Centre for Technology Enhanced Learning

KEATS: Adding a file and a folder to a KEATS area

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INTRODUCTION

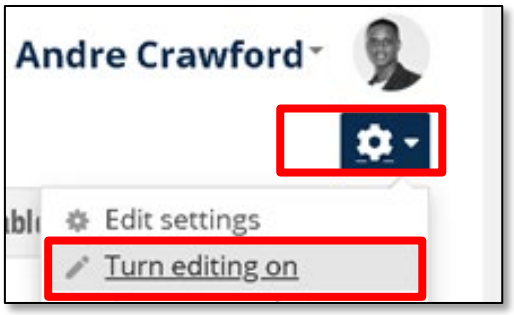
This is one of a series of guides available from the Teaching, Learning & Assessment with Technology series. Please note, your faculty may have other approaches or use different tools, contact your Faculty TEL Officer for more information on local provision.

You may want to host course resources on your KEATS page, such as lecture slides and handouts. KEATS accepts a variety of file types, including PDFs, MS Word, MS Excel, MS PowerPoint, webpages, and images. You are advised to add all files as PDFs where possible if no editing is needed as this will most likely open on all devices.

There are 3 ways to add a file in KEATS:

- File upload - Takes you through all file settings.
- Drag and drop - The quickest and simplest method but skips the file settings.
- Adding files as part of a folder - A handy way to upload files already grouped into folders.

Important: With all the methods outlined below, KEATS **must** be in editing mode. If you have editing access to a page you will see an option to 'Turn editing on' option once you click on the blue cog wheel icon which is located at the top right-hand side of the page. If you do not see the option to 'turn editing on', its likely due to you not having editing access to that page, therefore you should consider contacting your local TEL administrator for access or the IT team at 88888@kcl.ac.uk



Inquiry Led Learning

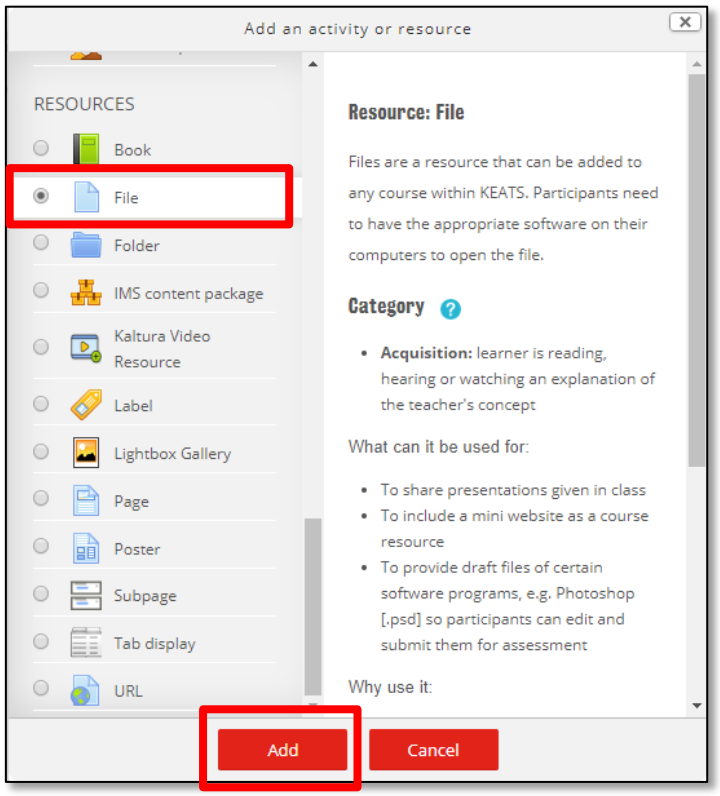
A key goal for the Education strategy is around creating a learning environment that 'supports inquiry led learning'. To make a more active experience for students, instead of just loading a piece of content (like video, or a PDF), also accompany them with relevant reflective questions, such as:

- How does this relate to the key themes of the module?
- What are the key things I wish my students to reflect upon with this text?
- What questions do I want them to consider in looking at this?

And consider adding relevant questions along with the resource so that students engage with the content in a more active manner.

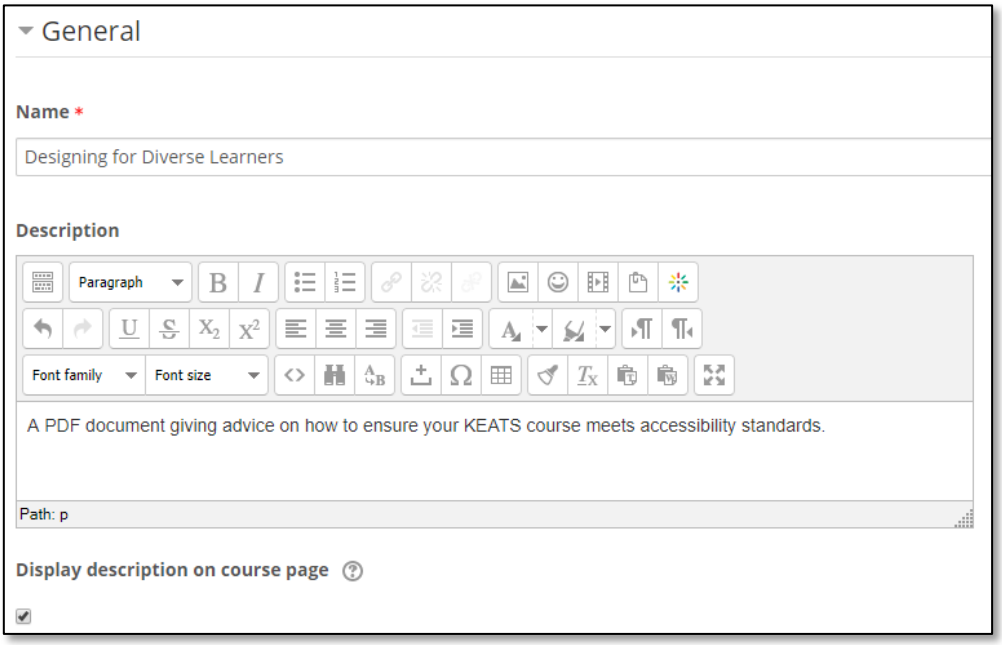
METHOD 1: FILE UPLOAD

1. Click on 'Add an activity or resource', scroll down the list and select File. Click Add.



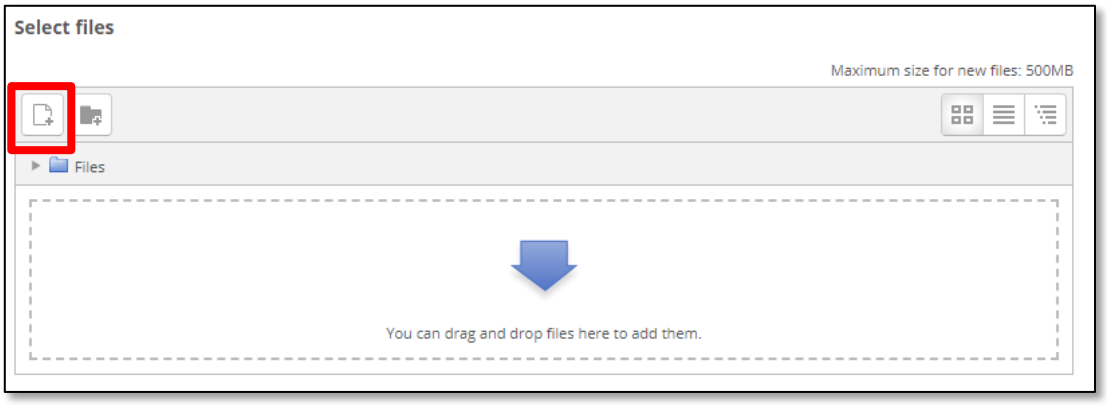
Note the explanation that appears to the right of the selected resource/activity.

2. Add a name and description. It is important that the students know what the files are for so either make the name explicit or add a description of the file and display this on the course page by ticking the box. **Note:** Make sure you use the same name here as the name of the file itself to avoid confusion.

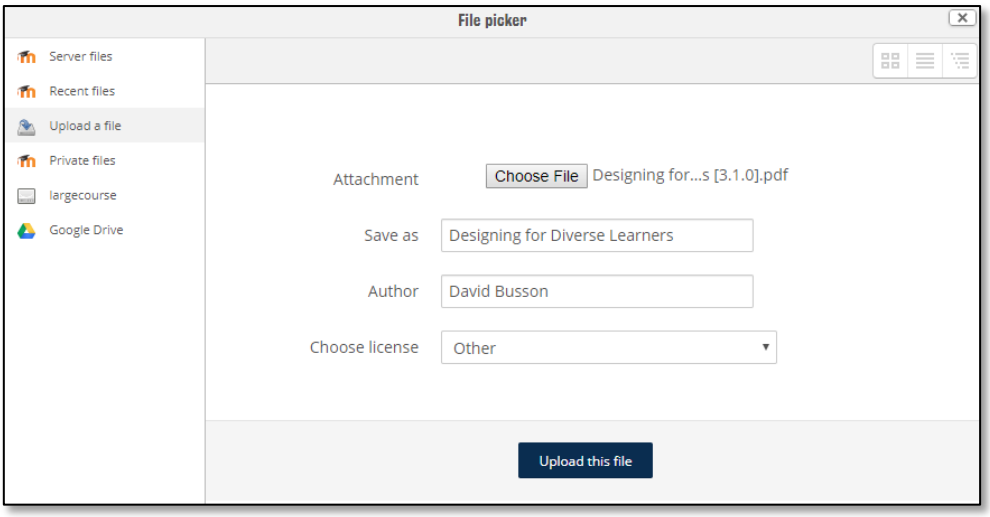


3. Either drag and drop files into the box as prompted or click the add icon on the top left of the content box. This will allow you to browse through your files using the KEATS 'file picker', which acts like any other file chooser wizard.

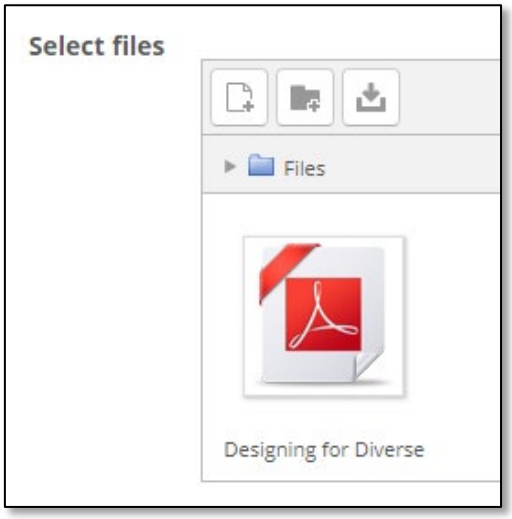
   This is also useful if you want to find a recently uploaded file or a file from another source such as Google documents.



   Be conscious here of the 'choose license' options which allows you to select a copyright license for the resource.

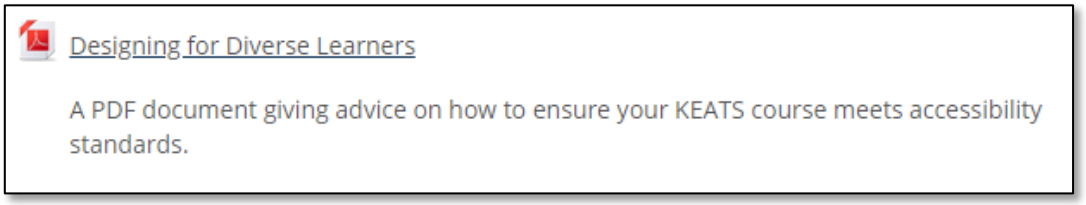


4. Once you have found your file, click 'Open' in the file finder wizard, then 'Upload this file' in KEATS. You will see a small preview of what you are about to upload.



When you are happy, click 'Save and return to course'.

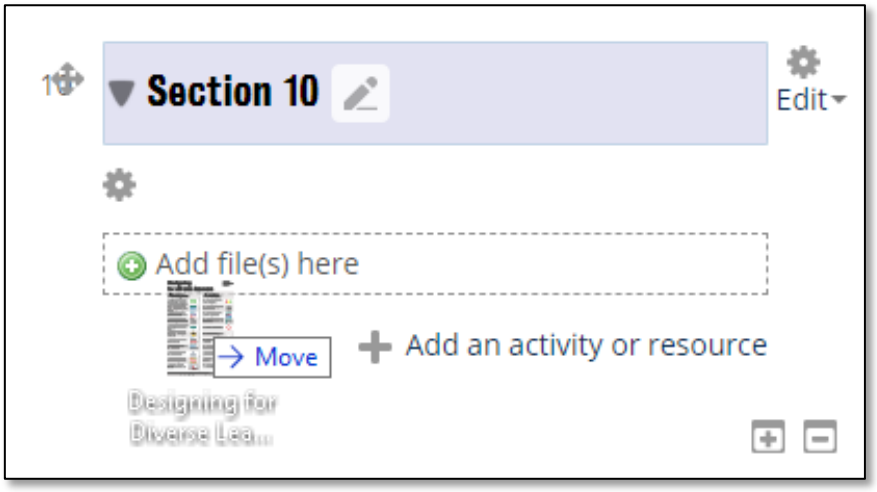
Your file will upload into your KEATS area.



METHOD 2: DRAG AND DROP

It is also possible to drag and drop files straight onto your KEATS course. To do this:

1. Reduce the size of your KEATS window so you can view your desktop and make sure the topic to which you wish to add the files is visible.
2. Navigate to a file or files you wish to add to KEATS and select it/them.
3. Click and drag the files to the position where you want to insert them and let go of the mouse button. You should notice that the message 'add files here' appears, notifying you of where the file will be added on the page.



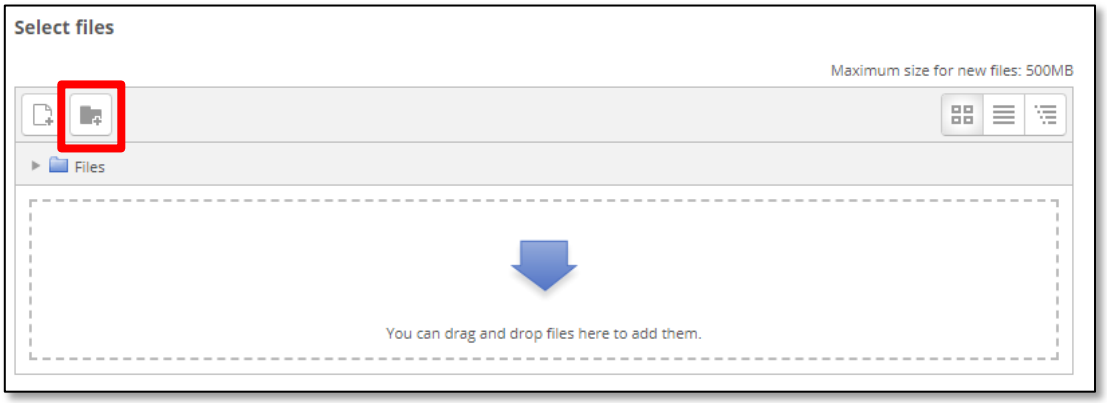
You will be able to add a description and other settings to your file once it has been uploaded successfully.

METHOD 3: ADDING A FOLDER OF FILES

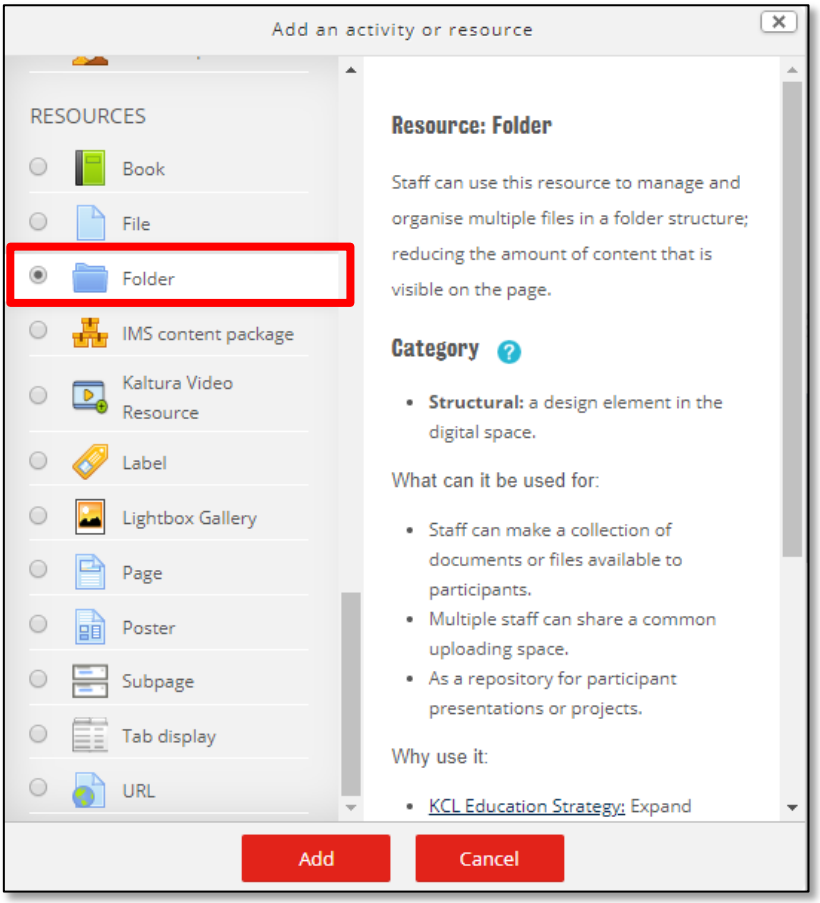
This can be done by using both methods above.

Drag and drop – you will need to compress the folder or create a zip folder first. You will then be able to drag and drop straight onto the KEATS page.

File/folder upload – follow the steps for method 1, except click 'Create folder'.



You can also pick 'Folder' from the activity chooser.


Add an activity or resource
RESOURCES
Book
File
Folder
IMS content package
Kaltura Video Resource
Label
Lightbox Gallery
Page
Poster
Subpage
Tab display
URL
Resource: Folder
Staff can use this resource to manage and organise multiple files in a folder structure; reducing the amount of content that is visible on the page.
Category
Structural: a design element in the digital space.
What can it be used for:
Staff can make a collection of documents or files available to participants.
Multiple staff can share a common uploading space.
As a repository for participant presentations or projects.
Why use it:
KCL Education Strategy: Expand
Add
Cancel