Add files to your course

Here is a brief overview of:

- Link to a file in Office 365 (OneDrive, SharePoint og Teams) vs. upload a copy. Pros and cons.
- How to link to a file or upload a copy of a file

Two ways you can add files to your course:

1. Add files from Plans
2. Add files from Ressources

Link to a file in Office365/upload a copy (OneDrive, SharePoint og Teams). Pros and cons.

When you want to add files to your course, you can do it in 2 ways:

1.Link to a file in Office 365.
2.Upload a copy of a document in Office 365.

Pros and cons.

1. Link to a file in Office 365	2.Upload a copy
Studerende kan ikke downloade pdf- og word-filerne fra itslearning.	Studerende kan downloade pdf- og word-filerne fra itslearning.
Du kan opdatere dokumentet i Office365 uden at skulle uploade det til itslearning igen.	Du skal uploade en ny kopi af dokumentet til itslearning.

## How to link to a file or upload a copy

Office365 includes OneDrive, SharePoint and Teams. Files in Teams are under SharePoint. To link to files in Office 365, you must be logged in to itslearning with your SDU account.

You can upload a file from Office 365 either via *Plans* or *Ressources* (see '2. Add files from plans' and '3. Add files from Ressources).
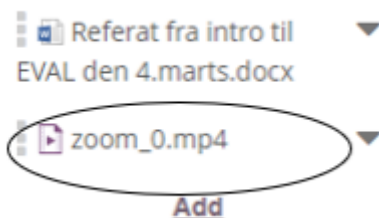
1. 1.Select *Office365*
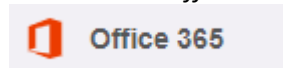
2. Select the file(s) you want to link to.
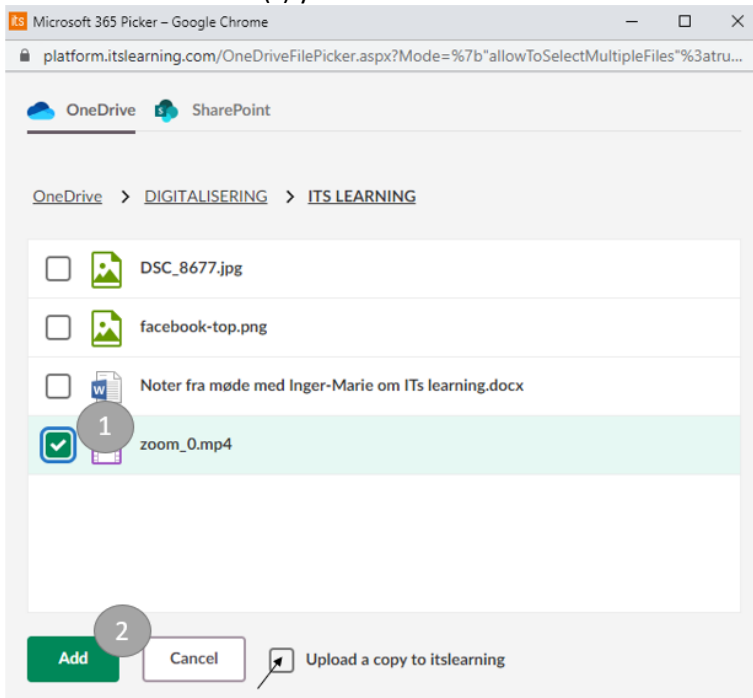
3.Click *Add.*

If you want the students to get a **copy of the document**, select *Upload a copy to itslearning*.

4. After uploading a file to *Plans*, you can click on the file in the plan to edit settings for the file:


When you have uploaded a file to *Resources*, the editing window opens.

Edit options

-Click the three dots at the top right to edit *permissions* (who can view and edit the file).

-Press *Edit options* to edit other settings.

1. Set whether and for how long the file should be visible to the students.
2. If you work with *learning objectives* in your plan, you can connect learning goals to the file.
3. Make a brief *description* for your file (optional).
4. Finish by clicking *Save.*
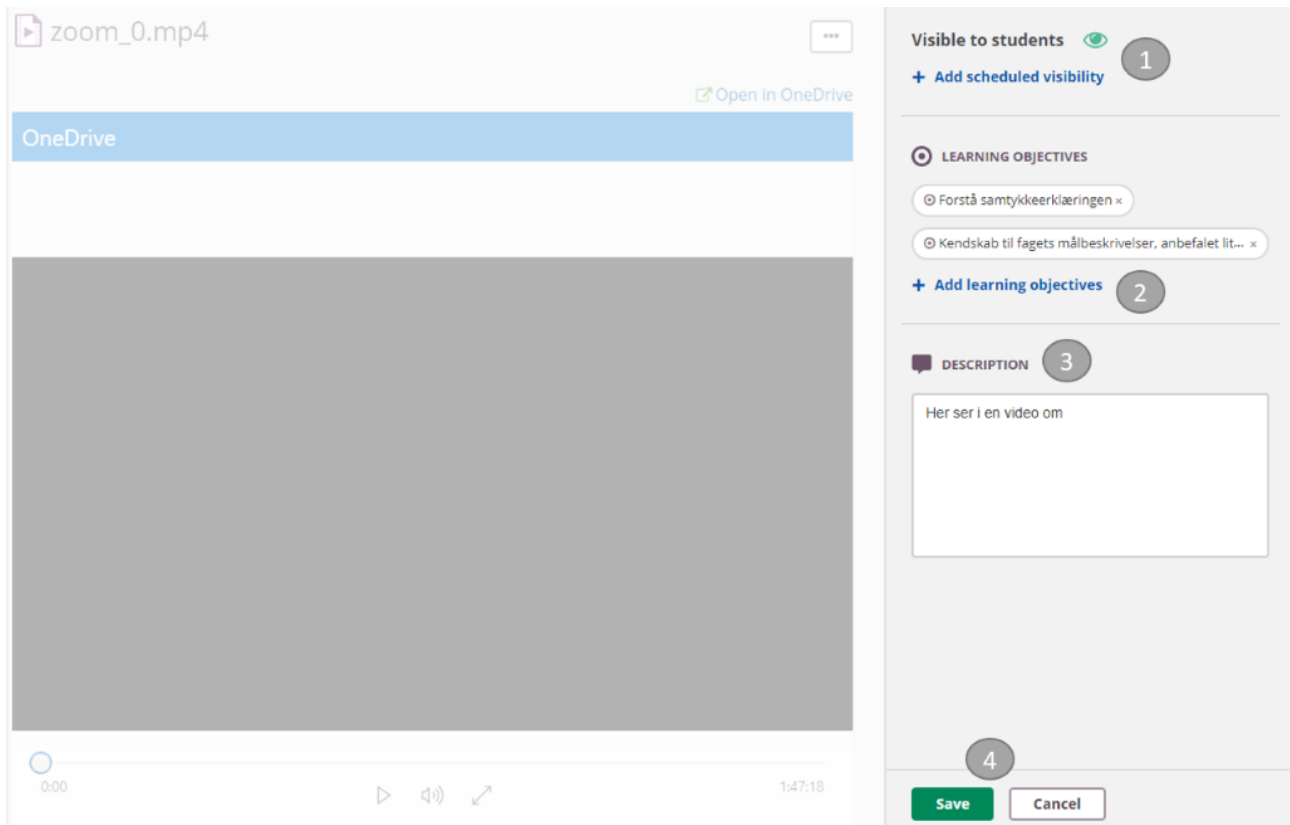
Two ways you can upload materials for your course

1. **Add files from Plans**. Itslearning automatically creates folders corresponding to the topics you create, and any files you add to a topic plan automatically appear in the topic folder under Resources. If you have a lot of material under each plan, you may create a subfolder for each plan and drag the individual files into the subfolder to ensure that the students have a good overview.

2. **Add files from Ressourcers**. Put your files in subfolders corresponding to each plan. Then add the individual files to plans. This approach is good if you have large amounts of teaching material.

1. Add files from Plans

Go to your course> *Plans*. Files (PDF-documents, videos, images, etc.) should be added in the column *Resources and activities*.

1. Click *Add*.

Natur og kultur

Beskrivelse

Tema: natur og kultur
- Haver og parker: naturen som begreb og som oplevelse
- Hollufgårds skulpturpark
- Begrebet antropocæn
- Bæredygtighed – et nyt tema i kulturlivet

⌃ Hide plans

[Add plan] [Action ▼] [Select ▼]

☐	Plan	Date	Description	Resources and activities	Teacher
☐	**Undervisning** ▼	16. sep 10:15 – 12:00	Click to add text	☑ Læs Lars Tønder: "Det antropocæne" **HOMEWORK** ❶ ▼ ☑ Nyt link til Zoom ▼ **Add** ①	Click to add text
☐	**Ekskursion til Hollufgård, hold A** ▼	17. sep 13:00 – 16:00	Husk også at aflevere tekster om skulpturerne til din gruppe - opgaven ligger under Ressourcer	▢ Assignment ☑ Task ▢ Page 🎓 Course ◻ Office 365 ② 💻 Your computer **Show all** ③	Click to add text
☐	**Ekskursion til Hollufgård, hold B** ▼	18. sep 12:00 – 15:00	Husk også at aflevere tekster om skulpturerne til din gruppe - opgaven ligger under Ressourcer		Click to add text

2. Your options will be shown in a drop-down list. You can upload files from Office 365 or files saved on your computer.

See the guide **How to link to a file or upload a copy** in the top.

Click *Show All* to show all options.

Add resource to Undervisning

Select resource type

What kind of resource would you like to create? After you have saved the resource, it can be found in the folder **Natur og kultur**.

Resources

Folder
Organise content to create a tidy course structure.

Excel
Create new Excel document.

File
Add files and images to your course or share them in the library.

Link
Add links to your course or share them in the library.

Note
Create notes for simple texts or information.

Page
Create pages with rich-text and interactive content.

PowerPoint
Create new PowerPoint presentation.

SCORM or AICC link
Add links to external SCORM or AICC content.

Word
Create new Word document.

Zoom Meetings
Zoom Meetings

Activities

Assignment
Let participants submit answers individually or in groups.

Conference
Enable real-time discussions with video, sound and text-based chat.

Discussion
Create a written, structured debate.

Learning path
Create a progress-based sequence of resources.

Registration
Create events to which users can register.

Survey
Collect information from a group of respondents.

Task
Create homework or tasks that are not supposed to be handed in – for example, lab activities and 'show and tell' evaluations.

Test
Test knowledge with a wide variety of question types.

2. Add files from Ressourceres

Files (e.g., pdf documents, videos, pictures, etc.) must be added under *Resources*.

1. Click *add* to create your folder structure.

2.Select *Folder*.

Resources

Folder
Organise content to create a tidy course structure.

3.Give the folder a *title* and *description*. Let the title be the same as the topic or plan to which the file should connect to.

Add folder

Title

Week 35

Description

| Font | ▾ | Size | ▾ | **B** | *I* | U | A▾ | A▾ | Ω | ≡ | ≡ | ≡ | ≡ | x₂ | x² | ⁝≡ | ⁝≡ | ⁝≡ | ⁝≡ | ⊨ | ⇔ | ⊞ | ☺ | ▤ | ◷ | ☐ | ↓ | ◼ | √x̄ | ⊘ | ⊡ | ⊩▾ |

Font ▾ Size ▾ **B** *I* U A▾ ▣▾ Ω ▤ ≡ ≡ ≡ x₂ x² ⫷ ⫸ ⦂≡ ⦂≡ ⊨ ⇔ ⊞ ☺ ▤ ◷ ☐ ↓ ◼ √x̄ ⊘ ⊡ ⊩▾
↩ ↪ ✂ ▯ ▤ ▤ ▤ Source ⤢

body p

Active
◉ Yes ○ No ○ Set time span

Save **Cancel**

4. Enter the individual folder. Press *add* to add files or folders from your computer.

Week 35 [⋯]

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⬆ Up one level ➕ Add Action ▾ ≡ Reorganise ▢ Select the elements to allow

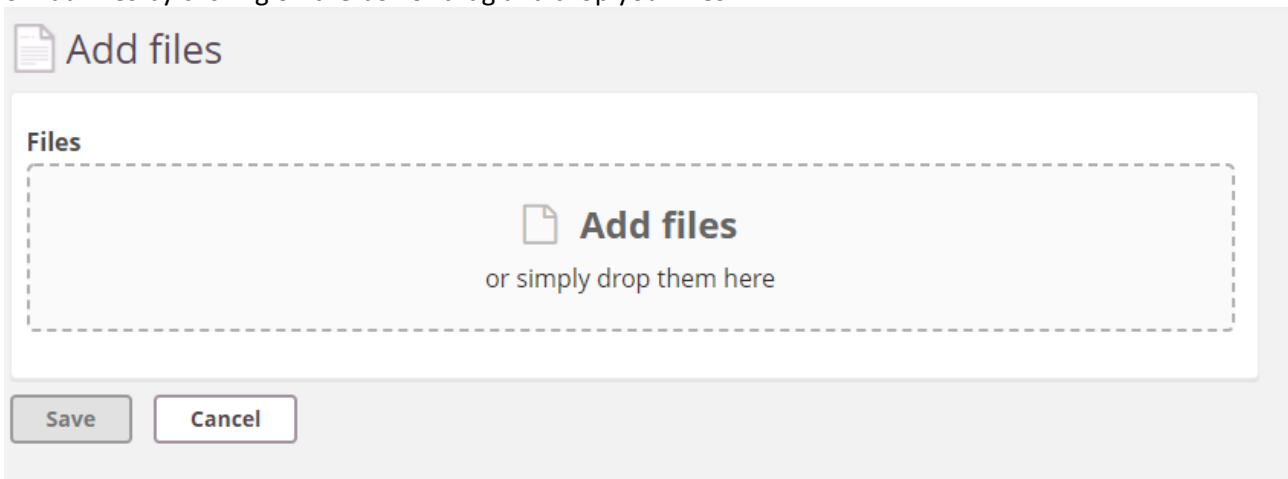| ☐	TYPE	TITLE	PUBLISHED	ACTIVE
			This folder is empty. Click 'Add' to get started.	

5. Select *File.*

File or folder
Upload files or folders from your computer.

6. *Add Files* by clicking on the box or drag and drop your files.

7. See the guide **How to link to a file or upload a copy** in the top.