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.

Overview

> 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.

Add New Item ▾
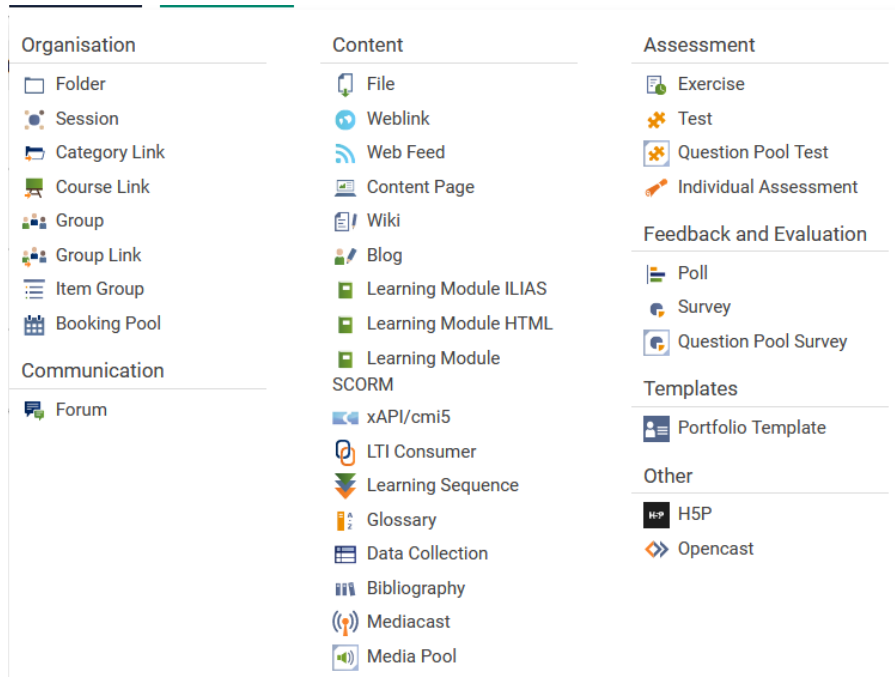
Figure 1 Button: "Add New Item"

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.
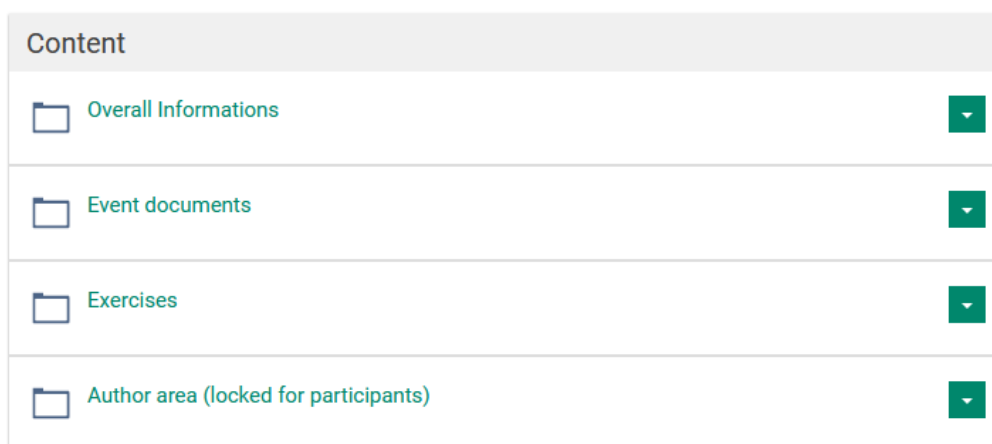

Figure 3 Materials Organized in Folder Structure

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.
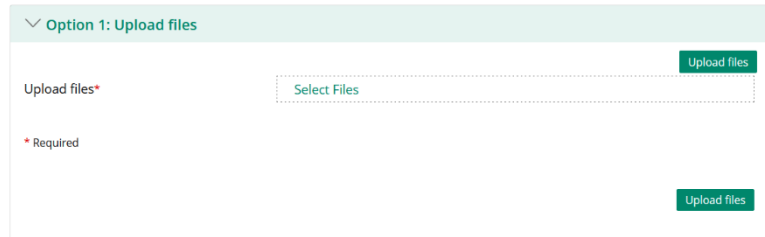

Figure 4 File upload

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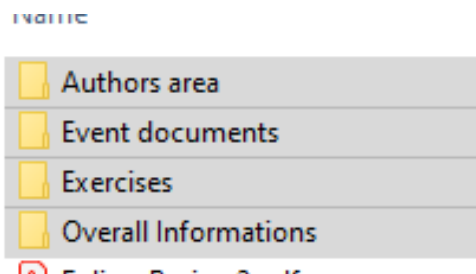cluding the files they contain, can be transferred and set up in one step. One As shown on the left, first creates the corresponding folders on the workstation. All files that are to be made available can now be conveniently inserted into this.

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.
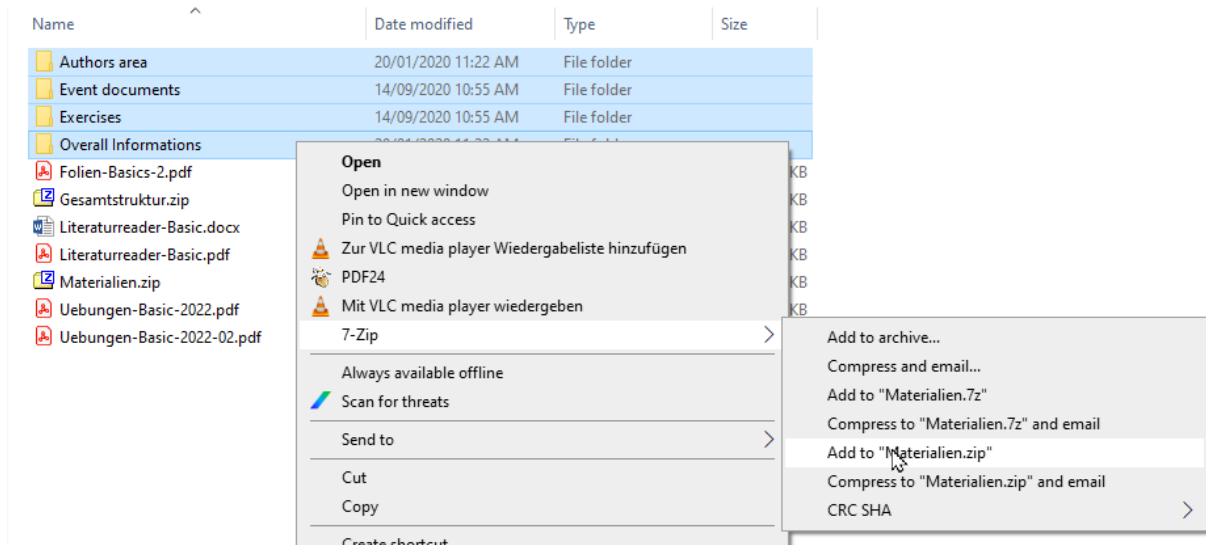

Figure 5 View of the Folder Structure in Windows Explorer

Figure 6 Creation of the Zip Archive

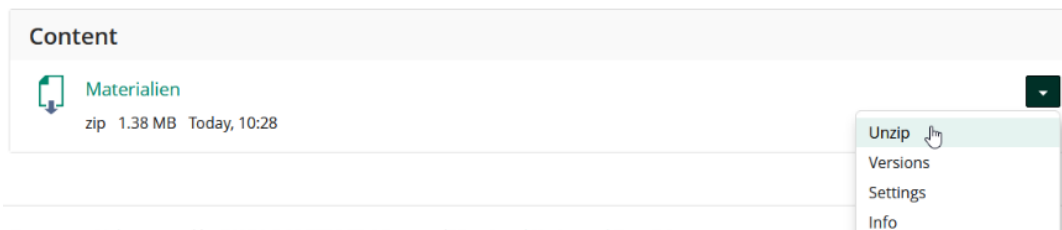After uploading, select the "Unzip" options using the action button on the "File" object.

Figure 7 Action "Unzip"

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.
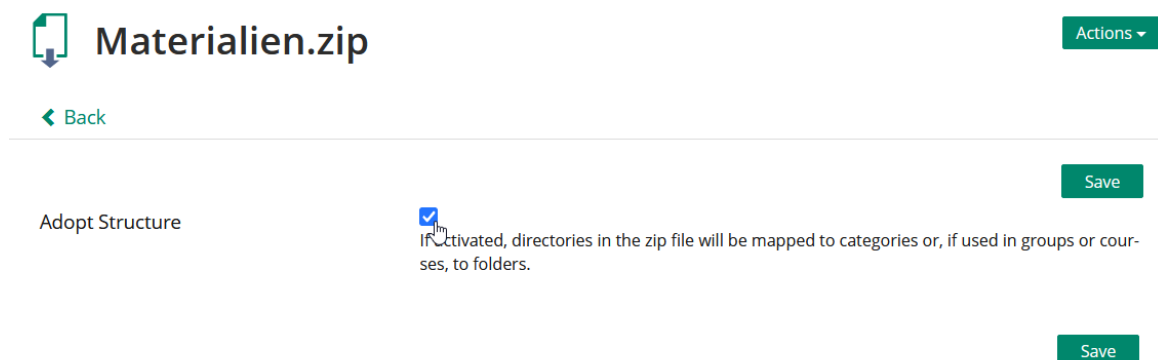

Figure 8 Adopt Structure

Info & Contact

Last update: 2024-05-21

Licence note

These instructions from the Center for Technology Enhanced Learning (ZML) at the Karlsruhe Institute of Technology (KIT) are licensed under a Creative Commons Attribution 4.0 International License.

Imprint

Publisher: Karlsruhe Institute of Technology (KIT), Kaiserstraße 12, 76131 Karlsruhe

Contact: Adenauer Ring 12 (InformatiKom) 76131 Karlsruhe Germany Phone: +49 721 608-48200 E-Mail: zml-info@sdn.kit.edu