

Uploading Unit Information Guide



Lecturer

On this guide:

- A. [Creating Unit Information Guide](#)
- B. [Editing the Unit Information Guide](#)

Overview

This guide provides instruction to a Lecturer to change the uploaded dummy UIG with the real Unit information Guide.

Pre-condition

1. The user must be on a Moodle course page as a Student of the unit. See [Moodle Enrolment](#), [Accessing your course](#), and [The Moodle course](#).
2. The Course Editing is on. See [Course Editing On/Off](#).

Notes

Ensure that you have a copy of the updated Unit Information Guide.

A. Creating a Unit Information Guide | [Top of the Document](#)

Procedure

1. Creating a Unit Information Guide resource.
 - a. Go to the General section.
 - b. Add a File resource. See [Adding an Activity or Resource in a section](#) for further details on adding a file resource.
2. Unit Information Guide Setting.
 - a. Enter "Unit Information Guide" in the **Name** field.
 - b. Enter a suitable description in the **Description** field.
 - c. To upload the Unit Information Guide, See the [Managing file, A. Uploading file- drag and drop or B Uploading file – through Add button](#).

Updating: File

Expand all

General

Name

Description

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Image, Video, Audio, Help

Empty text area

Display description on course page

Select files

Maximum size for new files: Unlimited



Files



IBS0001-UIG ...

3. Save
 - a. Leave all other settings.
 - b. Click Save and return to the course; otherwise, choose from the other two options.

Save and return to course

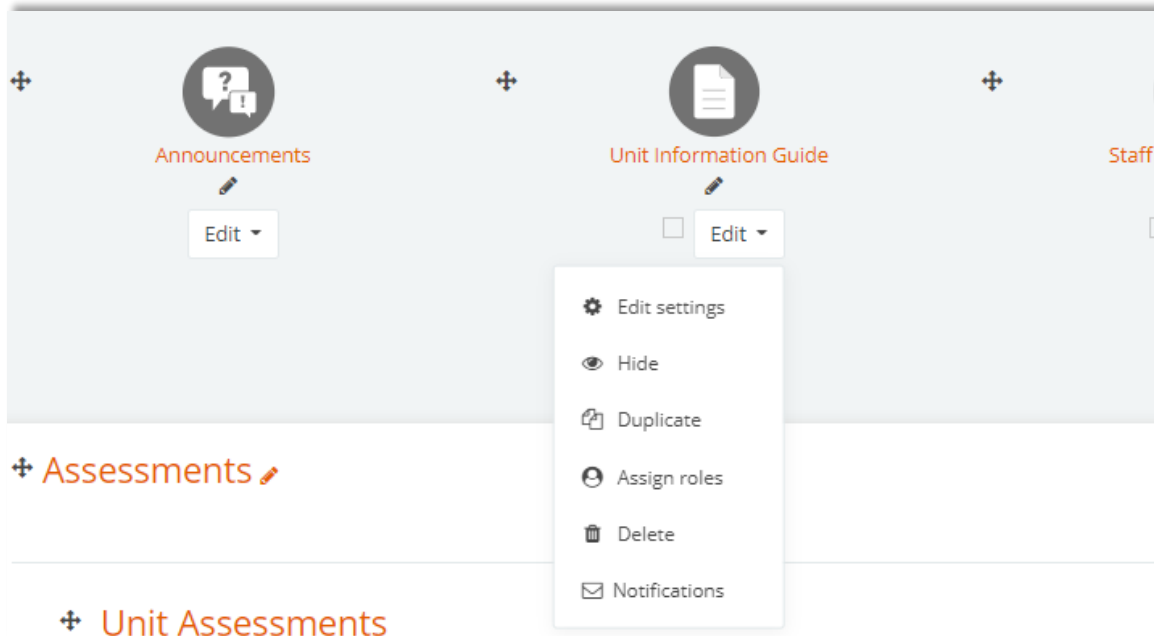
Save and display

Cancel

B. Editing the Unit Information Guide | [Top of the Document](#)

Procedure

1. Find the Unit Information Guide resource.
 - a. Go to the General section,
 - b. Under the Unit Information Guide resource, click the Edit menu and select Edit Settings. The Updating page file appears.



2. Updating the UIG file.
 - a. Check whether the name is "Unit Information Guide." Leave the name if it is in the correct order.
 - b. If there is no existing dummy file, See the [Managing file, A. Uploading file- drag and drop or B Uploading file – through Add button.](#)
 - c. Replace the existing dummy file with an appropriate UIG. See [Managing File. C. Editing, Deleting, Setting the main file and file attributes.](#)

Updating: File Expand all

General

Name

Description

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Image, Video, Help

Display description on course page

Select files Maximum size for new files: Unlimited

Files

IBS0001-UIG ...

3. Save

- a. Leave all other settings.
- b. Click Save and return to the course; otherwise, choose from the other two options.

