

# HOW TO UPLOAD A 'FOLDER'





الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُؤْتِي سُنَّةَ الْإِسْلَامِ أَجْرًا يُغْنِي عَنْهُ الْمَالُ  
Garden of Knowledge and Virtue

**LEADING THE WAY**  
KHALĪFAH • AMĀNAH • IQRA' • RAḤMATAN LIL-ĀLAMĪN

# 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 →

## 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**

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Revision #2

Created Fri, Oct 21, 2022 5:57 PM by NOR FARAHIDAH BINTI ZA'BAH

Updated Fri, Oct 21, 2022 5:59 PM by NOR FARAHIDAH BINTI ZA'BAH