

# **Uploading and structuring materials**

The easiest, and probably most common, way to structure a course room or material distribution is done via folders. The folders represent the framework for the thematic sorting of materials.

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Important information is marked in yellow. Additional information is marked in blue.

### **General Creating Objects**

In general, all elements in ILIAS, such as folders, files, but also forums or learning modules, are referred to as objects. This means that an ILIAS course room is composed of corresponding objects, depending on the desired task.

Click on the "Add new object" button to start this process. The following drop-down menu opens, in which the objects are divided into different categories based on their different functions, such as organization or communication.



Figure 1 Button: "Add New Object"



Add New Object 🔻 Show Member View	Edit Page
Organisation	Content
🛗 Booking Pool	🗍 File 🖕
Communication	🐼 Weblink 🖅 Content Page

Figure 2 Selection menu of ILIAS objects

### **General Create folder structure**

To set up a folder structure (see the following example), select the folder object as often as you need folders and name them accordingly.

Content	
Overall Informations	•
Event documents	•
Exercises	•
Author area (locked for participants)	•

Figure 3 Materials Organized in Folder Structure

Within these systematic folders, corresponding materials, such as files, can now be stored. To do this, select the File object with which the corresponding file will be uploaded. You can either drag the corresponding file directly into the dashed area or select the Search function for selection from the

computer. It is possible to download multiple files at the same time. upload (see right). To do this, first drag all files that are to be placed in the "General Course Information" folder, for example, into the dashed area and then select the "Upload file" option.

✓ Option 1: Upload Fil	es
Required	Upload Files
Upload Files*	Select Files The maximum file size allowed is 266.44 MD.
Set License for All Files	(b) All rights reserved The copyright holder reserves, or holds for their own use, all the rights provided by copyright law.



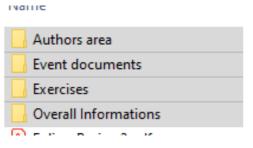


## Materials and folder structure via zip archive

The "File" object offers two important options in the object actions. These are:

- 1. Unzip
- 2. Adopt the folder structure of the archive

This gives you the opportunity to conveniently present your folder structure including the files it contains on your own workstation and then transfer it to your ILIAS course room. The ones shown in Figure 5 The structure shown consists of four folders including the files they contain, can be



transferred and set up in one step. One As shown on the left, first creates the corresponding folders on the workstation. All files that are to be made available can now be conveniently inserted into this.

Figure 5 View of the Folder Structure in Windows Explorer

After that, everything is put together in an archive (.zip file, see Fig. 6) and can be uploaded via the "File" object. If you now also select the options "Unzip" and "Apply folder structure of the archive", this is created automatically and is already provided with the desired contents.

Name	Date modified	Type Si	ize	
📙 Authors area	20/01/2020 11:22 AM	File folder		
	14/09/2020 10:55 AM	File folder		
	14/09/2020 10:55 AM	File folder		
			_	
<ul> <li>Folien-Basics-2.pdf</li> <li>Gesamtstruktur.zip</li> <li>Literaturreader-Basic.docx</li> <li>Literaturreader-Basic.pdf</li> <li>Materialien.zip</li> <li>Uebungen-Basic-2022.pdf</li> </ul>	Open Open in new window Pin to Quick access Zur VLC media player Wiedergab PDF24 Mit VLC media player wiedergeb	-	KB KB KB KB KB	
🔒 Uebungen-Basic-2022-02.pdf	7-Zip Always available offline Scan for threats		>	Add to archive Compress and email Add to "Materialien.7z"
	Send to		>	Compress to "Materialien.7z" and email Add to "Materialien.zip"
	Cut Copy			Compress to "Materialien.zip" and email CRC SHA
	Create shortcut			

Figure 6 Creation of the Zip Archive



After uploading, select the "Unzip" options using the action button on the "File" object. In the following dialog window, you can now also select the option "Adopt the folder structure of the archive". The contained folder structure is created automatically and already contains the desired content.

Materialien       zip     1.38 MB       Today, 10:28	•
zip 1.38 MB Today, 10:28	
	Unzip 🖑
	Versions
	Settings
	Info

Figure 7 Action "Unzip"

After uploading, select the "Unzip" options using the action button on the "File" object.

In the following dialog window, you can now also select the option "Adopt the folder structure of the archive". The contained folder structure is created automatically and already contains the desired content.

🗍 Materialien.zip	Actions -
< Back	
Adopt Structure	Save Rectivated, directories in the zip file will be mapped to categories or, if used in groups or cour- ses, to folders.
Figure 8 Adopt Structure	Save

Info & Contact

#### Last update: 2025-05-13

#### Licence note



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#### Imprint

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