**300023 QMplus (Under Development); Staff Support; 3. Course Design and File Management My students can't see the material that I have uploaded**

Firstly you should check whether the file has been uploaded properly, if you are unsure how to do this properly go to: http://qmplus.qmul.ac.uk/mod/page/view.php?id=85646

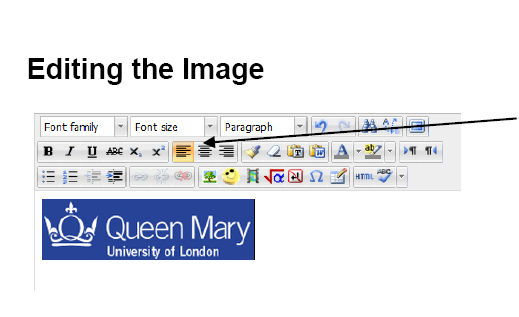
The other problem could be similar to the one below. When a topic is greyed out as shown on the image below for “Bank Article”; this means that the content cannot be viewed by a student currently. To make the document “Bank Article” visible then click on the eye symbol **next** to the red X on the **same** line; this will make “Bank Article” viewable to students.



**300034 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I arrange pictures for easy viewing?**

1. You can edit the alignment of the image to the left, centre, or right by using the basic paragraph options.

You can also resize the image within the preview box by dragging the corners of the image or changing ‘Dimensions’ in the ‘Appearance’ pop up box. If you wish to only insert an image under your topic, scroll down to “save and return to the course” at this point.

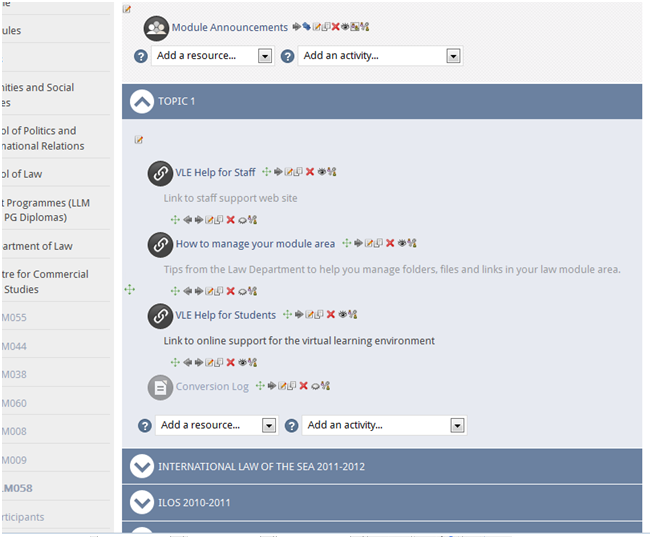


**300035 QMplus (Under Development); Staff Support; 3. Course Design and File Management Where can I find my files that have been migrated from Blackboard?**

Your QMplus Module will have a “conversation log” detailing exactly where Blackboard content is located in your module in QMPlus.

Conversation log can normally be found in “Topic one” and should be greyed out like the image; if not then click on the eye symbol on the line.

Any problems with quizzes will be recorded in the conversation log.



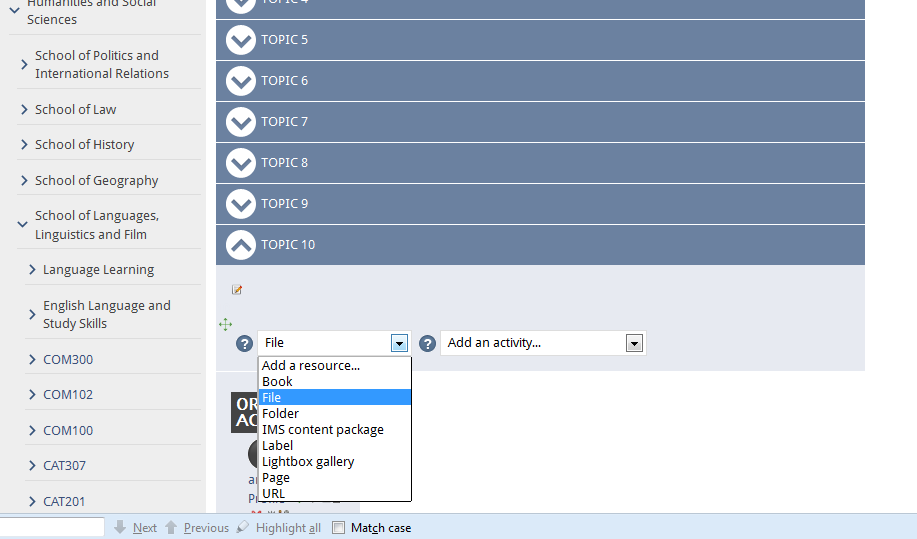
**300036 QMplus (Under Development); Staff Support; 3. Course Design and File Management What file formats does QMplus support?**

**300037 QMplus (Under Development); Staff Support; 3. Course Design and File Management How can I change the main image on my QMplus course?**

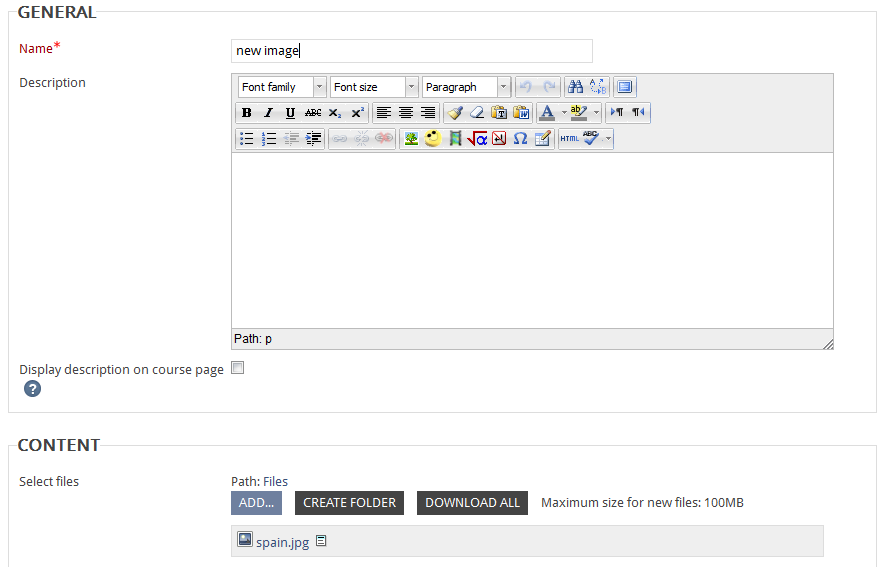
**300038 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I upload a file?**

1.After turning editing on then, you then pick a topic/module you want to modify, use drop-down menu titled ‘Add a resource’ and select ‘File’.

On the example below topic 10 is going to have the file added.



2. You then give the file you wish to upload a name for the students so in this example it will be called “new image”. You then click on the button “Add”



3. This then takes you to a ‘File picker’ where you will see a list of options on the left. To Upload a file, select this option followed by ‘Choose File’- browse the file you would like to upload and select ‘UPLOAD THIS FILE’.

If you are the author of the work, add your name and the appropriate rights. If you are not, credit the author and ensure you have their permission before uploading the document.

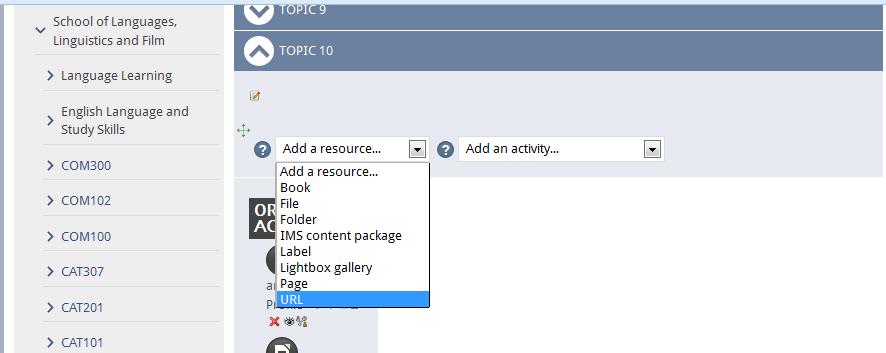
4. Then finally scroll down to the bottom and select “SAVE AND RETURN TO COURSE”.

After you have uploaded the content it is advisable to test out whether it works.

**300040 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I add a link?**

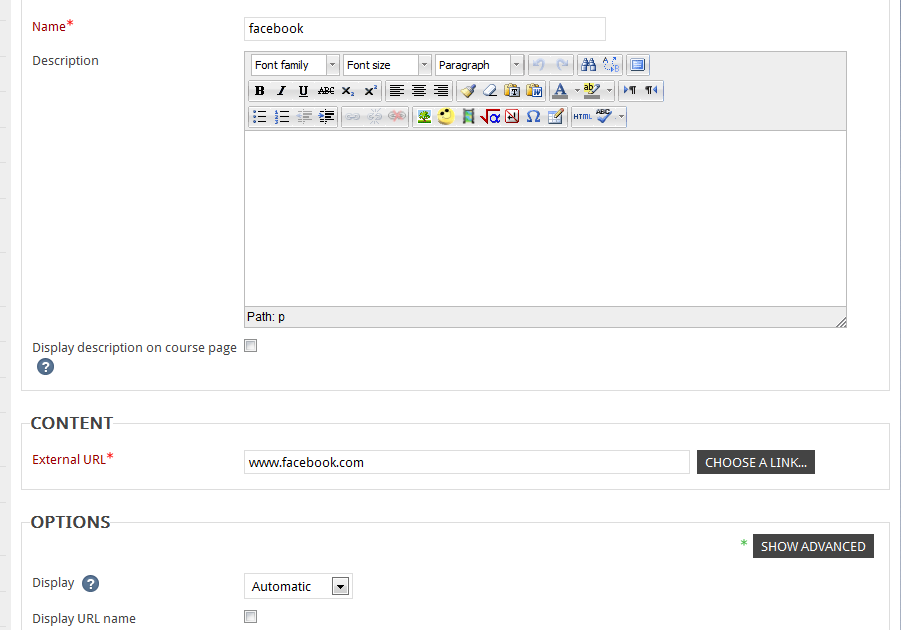
1.After turning editing on then, you then pick a topic/module you want to modify, use the drop-down menu titled ‘Add a resource’ and select ‘URL’.

On the example below topic 10 is going to have the file added.

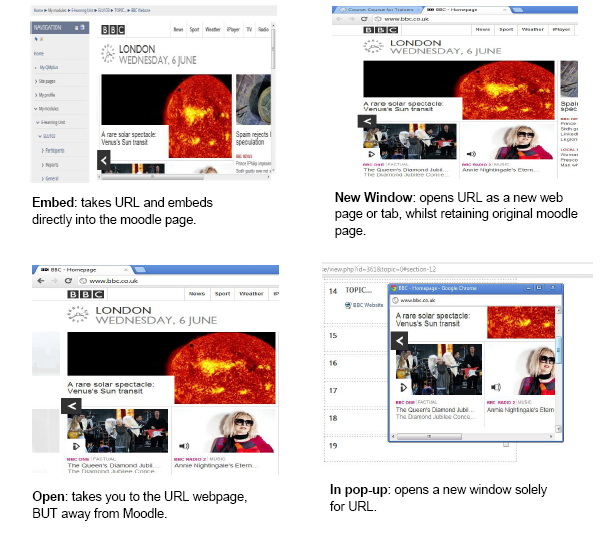


2. You then give the URL you wish to use a name for the students to identify it so in this example it will be called ‘facebook’. You can give it a description for what it will contain.

Under ’CONTENT’, Enter your required URL address either by typing it in directly or by copy and pasting the URL address from the external website.



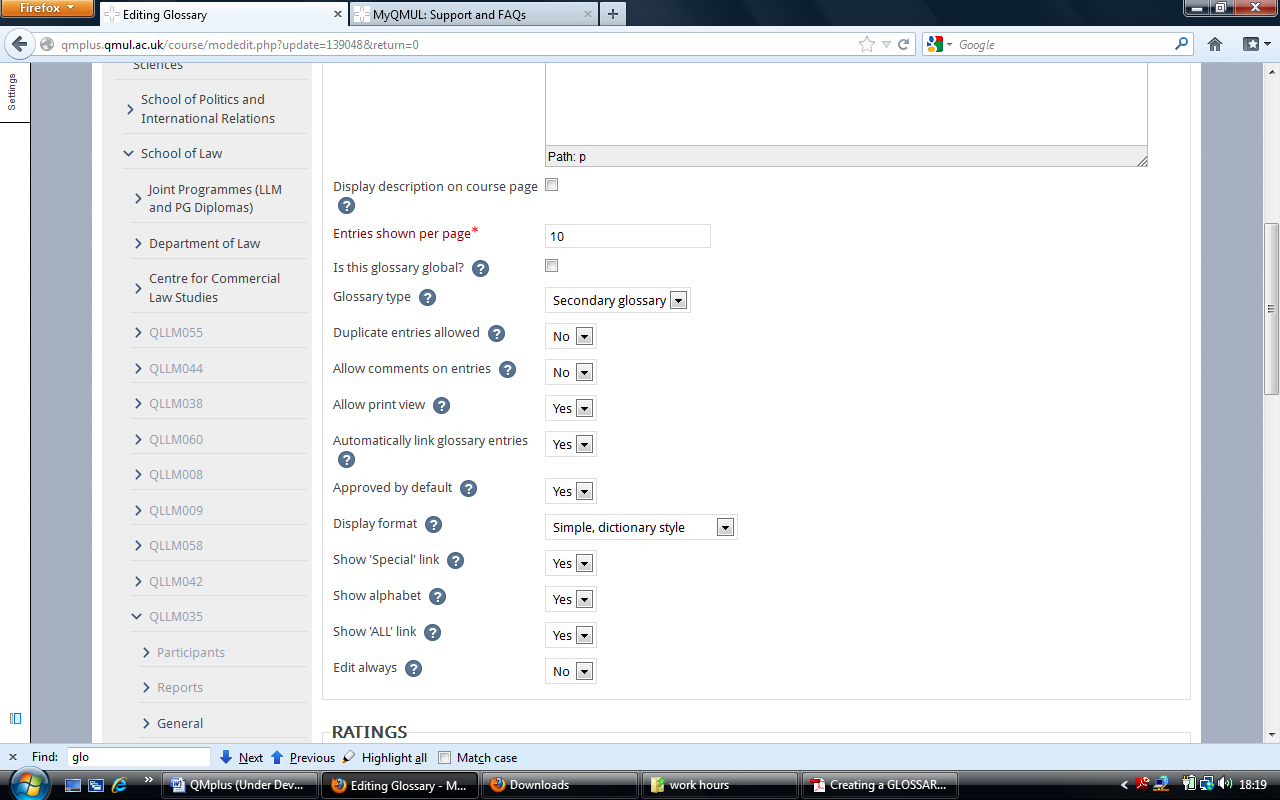
3. Under ‘OPTIONS’ --> ‘DISPLAY’ it is advisable to change the view from automatic to one which the images below shows.



**300044 QMplus (Under Development); Staff Support; 3. Course Design and File Management How can I add a link to my Q-Review recording?**

**300049 QMplus (Under Development); Staff Support; 3. Course Design and File Management How can I delete an attachment with a glossary entry?**

**300050 QMplus (Under Development); Staff Support; 3. Course Design and File Management How can I make a glossary that cannot be edited by the students?**

When you turn editing on and the ‘update’ section is clicked, scroll down and you will find a few options to modify how the glossary will be viewed and what restrictions they have. 

If you wish to stop users from commenting, change allow comments on entries to ‘no’.

300061 QMplus (Under Development); Staff Support; 3. Course Design and File Management I have finished my page but it won't let me save it. Why not?

**300068 QMplus (Under Development); Staff Support; 3. Course Design and File Management What is the difference between an Activity, Resource and a Block?**

**A Resource** enables almost any kind of web content to be inserted into the course, as well as gives you the option to create a book for students.

Choose a topic/module you wish to add content and then click on the dropdown menu called ‘Add a resource to pick a Resource which you may need.

**Activities** are commonly used to help you and the student’s to interact with each other as you have the option of creating forums, quizzes, wikis, and enables interactive content to be added to the course.

Choose a topic/module you wish to add content and then click on the dropdown menu ‘Add an activity’ to pick an Activity which suits you.

**Blocks** are items that can be added to the sides of your course on QMPlus within the navigation bars. Blocks enable a wide range of different functions. They allow you to have calenders blocks, comment blocks and activities sections on the side of your course.

Click on the drop down menu on the bottom for ‘Add block’ to find a block for which you would like on either side of your pages.

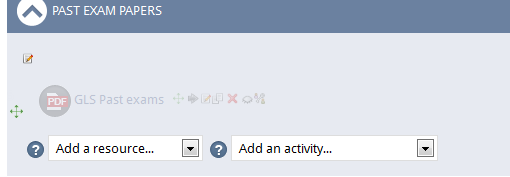
**300086 QMplus (Under Development); Staff Support; 3. Course Design and File Management In a lesson the jumps are not working like I want them to, what should I do?**

**300087 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I change the teachers' names on my course descriptions?**

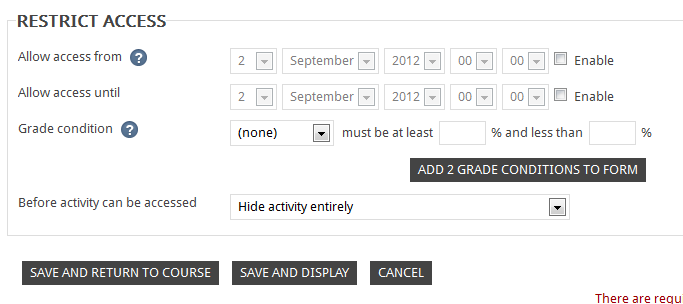
**300090 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I make a Course calendar entry?**

**300091 QMplus (Under Development); Staff Support; 3. Course Design and File Management Can I hide material? How do I restrict access to material?**

If you wish to **hide** some of the topic’s content from students, it is possible to do this by clicking on the eye symbol; this will make the course hidden for students and will be greyed out just like the material called ‘GLS Past exams ’



If you wish for students to **view content between a specific time periods**, click on the  icon next to the material you wish to limit then scroll to this section at the bottom. After you click ‘Enable’ here you can change the date parameters to allow students to access content only during a specific time period.

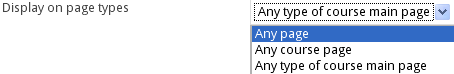


**300098 QMplus (Under Development); Staff Support; 3. Course Design and File Management Who owns the content that I upload to Qmplus?**

**300106 QMplus (Under Development); Staff Support; 3. Course Design and File Management How can I decide the order in which blocks are docked?**

**300122 QMplus (Under Development); Staff Support; 3. Course Design and File Management How can I make a block appear on all pages of the Course?**

Click on the icon to update/edit/configure the Block. Choose the display settings for the Block and click .

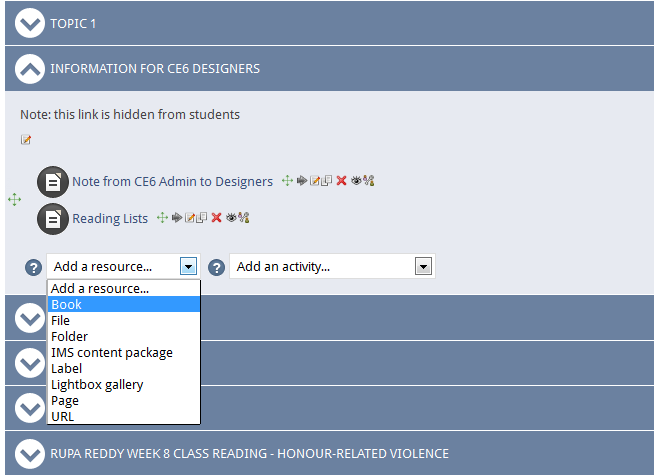


Every block can be edited like this with the exception of the menu block.

**300130 QMplus (Under Development); Staff Support; 3. Course Design and File Management If I upload a file in one course, can I use it in another course as well?**

**300134 QMplus (Under Development); Staff Support; 3. Course Design and File Management How to a create or add resources to my course?**

When you create or add a resource you have to choose which section you wish to add the resource. After you switch editing on and you pick the section you wish to edit then you find the dropdown called ‘Add an activity’ and select which resource you wish to include in the section.



Here I have selection ‘Information for CE6 designers’ to have a **book resource.**

**300138 QMplus (Under Development); Staff Support; 3. Course Design and File Management In a lesson I have kept multianswer settings in multiple choice questions, but it does not work and makes random jumps, why is this happening?**

300141 QMplus (Under Development); Staff Support; 3. Course Design and File Management How can I display the size of file on the course?

300149 QMplus (Under Development); Staff Support; 3. Course Design and File Management Can I give consent to a recording on behalf of someone else?

300150 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I upload a lot of files at once?

300155 QMplus (Under Development); Staff Support; 3. Course Design and File Management Is there a file size limit for a course area and for the Private Files area of my course?

300157 QMplus (Under Development); Staff Support; 3. Course Design and File Management Is there a file size limit for each file that is uploaded?

**300160 QMplus (Under Development); Staff Support; 3. Course Design and File Management There is a block in my course that I didn’t add - where did that block come from?**

This block may have been added when the new course templates were added if you wish to delete any blocks click on the  icon of the block you wish to delete.

300162 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I create a template?

**300167 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I change the name of the Topic in my course?**

After turning editing on, click on the topic you wish to change. Then look for the  icon so from there on change the section name to whatever you desire and save the changes.

**300169 QMplus (Under Development); Staff Support; 3. Course Design and File Management How do I back up my course?**

Go to settings --> click backup --> choose your initial settings and click next (if you do not know what you want tick all of them) -->after choosing your schema settings press next again --> pick a suitable filename and click ‘Perform Backup’--> backup will be made.

**300170 QMplus (Under Development); Staff Support; 3. Course Design and File Management The link to my file doesn't work.**