

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

Announcements
Grades
Syllabus
Modules
Discussions
Assignments
Quizzes
People
Conferences
Files ←
Collaborations
Rubrics
Chat
Attendance
Office 365
Google Drive
Studio

[Insert a Course Image or Banner Here]

Welcome to the course

Enter the course introduction details. This course cor to the course and share a short welcome video.

Click the video below to watch the introduction from you

<https://ulwazi.wits.ac.za/courses/1397/files>

Step 2: Add a folder

Shane Pachagadu's Sandbox Course > Files

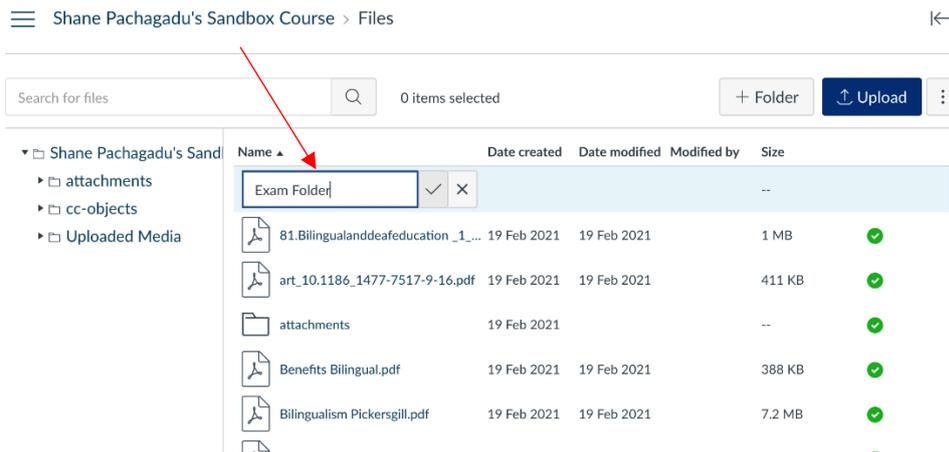
Search for files 0 items selected + Folder Upload

Name	Date created	Date modified	Modified by	Size
81.Bilingualanddeafeducation_1...	19 Feb 2021	19 Feb 2021		1 MB
art_10.1186_1477-7517-9-16.pdf	19 Feb 2021	19 Feb 2021		411 KB
attachments	19 Feb 2021			--
Benefits Bilingual.pdf	19 Feb 2021	19 Feb 2021		388 KB
Bilingualism Pickersgill.pdf	19 Feb 2021	19 Feb 2021		7.2 MB

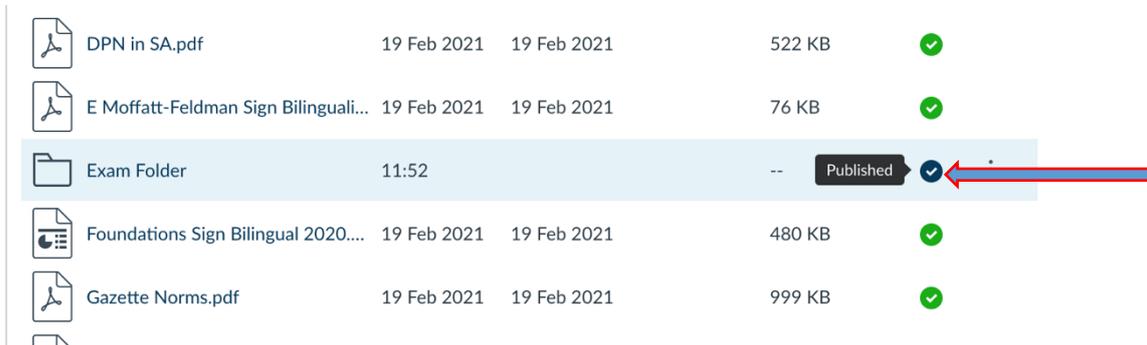
This course content is offered under a CC [Attribution Non-Commercial ShareAlike licence](https://creativecommons.org/licenses/by-nc-sa/4.0/) and where applicable sourced from Instructure <https://community.canvaslms.com/>. Content in this document can be considered under this license unless otherwise noted.



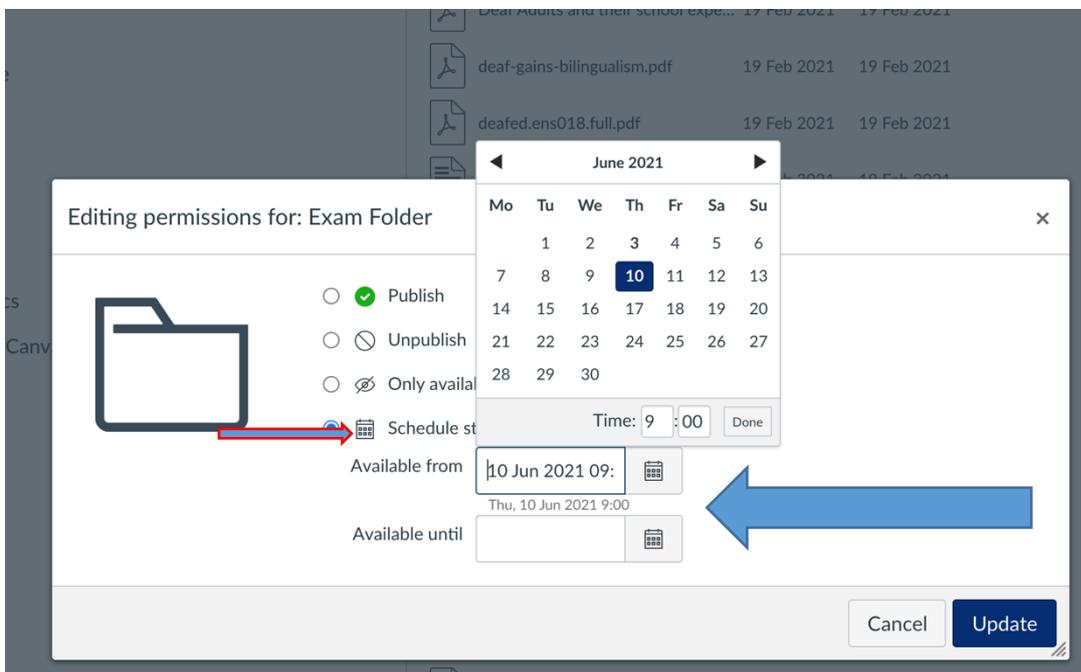
Step 3 Give a folder a name e.g (Exam Folder)



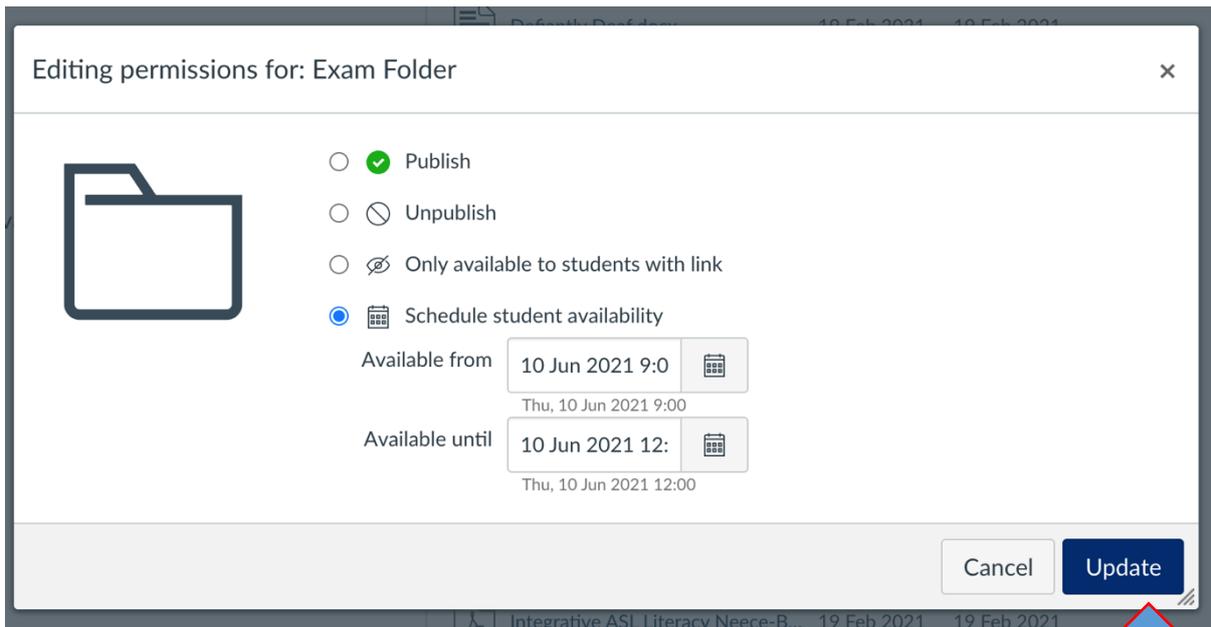
Step 4: Click on the green tick



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



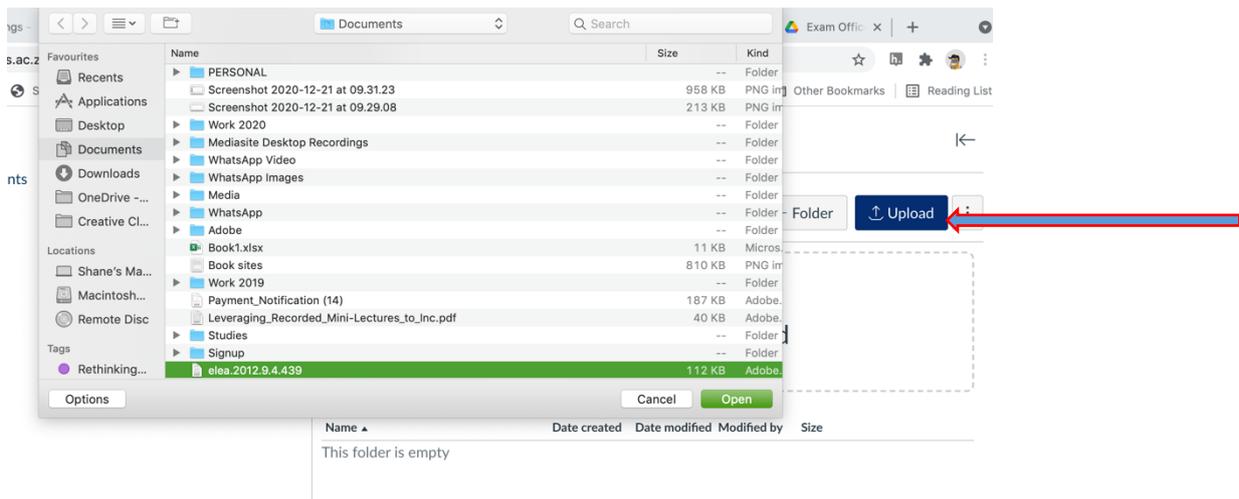
Step 6: Click on update to save your dates and time that are set



Step 7: The Exams folder will be locked

Icon	Name	Created	Modified	Size	Permissions
	Exam Folder	11:52			Available after 10 Jun at 9:00 until 10 Jun at 12:00
	E Moffatt-Feldman Sign Bilingual...	19 Feb 2021	19 Feb 2021	76 KB	✓
	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

Shane Pachagadu's Sandbox Course > Files > Exam Folder

Search for files 0 items selected + Folder Upload ⋮

Name	Date created	Date modified	Modified by	Size	
 elea.2012.9.4.439.pdf	11:59	11:59		112 KB	

1% of 5.2 GB used All my files

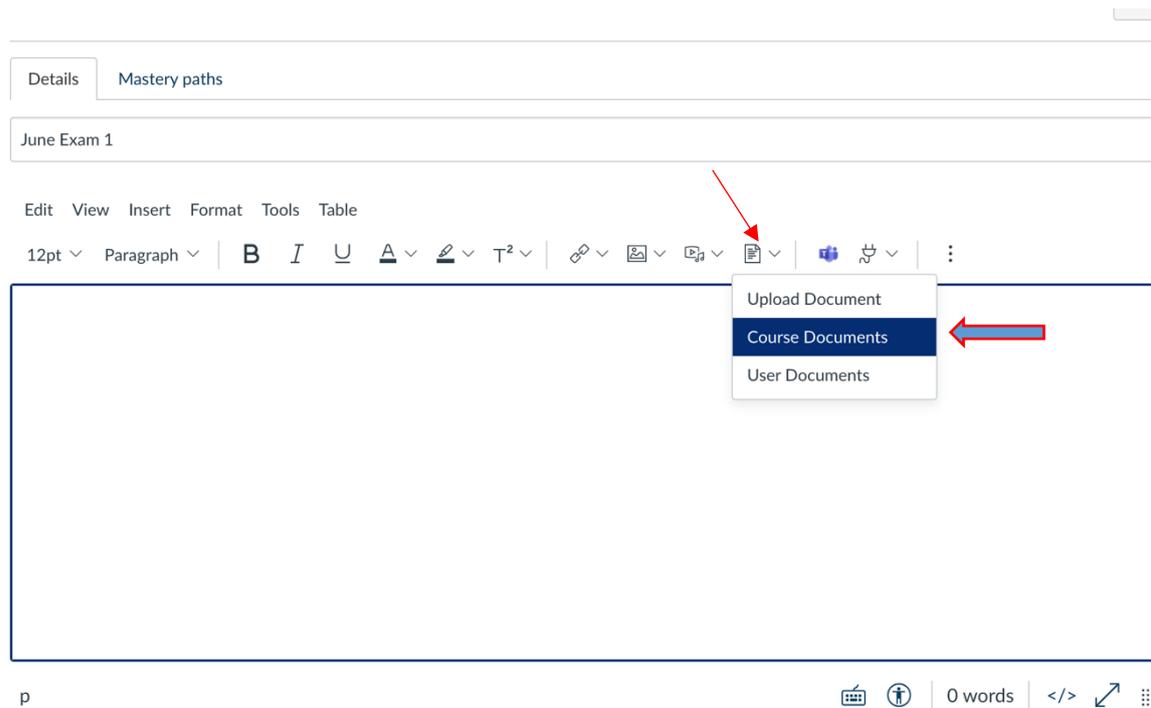
Step 10: Click on the assignment tool and create an assignment by clicking on the plus sign

Shane Pachagadu's Sandbox Course > Assignments 63 Student view

Search for assignment + Group + Assignment ⋮

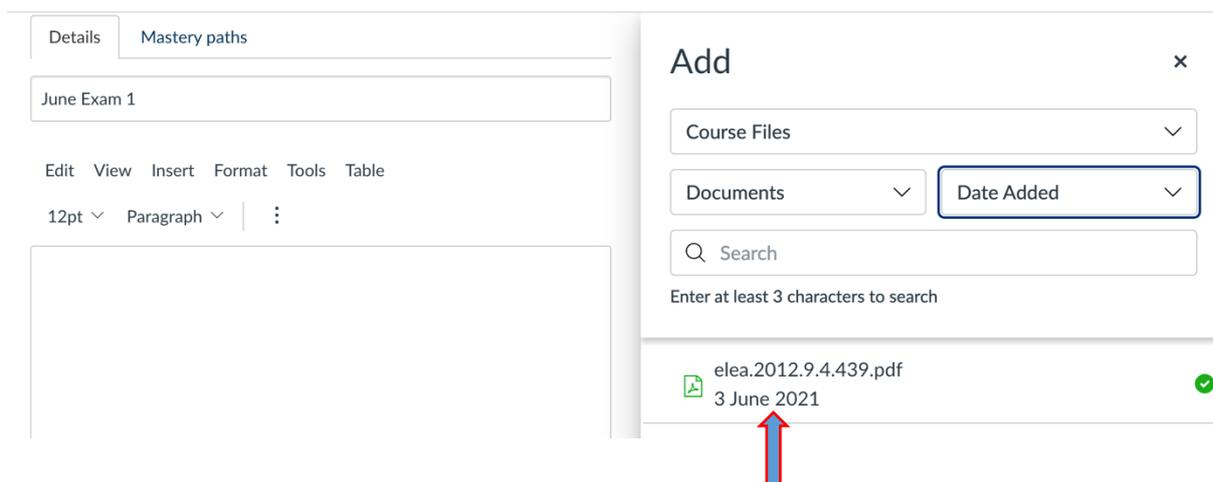
Assignments	
 Assignment One Closed Due 28 Feb at 23:59 20 Pts	
 Foundations of Deaf Education	
 Multiple choice Negative	
 Test confetti Assignment Module Closed Due 7 May at 23:59 10 Pts	
 Quiz 1	

Step 11: Link the document from the course file



The screenshot shows a document editor interface. At the top, there are tabs for 'Details' and 'Mastery paths'. Below that is a text input field containing 'June Exam 1'. A menu bar includes 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. The main toolbar contains various icons for text formatting and insertion. A red arrow points to the 'Insert' icon, which has opened a dropdown menu. In this menu, 'Course Documents' is highlighted with a blue bar and a red arrow, while 'Upload Document' and 'User Documents' are also visible. The main editing area is empty, and the status bar at the bottom shows '0 words'.

Step 12: Search for the document and click on it and the document will be linked



The screenshot shows the same document editor as in Step 11, but with a sidebar open on the right titled 'Add'. The sidebar has a close button (X) in the top right corner. It contains a 'Course Files' dropdown menu, a 'Documents' dropdown menu, and a 'Date Added' dropdown menu. Below these is a search bar with a magnifying glass icon and the text 'Enter at least 3 characters to search'. A search result is displayed below the search bar, showing a document icon, the filename 'elea.2012.9.4.439.pdf', and the date '3 June 2021'. A red arrow points to the search result. A green checkmark is visible to the right of the search result.

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   

[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

Related items

SpeedGrader™

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

 Student view

- Home
- Announcements
- Grades
- Syllabus
- Modules
- Discussions
- Assignments
- Quizzes
- People
- Files
- Collaborations
- Chat
- Office 365
- Google Drive

June Exam 1

10 Possible Points

Attempt 1

IN PROGRESS
Next Up: Submit assignment

View feedback

1 Attempt

Details

[elea.2012.9.4.439.pdf](#) ↓

Choose a submission type

T
Text

↑
Upload

currently logged in to student view

Resetting the test student will clear all history for this student and allow you to view the course as a brand new student.

Reset student

Leave 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.

The screenshot shows a file viewer window titled "elea.2012.9.4.439.pdf". The main content area displays the filename "elea.2012.9.4.439.pdf" and a message: "The folder 'Exam Folder,' which includes this file, has been locked." A large blue arrow with a red outline points upwards towards the message. The window has a dark header with "Info" and "Close" buttons. At the bottom, there is a purple status bar with the text "You are currently logged in to student view", a warning message about resetting the test student, and "Reset student" and "Leave student view" buttons.