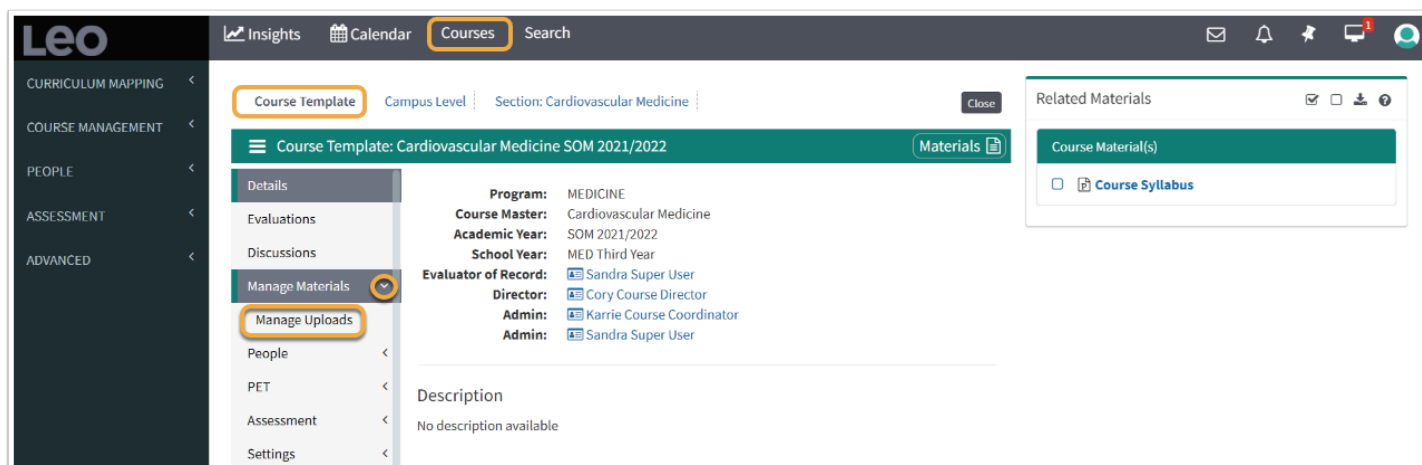


## Course Template: Materials

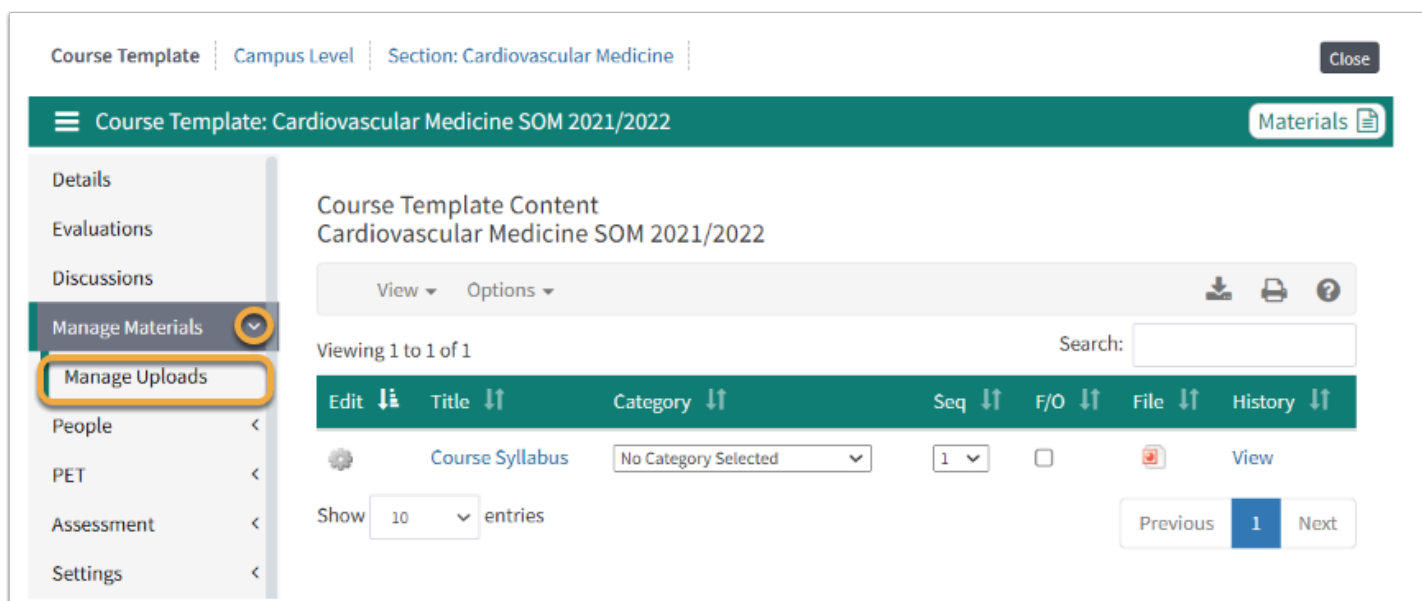
This is where you manage materials at the Course Template Level. This is generally limited to Course Directors and/or Course Coordinators.

Faculty will be able to manage materials within their Events. Refer to the article, [Manage Event Materials](#)

**Path: Home > Courses > [Course Screen] > Course Template > Materials > Manage**

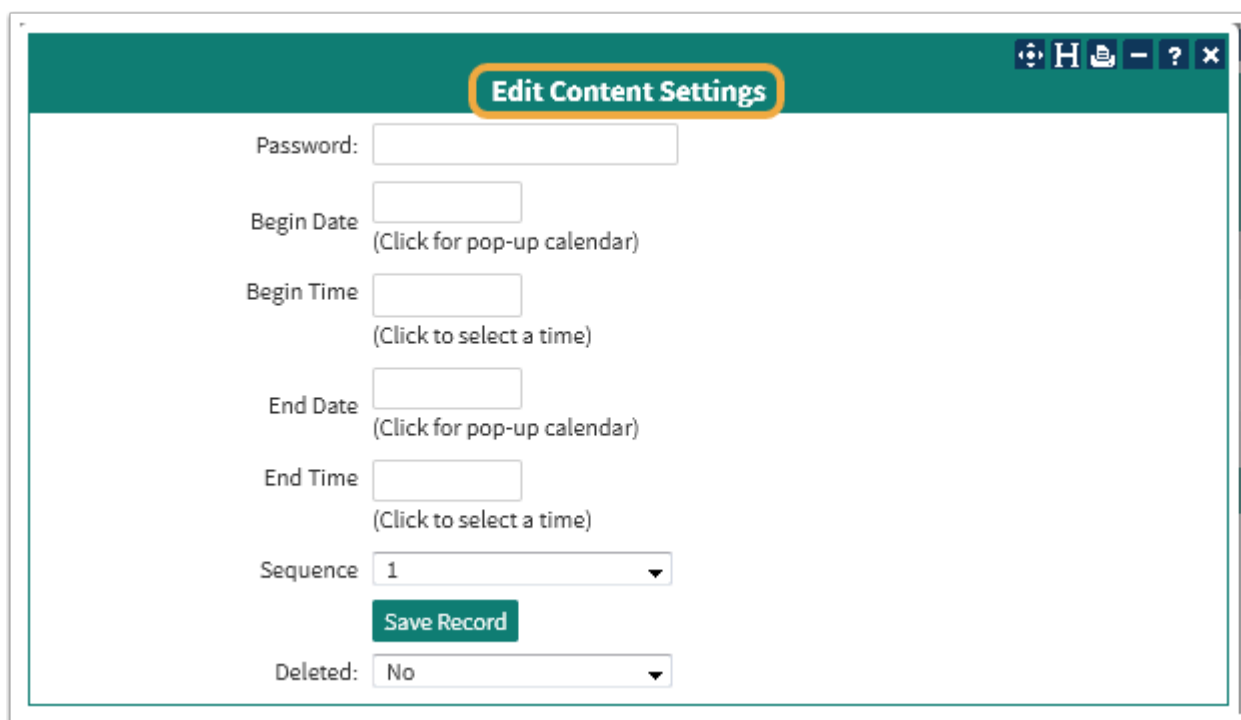


## Course Template Materials Menu



- **Edit:** Edit a file's settings, add passwords and availability dates, etc. (see Edit Content Settings)
- **Title:** Upload a new version of the file and change the Title of the file.
- **Category:** List of Categories to help organize materials for Users.
- **Seq:** The order in which the Categories will appear in the Users Material Pane.
- **F/O:** Materials can be tagged F/O - Faculty Only
- **File:** Clicking the icon will download the item.
- **History:** This will show a report of when and who downloaded the document.

## Edit Content Settings



**Edit Content Settings**

Password:

Begin Date   
(Click for pop-up calendar)

Begin Time   
(Click to select a time)

End Date   
(Click for pop-up calendar)

End Time   
(Click to select a time)

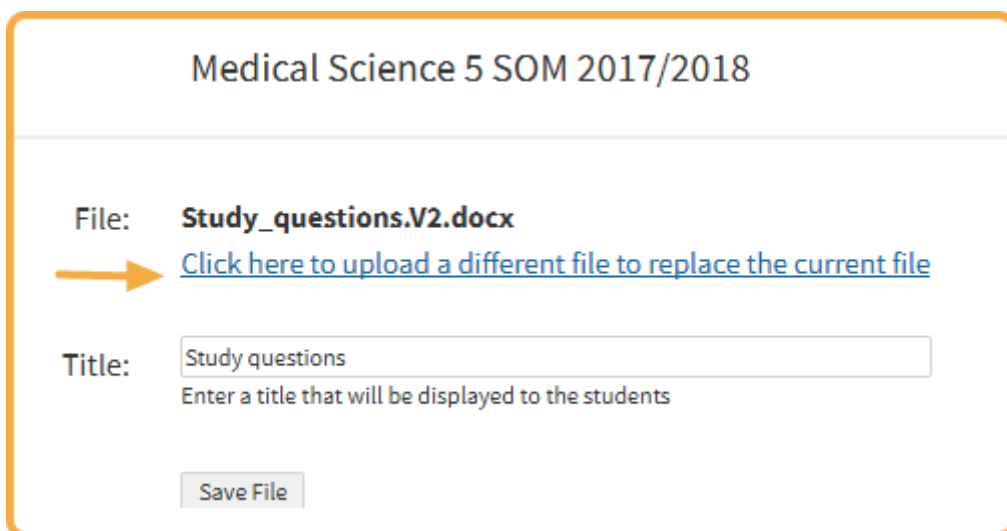
Sequence

**Save Record**

Deleted:

## Title (File Upload New Version)

This screen allows you to upload a new version of the previously uploaded article. The Title will be what Students see in the Materials Pane.



**Medical Science 5 SOM 2017/2018**

File: **Study\_questions.V2.docx**

→ [Click here to upload a different file to replace the current file](#)

Title:   
Enter a title that will be displayed to the students

**Save File**


## Category

Categories help organize Course Materials in topics so that Students can easily find Course, Section or Event materials.

## Course Template Content Pediatrics UME 2019/2020

View ▾ Options ▾

Viewing 1 to 1 of 1

Edit ⚙	Title ⬆⬆	Category ⬆⬆
	Course Handbook	<div>No Category Selected ▾</div> <div>           No Category Selected            Abstract Submission            Activity            afdasf            Alternative Medical Systems            Articles of Interest            Case Studies            Case Studies            Checklist and Timeline            Clinic/Ward Resources            Course Information            Course Materials         </div>


## Sequence

This sequence number represents the order in which this Category will appear in the list.

## Course Template Content Pediatrics UME 2019/2020

View ▾ Options ▾

Viewing 1 to 1 of 1

Edit ⚙	Title ⬆⬆	Category ⬆⬆	Seq ⬆⬆
	Course Handbook	No Category Selected ▾	<div>1 ▾</div> <div>           0  <b>1</b>            2            3            4            5            6            7            8            9            10            11            12            13            14            15            16            17            18            19         </div>

## Manage Course Template Materials

Course Template Content  
Pediatrics UME 2019/2020

View Options

Viewing 1 to 1

Edit Add new Content Add Web Link Deleted Content Course Handbook

Category Seq F/O File History

No Category Selected 1

Show 10 entries

Previous 1 Next

### (1) Add New Content

Max File Size: 3700M

Medical Science 5 SOM 2017/2018

Select a File: Browse... Course Syllabus 2018.docx

Choose a new file from your device.  
Current File: No file uploaded yet

Title: Course Syllabus 2018

Enter a title that will be displayed to the students

Save File

Medical Science 5 SOM 2017/2018

Upload Status

Your upload was successful - click to exit

Continue Click here to Upload another student document

1. Click **Continue** if you only have one file to upload.
2. Select **Click here to Upload another student document**.

### (2) Add Web Link

Use this screen to create a link to a web site. This will be linked to the Campus Level or Course Template Level and shared for all of the rotations / sections at this campus, or for all sections of this course master for this Course.




**Campus Course Web Link (New Record)**

Title:  \*

Web Link:  \*

**Save Web Link**

 Web sites should begin with <http://> or <https://>; if not, your web browser will think that the site is local (i.e., part of the current system).

### (3) Deleted Course Template Materials

This report shows all of the deleted material for the current Course Template

To un-delete a record, click on the Edit Settings icon (gear) and change the deleted status to No