

# LEARNING MANAGEMENT SYSTEM USER GUIDE: SHARE FILES VIA THE LMS

It sometimes becomes necessary to share files that you have stored on the LMS with people. This may be done in several ways. The method you use will depend on who you are sharing the file with (university person or external) and whether this is a one-off share, or if there is a need for ongoing sharing of files.

## Upload a file to the content collection

Each of the processes below assumes that you have already uploaded the file to be shared to the content collection. For details on how to do this see:

[http://www.lms.unimelb.edu.au/user\\_guides/addingfiles\\_guide.pdf](http://www.lms.unimelb.edu.au/user_guides/addingfiles_guide.pdf)

## Accessing the file

For all five methods, the URL may be sent to the individuals to access the file once the permissions are set.

1. Open **Manage Content** and navigate to the file.
2. Put your mouse on the file to see the down-pointing arrow.
3. Select **360° View**.
4. Copy the **Permanent URL** and send it to the individual.

Notes:

For methods 1-4 the individual will need to be logged into the LMS in order to access the file.

For method 5 the individual will not need to be logged into the LMS.


## External users

For the first four methods, people receiving permission to access the files will either need to have a Unimelb identity (preferred), or will need to be added to the LMS as an external user (additional step to create account required). To create an external user you need to know the non-Unimelb email address of your intended participant. External users are given the role of Participant, which is equivalent to a student role. More information on creating external user accounts is available from:

[http://lms.unimelb.edu.au/user\\_guides/externaluser\\_guide.pdf](http://lms.unimelb.edu.au/user_guides/externaluser_guide.pdf)


## Method 1: Specific individuals with an LMS identity

This method requires individuals to have an identity in the LMS. This is a useful way to quickly share with a colleague when the file is too large to email – upload it to the LMS and set the permissions to allow a specific user, based on their username.

1. Open **Manage Content** and navigate to the file.
2. Click the **Permissions** icon for that file. 
3. Click on the **Select Specific Users** button.
4. Type or **Browse** for a username of the person to get access to the file.
5. Select the level of permission required: **Read**, **Write**, **Remove**, or **Manage**.
6. **Submit**.
7. The user will now appear in the *Manage Permissions* list for this file


## Method 2: An entire LMS community

This method is better suited to when you are likely to share files with a group colleagues regularly. You would upload a file to the community content folder and apply permissions for everyone in the community, not specific usernames. The added bonus is that other LMS tools (discussion board, wikis etc) could also be used as everyone would be a member of the community.

1. Open **Manage Content** and navigate to the file.
2. Click the **Permissions** icon for that file. 
3. Click **Select Specific Users By Place >> Community**.
4. A list of the communities you have access to will be displayed. Click the check box to the left of the desired community.
5. Select the Roles who will get access to the file.
6. Select the level of permission required: **Read, Write, Remove, or Manage**.
7. **Submit**.
8. The *Community* will now appear in the *Manage Permissions* list for this file.


## Method 3: Any individual in the LMS

This method is a useful catch-all for scenarios where you may wish to have content available to people with an LMS identity and a particular role, but don't want to be too specific. This can be used to deliver relatively generic files that have a broad audience but ought not to be available to the general public without authentication.

1. Open **Manage Content** and navigate to the file.
2. Click the **Permissions** icon for that file. 
3. Click **Select Roles >> All Roles**.
4. Select the level of permission required: **Read, Write, Remove, or Manage**.
5. **Submit**.
6. *All Users with System Accounts* will now appear in the *Manage Permissions* list for this file.


## Method 4: Any individual in the LMS based on role

This method is useful if you want to share files with anyone of a particular role. For example, you may want to allow any University staff to access the file, but keep it hidden from all students.

1. Open **Manage Content** and navigate to the file.
2. Click the **Permissions** icon for that file. 
3. Click **Select Roles >> Institution Roles**.
4. Click the desired role(s) in the **Items to Select** list.
5. Click the right-pointing arrow to move them to **Selected Items**.
6. Select the level of permission required: **Read, Write, Remove, or Manage**.
7. **Submit**.
8. The *Institution Role* will now appear in the *Manage Permissions* list for this file.

## Method 5: The public

This method is a useful catch-all for scenarios where you may wish to have content available to people with an LMS identity and don't want to be too specific. This can be used to deliver relatively generic files that have a broad audience but ought not to be available to the general public without authentication.

1. Open **Manage Content** and navigate to the file.
2. Click the **Permissions** icon for that file. A small icon representing a document with a keyhole, indicating permissions.
3. Click **Permit Anyone**.
4. Select the level of permission required: **Read, Write, Remove, or Manage**.
5. **Submit**.
6. *Public* will now appear in the *Manage Permissions* list for this file.

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[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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