

LEARNING MANAGEMENT SYSTEM USER GUIDE: PROVIDING INDIVIDUAL FILES TO STUDENTS

There are occasions where you may want to provide students with individual files. Examples include:

- Unique data sets to be used in calculations for assessment tasks
- Feedback for assessment tasks

You could send an email individually to each student, upload the files into each student's personal student folder in the subject content collection, or manually set permissions on files within a group folder, but each of these options is very time consuming and it is easy to make mistakes.

If you have the files created and individually identified them by either the students' username or ID, then you can upload these files to the content collection and request that permissions get applied to these files so that only the intended student gets access to their individual file.

Student file names must be in either student ID or username formats:

studentid.xxxx e.g. 123456.docx, 278488.pdf, 290100.xls
username.xxxx e.g. sarahk.docx, wangjk.pdf, gmoore.xls

Note that the file extension may be 3 or 4 characters (eg: doc, or docx) and allows any file type.

Before embarking on this process

Assignments in the LMS offer extensive options for providing feedback. Both Turnitin and the default Blackboard assignments allow submissions to be marked online and extensive feedback created. For detailed information:

Turnitin Feedback Studio <http://www.lms.unimelb.edu.au/teaching/assessment/turnitin/> and
Blackboard Assignments: http://lms.unimelb.edu.au/user_guides/assignments_guide.pdf

Plus, in the case of Turnitin, you don't even necessarily need a student submission:
<http://blog.le.unimelb.edu.au/2014/03/thinking-outside-the-assignment-submission-box-with-turnitin/>

Overview of process

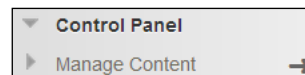
1. Create a folder in the Content Collection (not in the root directory) to store the files and take note of the permanent URL.
2. Give students read permission to the folder.
3. Link to the URL of the folder from the subject (but hide the link from students since all students would currently see all files within the folder).
4. Upload files to the folder in the Content Collection.
5. Apply the script to files stored in the folder (done by the ITS technical support team).
6. Show the link to the folder in the subject (so each student sees a folder containing only the one file they have permissions to view).

Note: Step 5 of this process is run by the ITS technical support team therefore there may be a delay of up to 1-2 days until completion.

Create a folder for the student files & note permanent URL

Due to the way the LMS applies permissions to files, the folder must **not** be in the root directory of your subject's content collection folder. Instead, you must create a folder in the root directory, and then a folder within that folder for the files e.g. **HIST12345_2015_SM2/Feedback/Assessment 1**.

If you do not create this double-folder arrangement, all students will be able to see all files, undermining the purpose of this activity.



1. Open your subject in the LMS.
2. In the *Control Panel* click the right pointing arrow > to the right of **Manage Content**. The content collection for that subject is displayed.
3. Click **Create Folder** to create a new folder.
4. Enter *Folder Name* and make a note of it for use later e.g. Feedback.
5. Click **Submit**.
6. Click the title of the new folder to open it.
7. Click **Create Folder** to create a new folder.
8. Enter *Folder Name* and make a note of it for use later e.g. Assessment 1.
9. Click **Submit**.

Take note of the Permanent URL

1. Put your cursor on the name of the folder that you have just created e.g. Assessment 1
2. Click the down pointing arrow and select **360° View**.
3. **Copy** the *Permanent URL*.
The permanent URL will be in the format
`http://app.lms.unimelb.edu.au/bbcswebdav/xid-XXXXXXXX_X` where `XXXXXXXX_X` is a number.
This URL will be used in the next step to create a link to the content folder.

Apply read permissions for all students to the folder

It may appear counter-intuitive to give all students the ability to view all files, since this also results in read permissions for all students to all files within the folder. However, this is a necessary step since the script modifies the permissions on files in the folder, but not the folder itself. If students are not provided read access to the folder, they will not be able to navigate to it in order to access their files.

1. Click the *Permissions* icon for the second folder (e.g. Assessment 1).
2. Click **Select Specific Users by Place >> Subject**.
3. Select the checkbox for the subject.
4. Select the checkbox for **Student**.
5. Select the checkbox for **Read**.
6. Click **Submit**.

Link to the content folder – Part 1

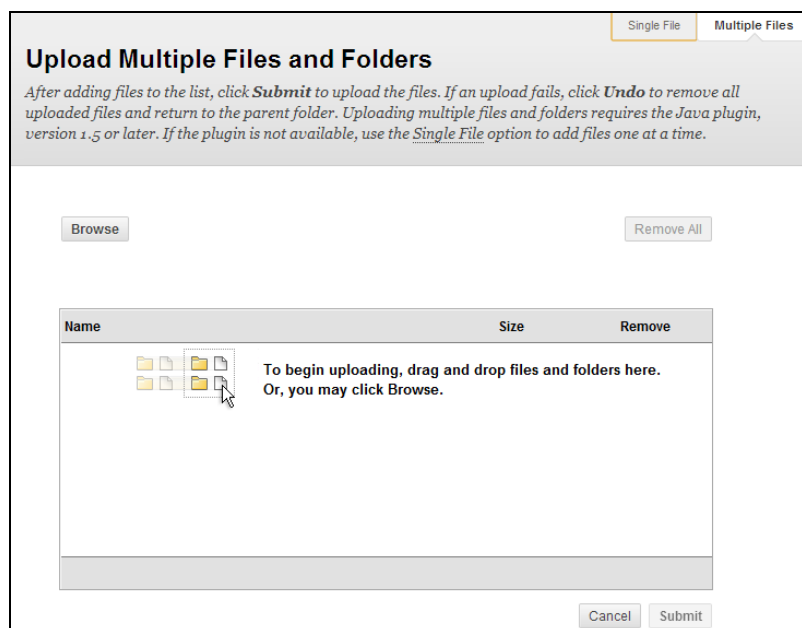
Linking to the folder before the script is applied will allow all subject users to access the folder and all files within it. The link can be created, but must be hidden until the individual permissions have been applied.

1. Navigate to the page in your LMS subject where the link to the student files is to appear.
2. Ensure *Edit Mode* is **ON**.
3. Select **Build Content >> Web Link**.
4. Enter a *Name* for the link.
5. Paste in the *URL* copied from the 360° View of the folder (instructions above).
6. Enter a **Description** (optional)
7. Ensure *Open in a New Window* is set to **Yes**.
8. At *Standard Options* set **Permit users to view this content** to **No**.
9. Click **Submit**.

Upload multiple student files

There are two methods available for uploading multiple files; the quickest process is described below. Instructions for the Web Folder alternative are available in the online guide http://www.lms.unimelb.edu.au/user_guides/contentcollection_guide.pdf.

1. Open your subject in the LMS.
2. In the *Control Panel* click the right pointing arrow > to the right of **Manage Content**. The content collection for that subject is displayed.
3. Click the title of the first level folder (e.g. Feedback) to open.
4. Click the title of the second level folder (e.g. Assessment 1) to open.
5. Select **Upload >> Upload Files**.
6. You can drag files/folders into the window that has appeared; OR Click **Browse** to search your local computer for files.
Note: **Ctrl-click** or **Shift-click** may be used to select multiple files if using **Browse**.



7. Click **Submit**.

8. All files added to the folder will be displayed.

Request the permissions script be run

You must have uploaded all files before requesting the script since it only works on files in the folder at the time it runs. If the script is run, then more files are added, they will be immediately visible to all students and permissions must be manually changed.

1. Submit an LMS help desk request via: <http://www.lms.unimelb.edu.au/support/helpdesk/>
2. In the **Description** enter the request details:
“Please run **PerMS** script on my content collection folder (state folder name e.g. HIST12345_2015_SM2/Feedback/Assignment 1)”
3. You will be contacted when the script has been run on your folder. Note that this script is run manually by the Applications Support team therefore there may be a delay of up to 1-2 days.

Link to the content folder – Part 2

Once you have been notified that permissions have been set, the link to the folder may be shown to students so they each see only the one file they have permissions to view.

1. Navigate to the page in your LMS subject where the link to the student files is to appear.
2. Ensure *Edit Mode* is **ON**.
3. Click the down pointing arrow next the item containing the link to the student files and select **Edit**.
4. At *Standard Options* set **Permit Users to View this Content** to **Yes**.
5. Click **Submit**.

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lms-guides@lists.unimelb.edu.au

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