

# HOW UPLOAD,DELETE OR CHANGE 'FILE'





# iTA'LEEM SERIES: RESOURCES: FILE



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

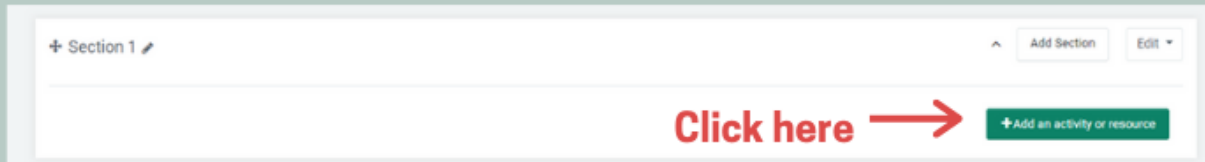
## A. Login to iTa'leem:



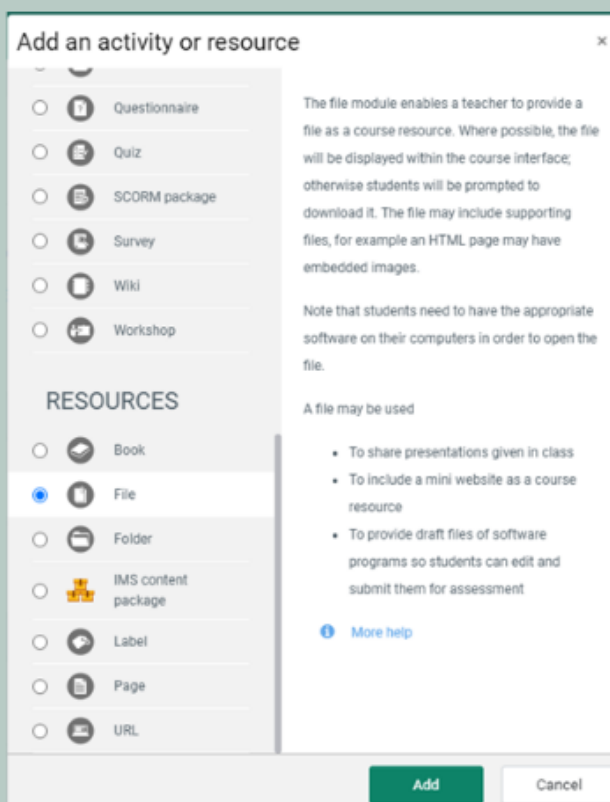
**Go to your course by clicking 'My Courses'**

**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**



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



**Scroll down to RESOURCES  
and choose File.**

**Then click 'Add'**

# iTA'LEEM SERIES: TO DELETE OR CHANGE A FILE



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

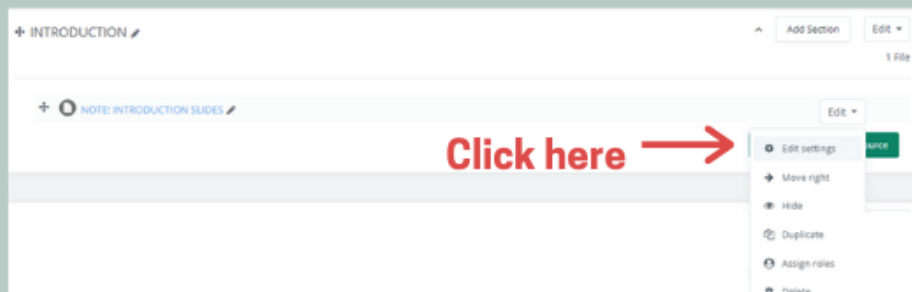
**A. Login to iTa'leem:**



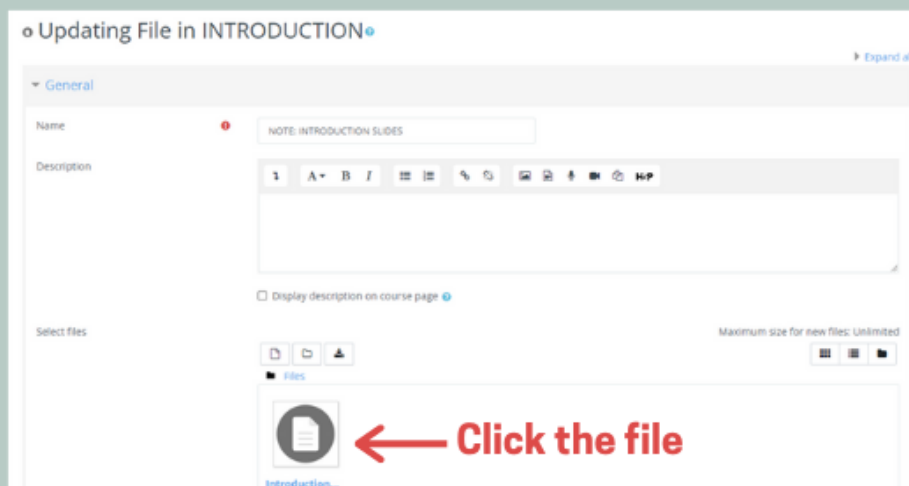
**Go to your course by clicking 'My Courses'**

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

**C. Next to the file, go to 'Edit' and click 'Edit Settings'**



**D. Scroll down and click on the file's icon -- a pop up will appear**



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