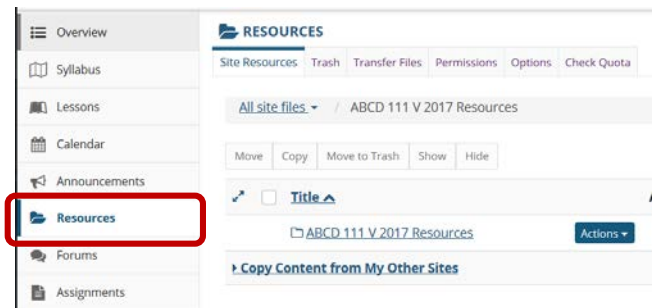


# eFundi Tutorial: Resources



Resources is where documents essential for teaching the module is uploaded for students. Depending on your chosen settings, folders and files can be viewed either by the entire site or selected groups. *This tool is NOT for submitting or grading assignments.*



## Index

This tutorial will address the following topics:

[How to create a folder](#)

[How to upload a resource](#)

[How to upload web links as a source](#)

[How to hide/show a resource/folder](#)

[How to edit folder/file details](#)

[How to edit folder/file permissions](#)

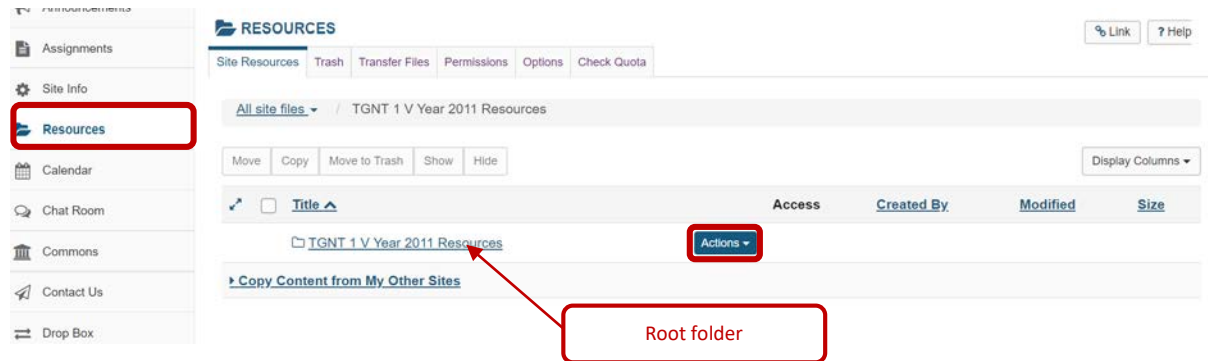
[How to trash and restore resources](#)

[Need help?](#)

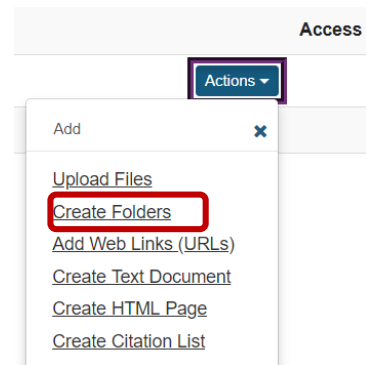
## How to create a folder

[Back to index](#)

Select the **Resources** tool from the Tool Menu of your site. Click the **Actions** button next to your Root folder.



A dropdown menu will appear. Choose the **Create Folders** option.



**Create Folders**

Location: / TGNT 1 V Year 2011

Create as many folders as you like! If you change your mind about n

Folder Name

[Add Another Folder](#)

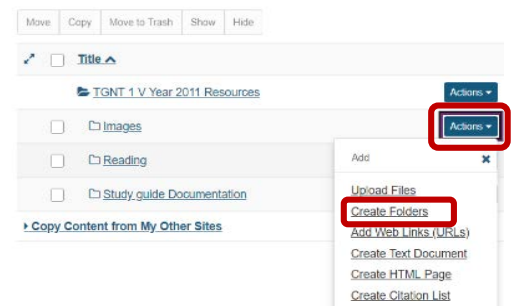
[Create Folders Now](#) [Cancel](#)

Enter the name of the folder in the **Folder name** textbox.

You can create more folders by selections the **Add Another Folder** link.

Once you have added all the folders you will need, click the **Create Folders Now** button.

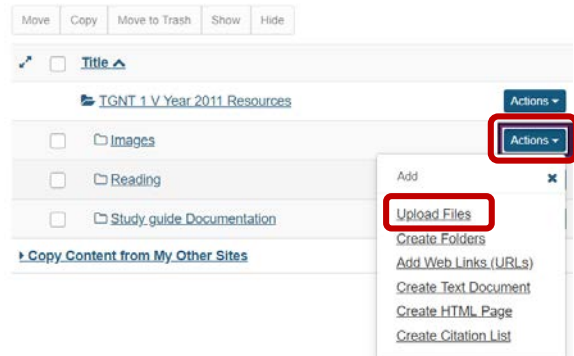
To create **subfolders**, simply click on the **Actions** button next to the relevant folder and choose the **Create Folders** option.



# How to upload a resource

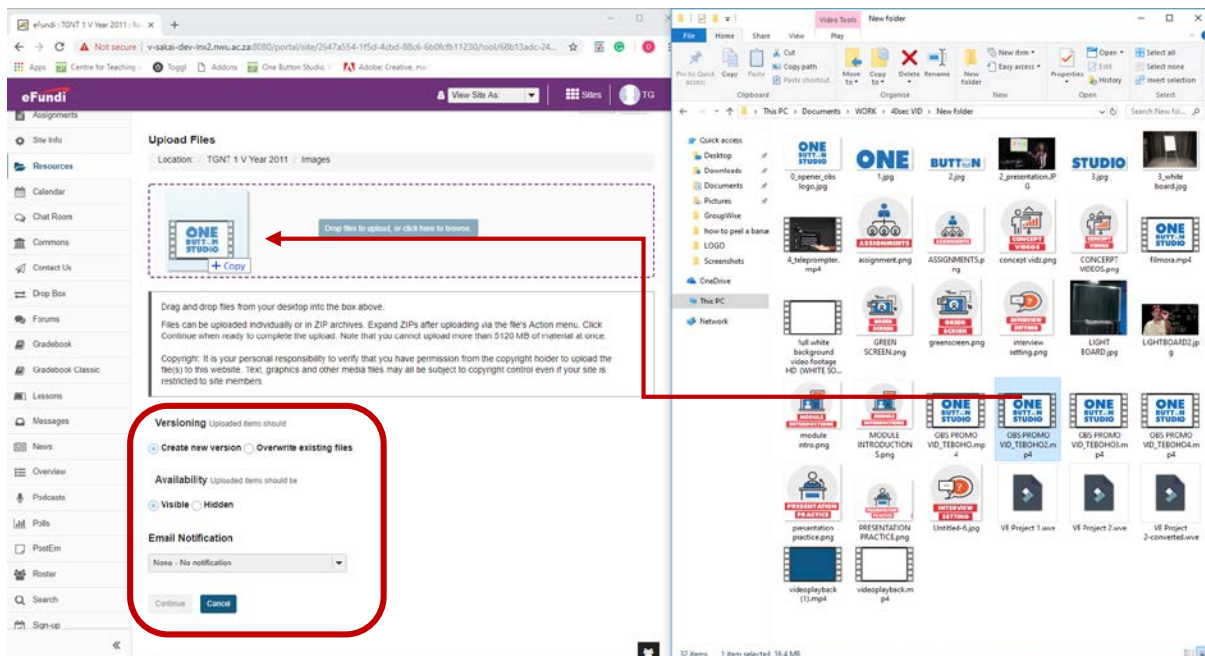
[Back to index](#)

Select the **Resources** tool from the Tool Menu of your site. To the right of the folder to which you want to add files, click the **Actions** dropdown menu and select **Upload Files**.



If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.

## Method 1: Drag and drop files from your computer



Drag files from your computer and drop them in box marked **"Drop files here to upload"**. This will display thumbnails of the files that will be uploaded. You can drag as many files or folders as you like. The total size for all the files should not exceed 1GB.

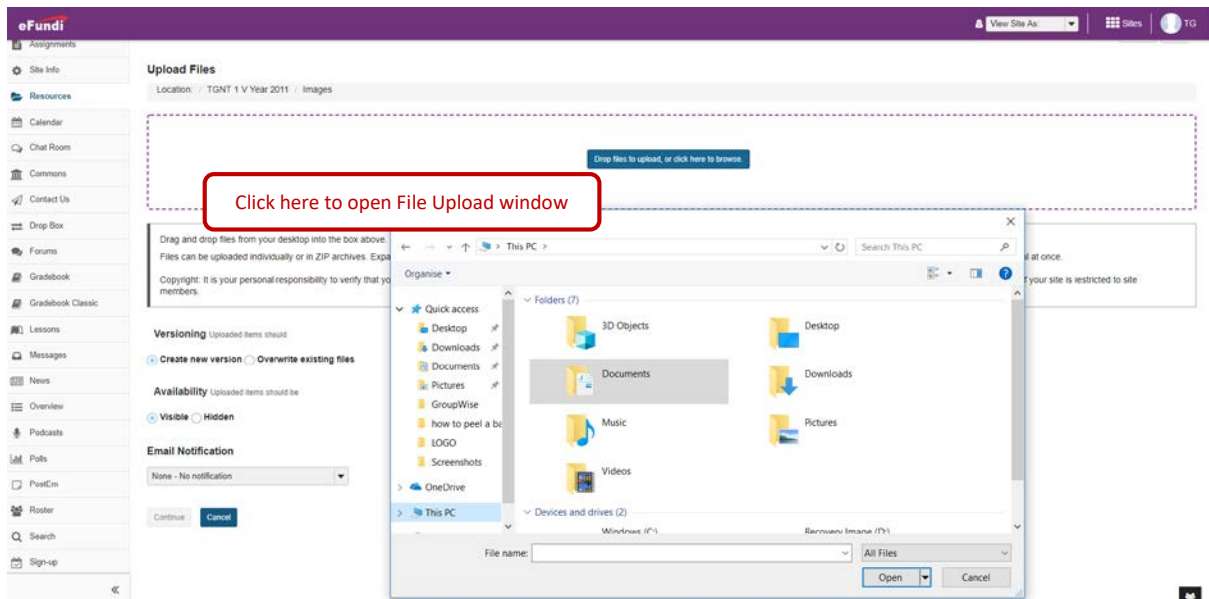
Indicate whether you want the files to be **visible or hidden** from students.

If you would like to send an e-mail to your students to inform them that a new resource has been uploaded, select the **"High – All participants"** option from the **Email Notification** dropdown menu.

Then click the **Continue** button to finish uploading the files.

## Method 2: Browse your computer for the files

Click in the box labelled "Drop files here to upload." This will open your computer's **File Upload** window.



Find the files you wish to upload, select the files and click the **Open** button.

Then click the **Continue** button to finish uploading the files.

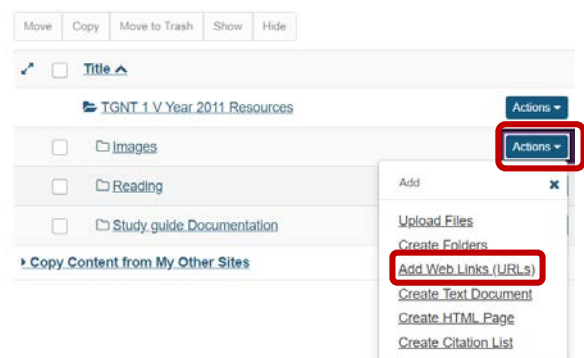
## How to upload web links as a source

[Back to index](#)

Select the **Resources** tool from the Tool Menu of your site. To the right of the folder to which you want to add files, click the **Actions** dropdown menu and select **Add Web Links (URLs)**.

If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.

In the next window fill in all the applicable fields:



## Add Web Links (URLs)

Location: / TEST 123 VVV Year 2020

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

The screenshot shows a form for adding web links. It includes a header with the location, a instruction box, and a main form area. The form has five numbered callouts: 1 points to the 'Web Address (URL)' input field; 2 points to the 'Website Name' input field; 3 points to the 'Add Another Web Link' link; 4 points to the 'Email Notification' dropdown menu; and 5 points to the 'Add Web Links Now' button. The 'Email Notification' dropdown is currently set to 'None - No notification'.

1. Copy the URL of the item (website, video, picture or otherwise) and place it in the **Web Address (URL) box**.
2. Type a title for the item you wish to add in the **Website Name** box. As indicated in number 1, the item does not need to necessarily be a website. Also note that you can add additional details to this item by clicking on the hyperlink below the box.
3. If you want to **Add Another Web Link**, click to add more.
4. You can notify your site participants of the upload by selecting **High – All Participants** in the **Email Notifications** drop down menu.
5. Once done, click on **Add Web Links Now**.

This is a close-up of the 'Email Notification' dropdown menu. The menu is open, showing three options: 'None - No notification', 'High - All participants', and 'Low - Not received by those who have opted out'. The 'High - All participants' option is highlighted with a blue background and a red border. Below the dropdown is the 'Add Web Links Now' button.

## How to hide/show a resource/folder

[Back to index](#)

There are several ways to hide or reveal resources to your students.

### Method 1: Set visibility when uploading resources

The screenshot shows the 'Availability' settings for uploading resources. The 'Availability' section is highlighted with a red box and contains two radio buttons: 'Visible' (selected) and 'Hidden'. Below this is the 'Email Notification' dropdown menu, which is currently set to 'None - No notification'. At the bottom are 'Continue' and 'Cancel' buttons.

## Method 2: Change visibility in the Resources view

The screenshot shows the Moodle Resources view for 'TGNT 1 V Year 2011'. At the top, there are tabs for 'Site Resources', 'Trash', 'Transfer Files', 'Permissions', 'Options', and 'Check Quota'. Below the tabs, there are buttons for 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide'. The 'Show' and 'Hide' buttons are highlighted with a red box. Below these buttons is a table of resources. The first resource is 'TGNT 1 V Year 2011 Resources'. The second resource is 'Images', which has a checked checkbox and is highlighted with a red box. The third resource is 'Reading' and the fourth is 'Study guide Documentation'. Each resource has an 'Actions' dropdown menu. At the bottom, there is a link for 'Copy Content from My Other Sites'.

## Method 3: Change visibility of the file/folder by editing details

To the right of the file/folder you want to change, click the **Actions** dropdown menu and select **Edit Details**.

The screenshot shows the Actions dropdown menu for a file named '0\_opener\_obs logo.jpg'. The menu options are: Copy, Edit Details (highlighted with a red box), Upload New Version, Move, Move to Trash, Duplicate, and Make Web Content Link.

Scroll down to the section on **Availability and Access**, and change your settings.

The screenshot shows the 'Availability and Access' settings page. The 'Show this item' option is selected, and the 'From' and 'Until' date pickers are highlighted with red boxes and arrows. The 'Hide this item' option is also visible. Below these options, there is a section for 'Choose who can see this item.' with three radio button options: 'Only members of this site can see this file.', 'This file is publicly viewable.', and 'Display this file to selected groups only'. The 'Display this file to selected groups only' option is highlighted with a red box and arrow.

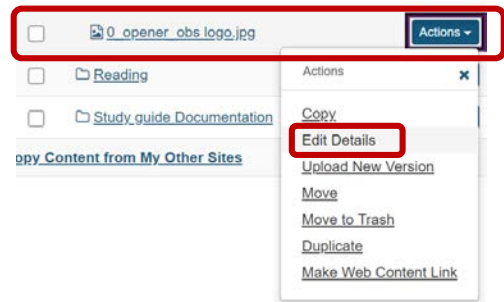
Remember to **Update** your new settings when you are done.

The screenshot shows the 'Email Notification' dropdown menu set to 'None - No notification'. Below it are two buttons: 'Update' (highlighted with a red box) and 'Cancel'.

## How to edit folder/file details

[Back to index](#)

To the right of the file/folder you want to change, click the **Actions** dropdown menu and select **Edit Details**.



### Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with \*

\* **Display Name**

o\_opener\_obs logo.jpg

**Description**

In the space provided, you can change the **display name** for your file/folder. *\*Note: This only changes the name displayed in Resources and does not change the name of the file.*

In the space provided for the **Description**, you can provide additional information about the resource.

In the copyright section you can indicate the type of copyright you have on the file(s) and add a copyright alert to inform students what the copyright is on the file that they are about to download.

### \* Copyright Status ([more info](#))

Material is in public domain.

**Copyright Alert**

Display copyright alert and require acknowledgement when accessed by others. ([what's this?](#))

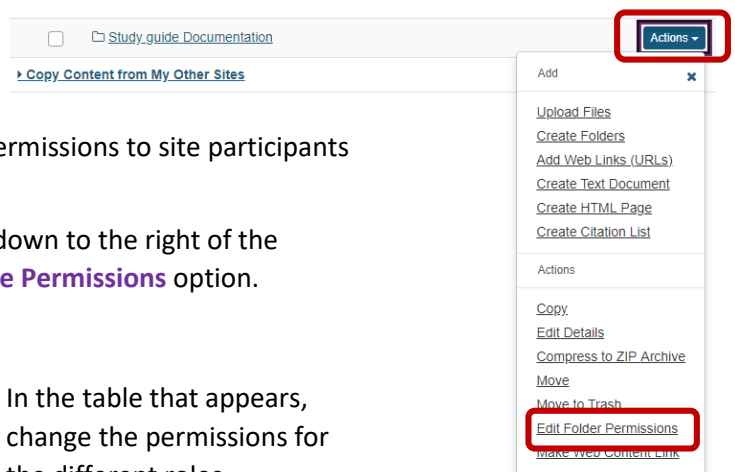
The section on **Availability and Access** deals with visibility of the files. [Click here](#) for more information on this.

## How to edit folder/file permissions

[Back to index](#)

Folder permissions allows you to give different permissions to site participants depending on the role they have in the site.

To set the permissions, click on the **Actions** dropdown to the right of the relevant file/folder, and select the **Edit Folder/File Permissions** option.



Undo changes

Permission	Doesnt	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access/create group resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Cancel

In the table that appears, change the permissions for the different roles, then click **Save**.

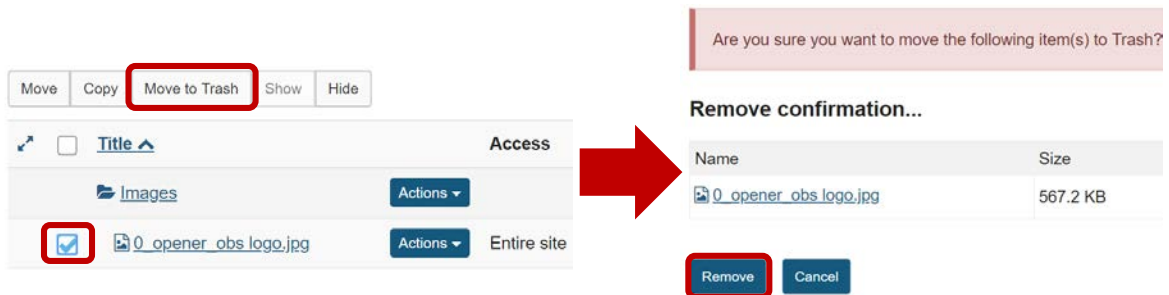
## How to remove and restore resources

[Back to index](#)

There are two methods to remove resources from your site.

### Method 1: Select items and move to trash

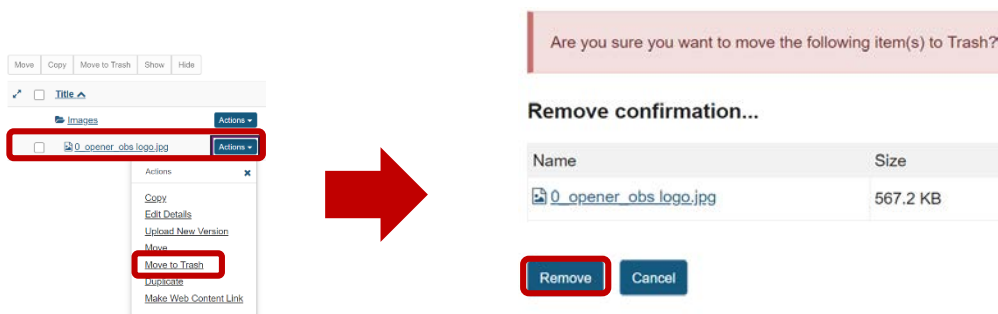
In your main Resources view, click on the **check box** next to the item you want to remove, then click on the **Move to Trash** option at the top. When prompted, confirm that you want to remove the file.



*Note: If you remove a folder, all of the items inside the folder will also be removed.*

### Method 2: Click Actions then choose Move to Trash

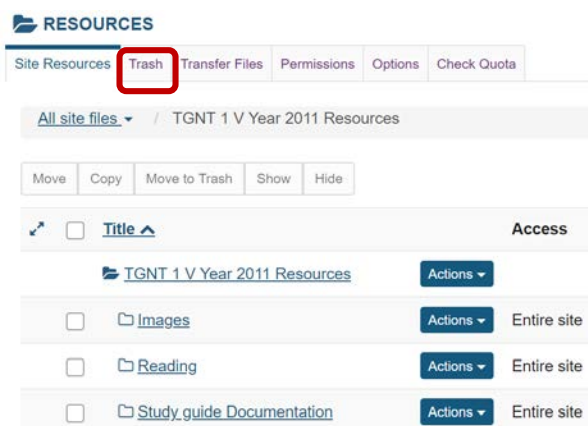
You can also remove a file/folder by using the **Actions** dropdown menu next to the relevant file/folder and select the **Move to Trash** option. When prompted, confirm that you want to remove the file.



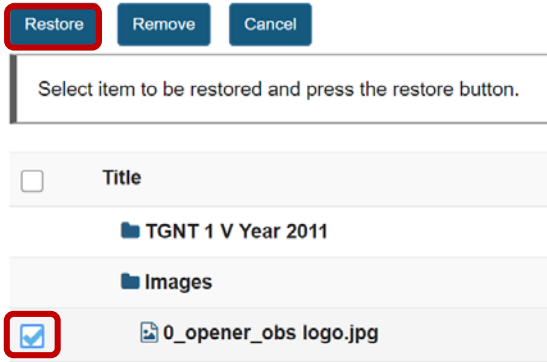
*Note: If you remove a folder, all of the items inside the folder will also be removed.*

### To restore an item that you removed:

Click on the **TRASH** tab at the top of your resources page.







Click on the **checkbox** next to the file/folder you would like to restore, then click the **Restore** button at the top of the page.

## Need help?

[Back to index](#)

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

### eFundi Support Desk:

**Call centre:** 018 285 5930

### Campus support:

<b>Mafeking:</b> Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	<b>Potchefstroom:</b> Tel.: 018 285 2295 Office: Building E8, Room 107A	<b>Vanderbijlpark:</b> Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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**OR**

**Log a ticket:** [support.nwu.ac.za](http://support.nwu.ac.za)