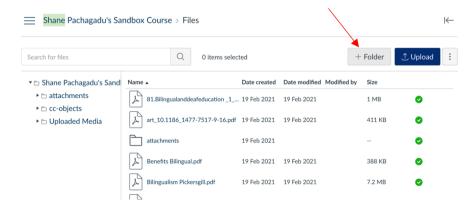How to lock folder under the file tab

Log into to ulwazi and after logging in click on the Dashboard, click on the course

Step 1: Click on files

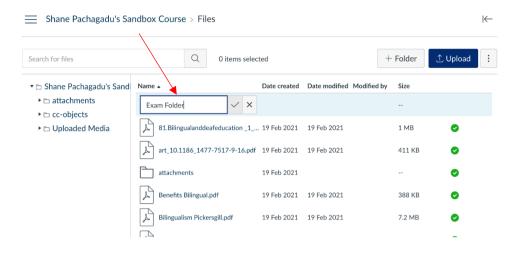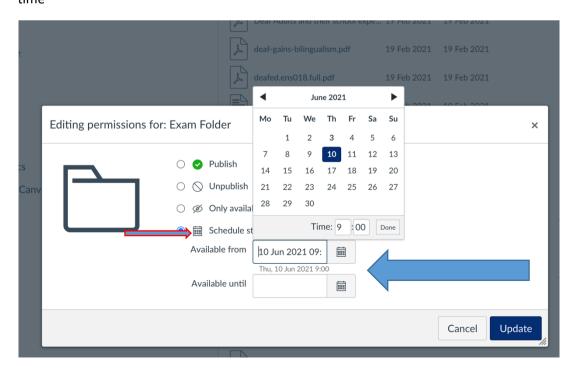Step 2: Add a folder

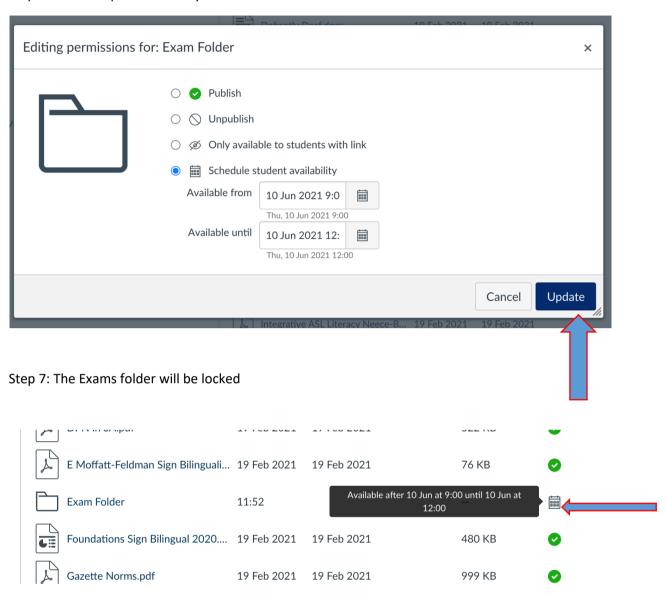Step 3 Give a folder a name e.g (Exam Folder)

Step 4: Click on the green tick

Step 5: Choose Schedule student availability Set date and time and click on done when setting the time

Step 6: Click on update to save your dates and time that are set

Editing permissions for: Exam Folder   ✕

- ○ ✅ Publish
- ○ 🚫 Unpublish
- ○ 🚫 Only available to students with link
- ● 📅 Schedule student availability

Available from   10 Jun 2021 9:0   📅
Thu, 10 Jun 2021 9:00

Available until   10 Jun 2021 12:   📅
Thu, 10 Jun 2021 12:00

Cancel   **Update**

Step 7: The Exams folder will be locked

📄 E Moffatt-Feldman Sign Bilinguali...	19 Feb 2021	19 Feb 2021		76 KB	✅
📁 Exam Folder	11:52	Available after 10 Jun at 9:00 until 10 Jun at 12:00	--		📅
📄 Foundations Sign Bilingual 2020....	19 Feb 2021	19 Feb 2021		480 KB	✅
📄 Gazette Norms.pdf	19 Feb 2021	19 Feb 2021		999 KB	✅

Step 8: Click on the folder and upload the document.

Step 9: The document is now uploaded

	Name ▲	Date created	Date modified	Modified by	Size	
▾ ☐ Shane Pachagadu's Sandbo						
▸ ☐ attachments	📄 elea.2012.9.4.439.pdf	11:59	11:59		112 KB	✅
▸ ☐ cc-objects						
▾ ☐ Exam Folder						
▸ ☐ Uploaded Media						

Search for files

0 items selected

+ Folder   ⬆ Upload

1% of 5.2 GB used

All my files

Step 10: Click on the assignment tool and create an assignment by clicking on the plus sign

Shane Pachagadu's Sandbox Course > Assignments

Student view

Home
Announcements
Grades
Syllabus
Modules
Discussions
Assignments
Quizzes
People
Conferences
Files

Search for assignment

+Group   + Assignment

▾ Assignments   +

Assignment One
Closed | Due 28 Feb at 23:59 | 20 Pts   ✅

Foundations of Deaf Education   🚫

Multiple choice Negative   🚫

Test confetti
Assignment Module | Closed | Due 7 May at 23:59 | 10 Pts   ✅

Quiz 1

Account
Admin
Dashboard
Courses
Groups
Calendar

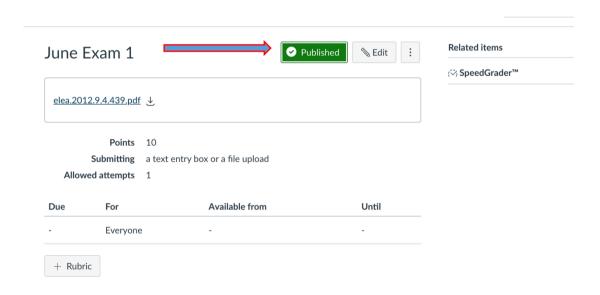Step 11: Link the document from the course file

Step 12: Search for the document and click on it and the document will be linked
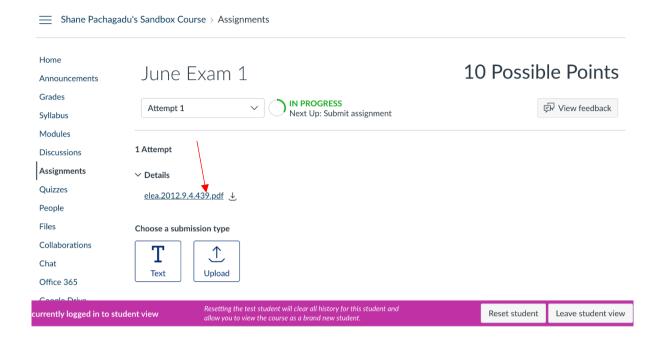
Step 13: Save the assignment settings.

Anonymous grading

☐ Graders cannot view student names

Anonymous instructor annotations

☐ Anonymise all annotations made by instructors on submissions for this assignment in DocViewer

Assign

Assign to

Everyone ☒

Due

[   ] 📅

Available from   **Until**

[   ] 📅   [   ] 📅

＋ Add

☐ Notify users that this content has changed

Cancel   Save & publish   **Save** ⬅

Step 14: Publish the assignment

June Exam 1   ➡ ✓ Published   ✎ Edit   ⋮

Related items

SpeedGrader™

elea.2012.9.4.439.pdf ⤓

Points	10
Submitting	a text entry box or a file upload
Allowed attempts	1

Due	For	Available from	Until
-	Everyone	-	-

＋ Rubric

Step : click on student view (an icon that looks like spectacles) so you can see what the student would be able to see

�6Ꭷ Student view

Step15: click on the file and see if it's visible and a message will pop up saying the file has been locked.