

Learning Management System user guide: Student and Group Folders in the Content Collection

Folders can be created in the Content Collection for individual students or groups belonging to a subject or community. To request the creation of student or group folders in a subject or community please enter the details in the LMS online request form at <http://servicedesk.unimelb.edu.au/itsc/lms/>

Individual students can upload files to their own student folder. Each student folder has a 'prot' and a 'class' subfolder, the 'prot' folder is used for protected content, viewed only by the individual student and staff, the 'class' folder is used for content to be viewed by all subject users.

Group members can upload files to their own group folder. Each group folder has a 'prot' and a 'class' subfolder, the 'prot' folder is used for protected content, viewed only by the group members and staff, the 'class' folder is used for content to be viewed by all subject users.

Students should be provided with a link to the folders from either the subject menu or a content area page.

Some of the different methods for uploading files into these folders are outlined in the Student Folders and Group Folders guides at <http://www.lms.unimelb.edu.au/staff/communication/folders/>.

Please note that although the **+Item** button is displayed on the top menu of folders this can not be used by students to upload files. Instead students will need to set up a Web Folder as described in the Student Folders and Group Folders guides at <http://www.lms.unimelb.edu.au/staff/communication/folders/>.

FINDING THE URL OF STUDENT OR GROUP FOLDER

1. In the **Manage Content** tab, use the left hand menu to navigate to the subject instance folder (e.g. XXXXXX_2009_1)
2. Click on the subject instance folder to locate the 'students' or 'groups' folder.
3. Click the **Modify** link to the right of the folder to display options.
4. Copy the **Location URL**. Note: delete any spaces (blank characters) that may appear after the URL. The URL will have the following format:
http://app.lms.unimelb.edu.au/bbcswebdav/courses/XXXXXX_2009_1/students/ or
http://app.lms.unimelb.edu.au/bbcswebdav/courses/XXXXXX_2009_1/groups/

LINKING TO STUDENT OR GROUP FOLDERS FROM THE SUBJECT MENU

1. In the *Control Panel* of your subject, select **Manage Subject Menu** from the *Subject Options* module.
2. Click **+External** Link button on the top menu.
3. Enter a Name for the link and the Location URL.
4. Click **Submit** and then **OK** on the following receipt page.

LINKING TO STUDENT OR GROUP FOLDERS FROM A CONTENT AREA PAGE

1. Using the Subject Menu, navigate to the area where you wish to create a link to the student or group folders.
2. Click **Edit** View.
3. Click the **+ External** Link button on the top menu.
4. Enter a Name for the link, the Location URL, and a description (optional).
5. Click **Submit** and then **OK** on the following receipt page

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