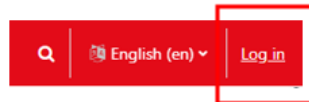


ADDING A FOLDER ACTIVITY IN LEARN2024

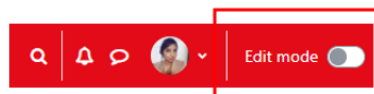
1. Go to <https://learn2024.ukzn.ac.za/>. Click on login at the top right of the homepage.



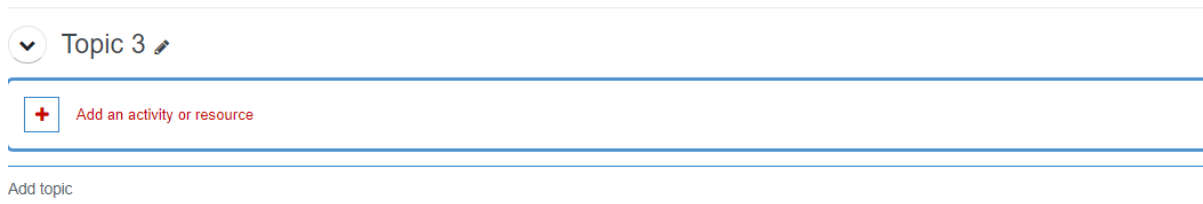
2. Enter your UKZN LAN credentials and click log in.



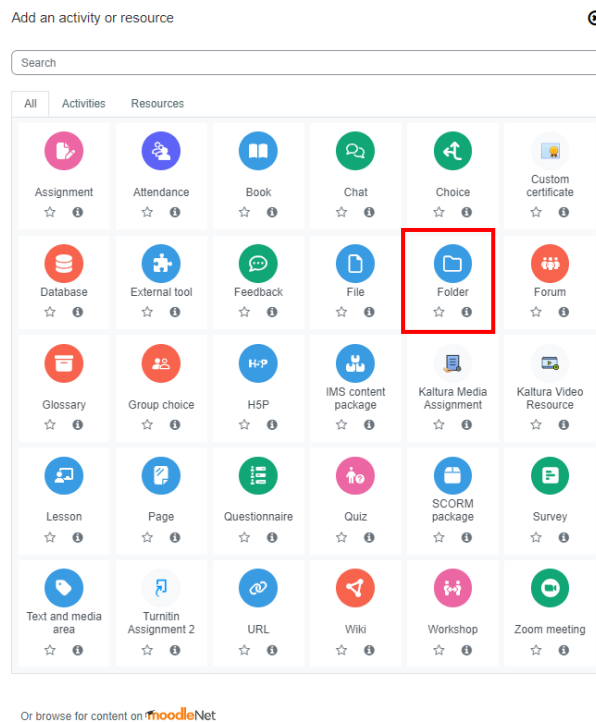
3. At the top right of your course page, switch edit mode on. Editing icons and links will appear. You can now edit your page accordingly.



4. Locate the section where you want to add the folder activity and click on add and activity or resource.



- In the Add an activity or resource window, select Folder. The Adding a new folder page will open.



- Enter a name for the folder. The name you enter will be displayed as a link to the file on your main course page.

□ Adding a new Folder to Topic 5

Expand all

General

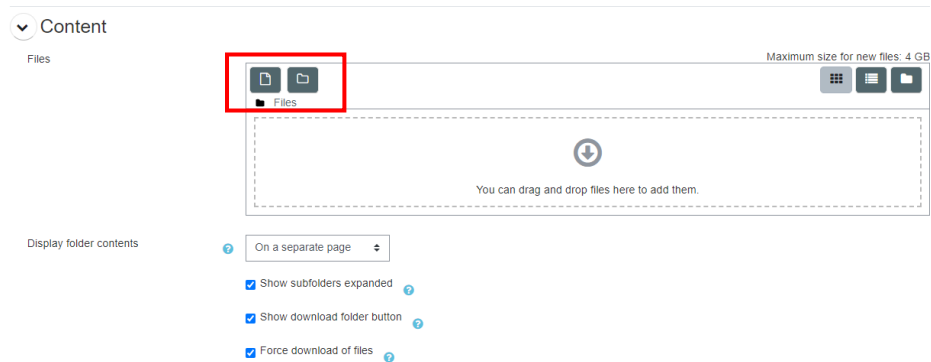
Name

- You must supply a value here

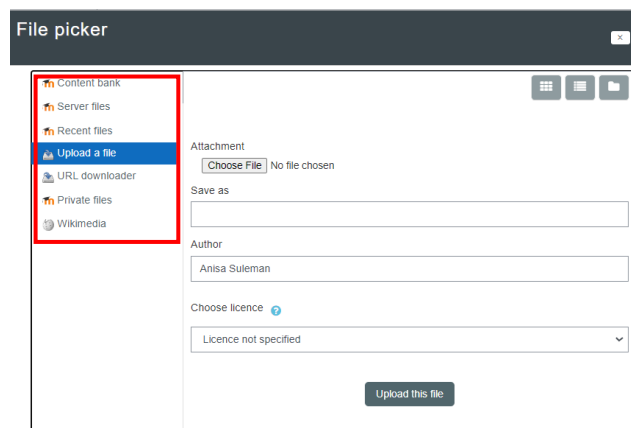
Description

☐ Display description on course page

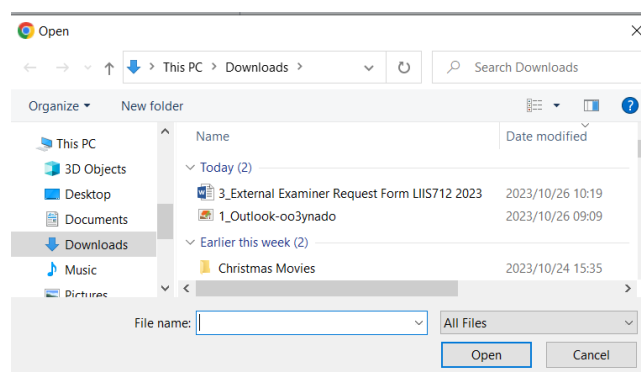
7. Under the Content heading, in the files area, click the Add icon. The  File picker will open.



8. To search for a file on your computer, select Upload a file.



9. Click Browse or Choose File. Double-click to select the file to upload. You will be returned to the File Picker window.



10. In the File picker window, leave the Save as field blank and click Upload this file. You will be returned to the Adding a new file page. You can add as many files as you want.
11. Scroll down to the bottom of the page, click save and return to course. You will return to your main course page.

Save and return to course

Save and display

Cancel