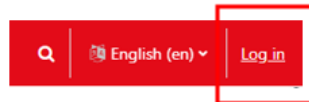


ADDING A FILE RESOURCE IN LEARN 2024

1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



2. Enter your UKZN LAN credentials and click log in.



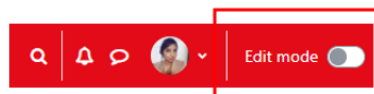
UNIVERSITY OF
KWAZULU-NATAL™
INYUVESI
YAKWAZULU-NATALI

Username: ebrahimc

Password:

Log in

3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.



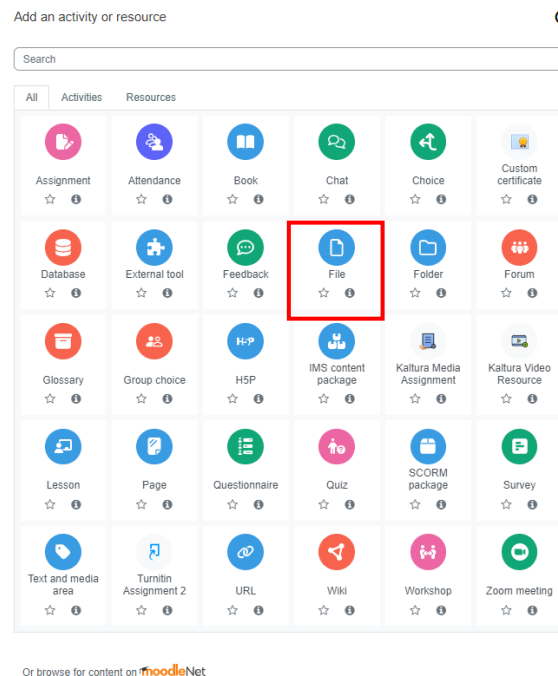
4. At the bottom left of the section, click + Add an activity or resource.
The Add an activity or resource window will open.

File

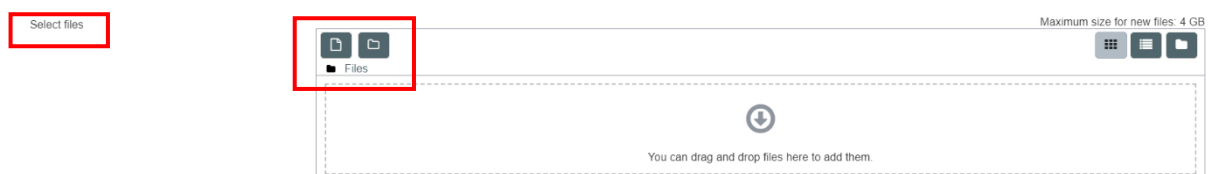
+ Add an activity or resource

Add topic

5. In the add an activity or resource window, select file. Then, the adding a new file page will open.



6. On the Adding a new File page, enter an informative name in the Name field. The name of the file is mandatory.
7. In the Description box, enter a description that lets your students know the purpose of the file and your expectations for their participation.
Note: It is generally advisable to leave the Display description on the course page unchecked to avoid clutter on the main course page.
8. In the Select a File section, drag your document into the specified section or click on the file picker to upload your file.



9. In the common module settings section, you can set the availability, force language and group mode.

▼ Common module settings

Availability	ⓘ Show on course page ▾
ID number	ⓘ
Force language	ⓘ Do not force ▾
Group mode	ⓘ No groups ▾

10. The Restrict access section lets you set conditions for student access to the File resource, either by date or by prerequisite.

Note: During periods when access is restricted, the activity is completely hidden from students, on the course page, in the Gradebook, and in the course Calendar.

▼ Restrict access

Access restrictions

None

Add restriction...

11. In the activity completion section, you can allow completion tracking.

▼ Activity completion

Completion tracking	ⓘ Students can manually mark the activity as completed ▾
Expect completed on	ⓘ ☐ Enable 26 ▾ October ▾ 2023 ▾ 10 ▾ 16 ▾ 

12. Click save and return to course or save and display. If you wish to cancel, simply click cancel.

Save and return to course Save and display Cancel