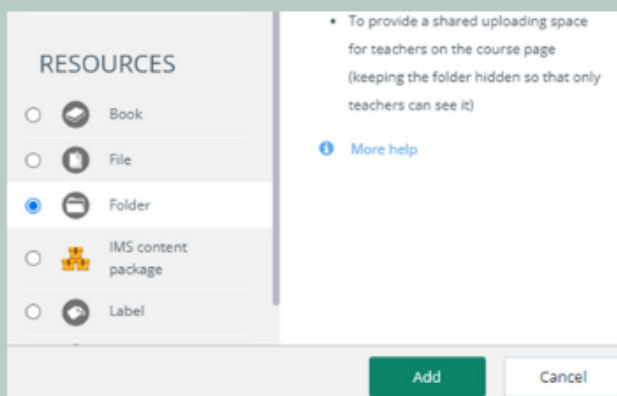
B. At the top right corner, click Setting and click 'Turn editing on'

C. Go to the Section where you would like to Add an activity or resources



Click here → **+ Add an activity or resource**

D. Let's start with uploading your notes using 'Folder'



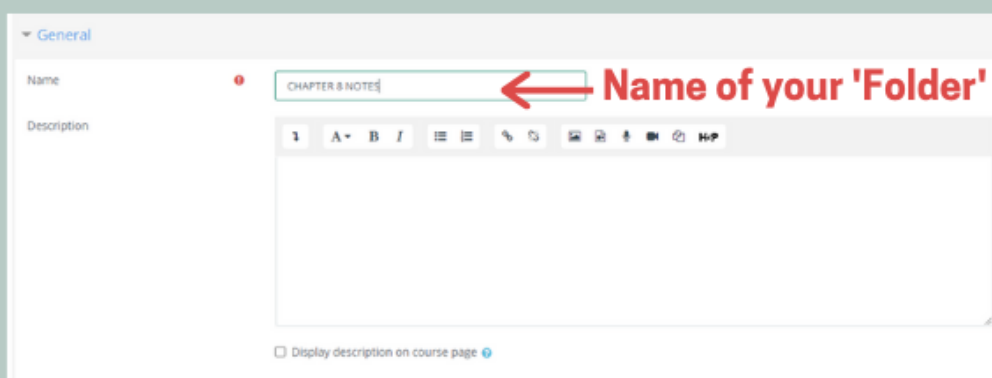
RESOURCES

- ☐ Book
- ☐ File
- ☒ Folder
- ☐ IMS content package
- ☐ Label

Add **Cancel**

**Scroll down to RESOURCES
and choose 'Folder'**

Then click 'Add'



General

Name **← Name of your 'Folder'**

Description

☐ Display description on course page

Select the files from

Revision #2

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