

# HOW TO UPLOAD A 'FOLDER'



# iTA'LEEM SERIES: RESOURCES: FOLDER



**IF YOU ARE AN INSTRUCTOR OF A COURSE**

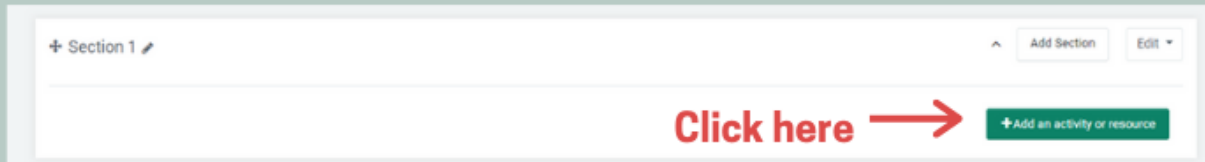
## A. Login to iTa'leem:



**Go to your course by clicking 'My Courses'**

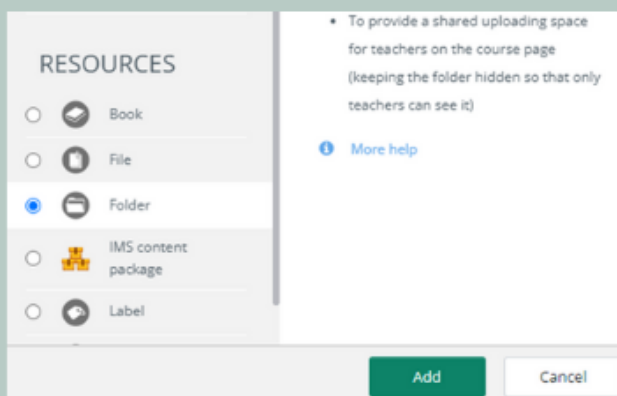
**B. At the top right corner, click Setting and click 'Turn editing on'**

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



Click here →

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



RESOURCES

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

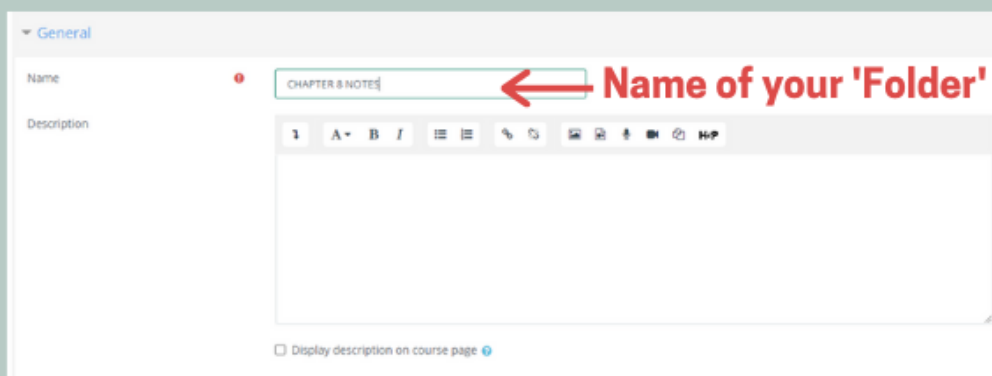
To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

[More help](#)

**Add** **Cancel**

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

**Then click 'Add'**



General

Name: CHAPTER 8 NOTES

Description:

☐ Display description on course page

**Name of your 'Folder'**

**Select the files from**

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