



1 Turn editing on

Max Multimedia

Turn editing on

+ Add an activity or resource

2 Choose activity

Student folder

Purpose and Approach 15 min

- Make students' uploads available for other students.
- Publish documents immediately or only after the teacher's approval.

3 Define the settings of the student folder

Adding a new Student folder

3a Student folder name: Student uploads

3b Mode: students can upload documents take documents from an assignment

3c Approved by default: Yes

3d Save and return to course Save and display Cancel

To show and import documents from an assignment use the right parameter under "Mode".

Choose, if the students' uploads will be visible to others immediately ("Yes") or only after a teacher's approval ("No").

4 Approve students' uploads

Student uploads

Upload possibility from: Wednesday, 20 January 2021, 10:00 AM
Upload possibility to: Sunday, 24 January 2021, 10:42 AM

Own files

Assignment.pdf hidden (declined)

First name / Surname	Last modified	Approval	visible to all
Alice Muster	No files available		
Bob Muster	Thermo.pdf Friday, 22 January 2021, 11:10 AM	4b Choose...	4d ✓
Clara Muster	No files available		
Max Muster	complexity.png Friday, 22 January 2021, 10:10 AM	Yes	4d ✓
Max Multimedia	Assignment.pdf Friday, 22 January 2021, 10:11 AM	No	4d ✗

4e With selected... Choose... 4f Go 4g 4c save approval Revert

Students upload files

The icons in this column show which documents are visible for students and which are not.

Teachers can also make the documents visible or invisible for students at once. Therefore, the boxes next to the names have to be checked. In the drop-down element select "visible for all" or "invisible for all" and then click "Go".

5 Students can access uploads of others

Student uploads

Upload possibility from: Wednesday, 20 January 2021, 10:00 AM
Upload possibility to: Sunday, 24 January 2021, 10:42 AM

Own files

Thermo.pdf visible

Surname / First name	Last modified
Muster Bob	Thermo.pdf Friday, 22 January 2021, 11:10 AM
Muster Max	complexity.png Friday, 22 January 2021, 10:10 AM

With selected... Choose... Go



Short description of the procedure

1. Activate the button "Turn editing on" on the top right of the course and then click in the preferred topic on "Add an activity or resource".
2. Choose "Student folder" from the activities.
3. In the settings form enter the name of the student folder [3a] and set the "Mode" [3b]. With this parameter you can define whether students can upload documents or documents will be taken from an assignment.

If you want your students to upload files, decide under "Approved by default" [3c], whether the documents will be made visible immediately upon upload ("Yes") or will be published only after the teacher's approval ("No").

If you take the documents from an assignment, you have to decide, if students' approval for the publication of their documents in the course will be obtained and in case of group assignments also, if all group members or only one have to agree.

After completion click "Save and display" [3d].

4. In the teachers' view under "All files" all students are listed, irrespective of whether they have uploaded files yet or not. In the column "Last modified" you can see all the documents the students have uploaded [4a]. To make a document visible or invisible to others go to the column "Approval", set the drop-down element "Choose..." [4b] to "Yes" (=visible) or "No" (=invisible) and click on "save approval" [4c]. In the column "visible to all" the icons show you, which documents are visible to students and which are not [4d].

Teachers can also make the documents visible or invisible for students at once. Therefore, the boxes next to the names have to be checked [4e]. In the drop-down element [4f] select "visible for all" or "invisible for all" and then click "Go" [4g].

5. Figure 5 shows the students' view. The students can only see the approved documents.

