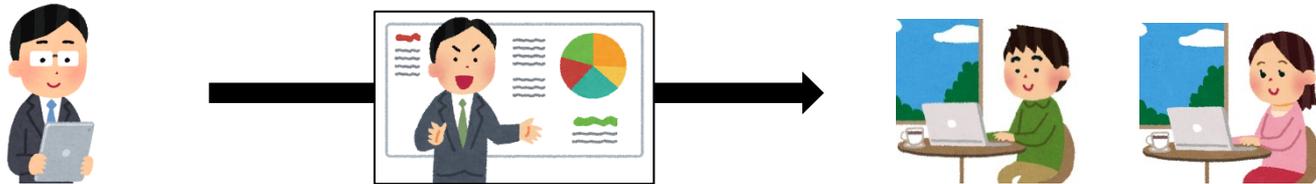


Tutorial for Instructors

Resources tool



- **Share teaching materials**

How do I use Resources tool

You can upload your teaching resources to students.

- How to use ①: directly upload it on NUCT
 1. Prepare the teaching materials (up to 250 MB)
 2. Upload through **Resources tool** of NUCT
- How to use ②: upload it to another website and link with NUCT (If the size is large like a video)
 1. Prepare the teaching materials
 2. Upload to website other than NUCT (information media studio, NUSS, external storage, etc.)
 3. Post URL links through **Resources tool** of NUCT

✂ If you want to share videos, you can use the streaming services of Information Media Studio. Please contact below for any questions.

Email : studio-admin@media.nagoya-u.ac.jp

Web : <https://media.itc.nagoya-u.ac.jp/studio/video-on-demand.html>

Resources tool

- Upload teaching materials and share to students
 - Share files (PDF, PPT, WORD, etc.)
 - Share web links

The toolbar is displayed. You can click **Permissions** to set what individual role participants can do in the **Resources** tool.

Click Resources

	Title ^	Access	Created By	Modified	Size
	山里 敬也先生のテストサイト Resources				
<input type="checkbox"/>	NUCT-tutorial-instructor-1-summary.pptx	Entire site	山里 敬也	Mar 27, 2020 4:51 pm	18.1 MB
<input type="checkbox"/>	NUCT-tutorial-instructor-2-Site-Info.pptx	Entire site	山里 敬也	Mar 27, 2020 4:52 pm	13.3 MB
<input type="checkbox"/>	NUCT-tutorial-instructor-3-Messages				7.1 MB
<input type="checkbox"/>	NUCT-tutorial-instructor-4-Resource				14.9 MB

The materials you have uploaded are displayed.

Resources tool: Upload File

- Upload teaching materials and distribute to students
 - Share files (PDF, PPT, WORD, etc.)
 - Share web links

Click **Actions** and get the dropdown menu

The screenshot shows a file management interface with a list of files. A red box highlights the 'Actions' button in the top right corner of the file list. A dropdown menu is open, and a red box highlights the 'Upload Files' option. The list of files includes items like 'NUCT-tutorial-instructor-1-sumr', 'NUCT-tutorial-instructor-2-Site', etc., with columns for file name, user, date, and time.

File Name	User	Date	Time	Size
Entire site	山里 敬也	Mar 27, 2020	4:51 pm	18
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	13
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	7.
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	14
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	19
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	25
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	8.
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	6.
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	4
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	2.
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	2.
Entire site	山里 敬也	Mar 27, 2020	4:52 pm	2.

Click **Upload Files**

Resources tool: Upload File

- Upload teaching materials and distribute to students
 - Share files (PDF, PPT, WORD, etc.)
 - Share web links

Note: You can upload up to 250 MB of material at once. You cannot upload more than 2 GB of the files on each site.

Upload Files

Location: / 山里 敬也先生のテストサイト

Drop files to upload, or click here to browse.

Upload the file here.
You can upload multiple files at the same time.

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 250 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Resources tool: Upload File

- Upload teaching materials and distribute to students
 - Share files (PDF, PPT, WORD, etc.)
 - Share web links

Upload Files

Location: / 山里 敬也先生のテストサイト



[Remove file](#)

The uploaded file will be displayed.

Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 250 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder



Resources tool: Upload File

- Upload teaching materials and distribute to students
 - Share files (PDF, PPT, WORD, etc.)
 - Share web links

Versioning Uploaded items should

Create new version **Overwrite existing files**

Availability Uploaded items should be

Visible **Hidden**

Email Notification

None - No notification ▼

Continue

Cancel

Click **Continue**

Resources tool: Upload File

- Upload teaching materials and distribute to students
 - Share files (PDF, PPT, WORD, etc.)
 - Share web links

Select View Site as **Student**, you can check how students see the site.

The files are now located inside the folder. You can click on each file name to access that file.

It is also possible to make various settings by clicking **Actions** of each file.

Resources tool: add a web link

- Upload teaching materials and distribute to students
 - Share files (PDF, PPT, WORD, etc.)
 - **Share web links**

✂ It is convenient to put large files in NUSS and add a link of the file on your site.

The screenshot shows the NUSS Resources tool interface. The top navigation bar includes the text '山里 敬也先生のテストサイト Resources' and an 'Actions' dropdown menu. The main content area displays a list of folders, each with a checkbox and a folder icon. The 'Actions' menu is open, showing options: 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Actions', 'Copy', 'Edit Details', and 'Reorder'. The 'Add Web Links (URLs)' option is highlighted with a red box. A red arrow points from the 'Actions' dropdown to the 'Add Web Links (URLs)' option. A red text box says 'Click **Actions** of the desired folder.' Another red text box says 'Click **Add Web Links (URLs)**.' A dark grey callout box at the bottom left contains text about sharing videos via Information Media Studio.

Click **Actions** of the desired folder.

Click **Add Web Links (URLs)**.

✂ If you want to share videos, you can use the streaming services of Information Media Studio. Please contact below for any questions.
Email : studio-admin@media.nagoya-u.ac.jp
Web : <https://media.itc.nagoya-u.ac.jp/studio/video-on-demand.html>

Resources tool: add a web link

- Upload teaching materials and distribute to students
 - Share files (PDF, PPT, WORD, etc.)
 - **Share web links**

Add Web Links (URLs)

Location: / 山里 敬也先生のテストサイト

Add as many web links (URLs) as you like. If you change your mind about needing one of your web links, click the 'X' icon beside it. Press the 'Add Web Links Now' button when you have finished.

Web Address (URL)

Enter the web site address (URL).

Website Name

[Add details for this item](#)

Enter a name for the link.

[Add Another Web Link](#)

Email Notification

Add Web Links Now

Cancel

Click **Add Web Link Now**.

Resources tool: add a web link

- Upload teaching materials and distribute to students
 - Share files (PDF, PPT, WORD, etc.)
 - Share web links

Select View Site as **Student**, you can check how students see the site.

The screenshot shows the NUCT Resources tool interface. The top navigation bar includes the NUCT logo and a 'View Site As' dropdown menu, which is highlighted with a red box. Below the navigation bar, there are tabs for 'Site Resources', 'Trash', 'Transfer Files', 'Permissions', 'Options', and 'Check Quota'. The main content area displays a list of resources in a table format. The table has columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. A red box highlights the 'test link' entry in the table, which is the first resource listed. The table also shows other resources like 'NUCT-tutorial-student-8-Messages.pptx', 'NUCT-tutorial-student-7-Gradebook.pptx', 'tutorial-student-6-Assignments.pptx', and 'tutorial-student-4-Resources.pptx'.

<input type="checkbox"/>	Title	Access	Created By	Modified	Size
<input type="checkbox"/>	山里 敬也先生のテストサイト Resources				
<input type="checkbox"/>	test link	Entire site	H U A N G R.	Mar 29, 2020 7:06 pm	21 bytes
<input type="checkbox"/>	NUCT-tutorial-student-8-Messages.pptx	Entire site	山里 敬也	Mar 27, 2020 4:51 pm	5.4 MB
<input type="checkbox"/>	NUCT-tutorial-student-7-Gradebook.pptx	Entire site	山里 敬也	Mar 27, 2020 4:51 pm	1.7 MB
<input type="checkbox"/>	tutorial-student-6-Assignments.pptx	Entire site	山里 敬也	Mar 27, 2020 4:52 pm	4.9 MB
<input type="checkbox"/>	tutorial-student-4-Resources.pptx	Entire site	山里 敬也	Mar 27, 2020 4:52 pm	2.5 MB

The link is created.
You may click it to go to the link.