



SHARED DOCUMENTS

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1. General

L²P generally offers two options to make digital materials available to students of an educational event: LEARNING MATERIALS and MEDIA LIBRARY. But there is also an area in which students can exchange their materials among themselves: **SHARED DOCUMENTS** (s. Fig. 1).

Under SHARED DOCUMENTS, documents (PDF-scripts etc.) can be provided. These can be edited and structured by students.

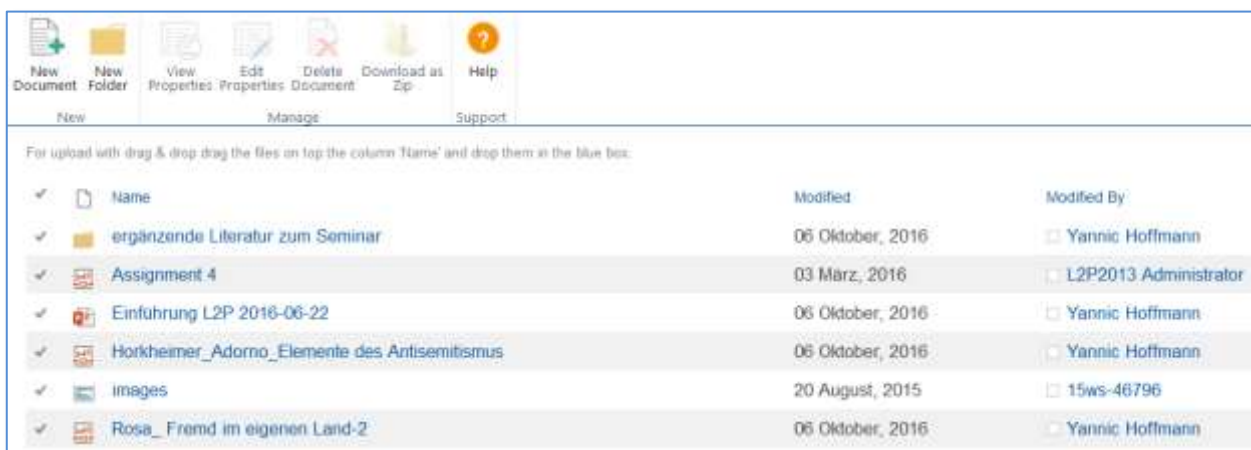
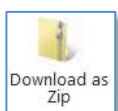


Fig. 1: Standard view of shared documents

2. Make materials available offline

You have the possibility to directly open the provided materials in L²P or to download and save them to have the files available offline. To open a selected document directly in L²P, click the name of the document and it will open. To save the document, right-click on the document and choose **SAVE TARGET UNDER**.



There is an alternative way to download learning materials: To do this, select the desired materials by clicking on the checkmarks on the left (the download of several files is possible up to a maximum size of 100MB), and then click on the Button “Download as Zip” in the ribbon. The previously selected documents are now packed into a zip archive and are downloaded automatically.

3. Adding shared documents



To upload documents individually, click NEW DOCUMENT. The ADD DOCUMENT window opens. Here, you can select the file to upload in FILE SELECT. If you want to save this file to a folder, select it under SELECT FOLDER. Clicking on Ok will upload the selected file and the Properties window will open. Click the SAVE button to save the metadata of the file.

3.1. Adding shared documents via Drag & Drop

To upload documents by drag & drop, open the SHARED DOCUMENTS area and, in a second, smaller window, the location of the documents you want to upload. Select the desired documents in their location and drag them with the left mouse button over the NAME column in the SHARED DOCUMENTS. Let them go in the blue-framed area with the hint DROP HERE (s. Fig. 2). The files are now uploaded.

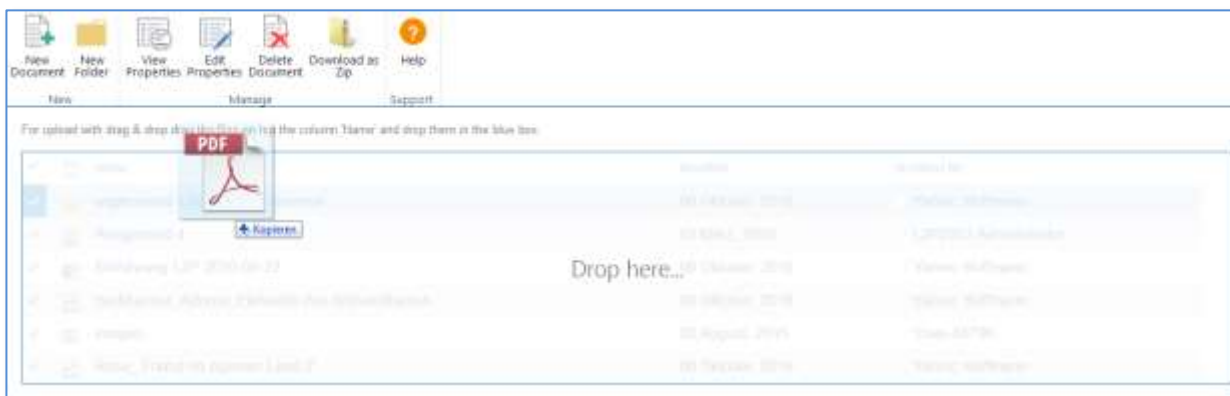


Fig. 2: Adding files via Drag & Drop



After completion of the upload process, the status message UPLOAD COMPLETED and the number of files added appears between the ribbon and the start of the list. DISMISS returns you to the starting point.