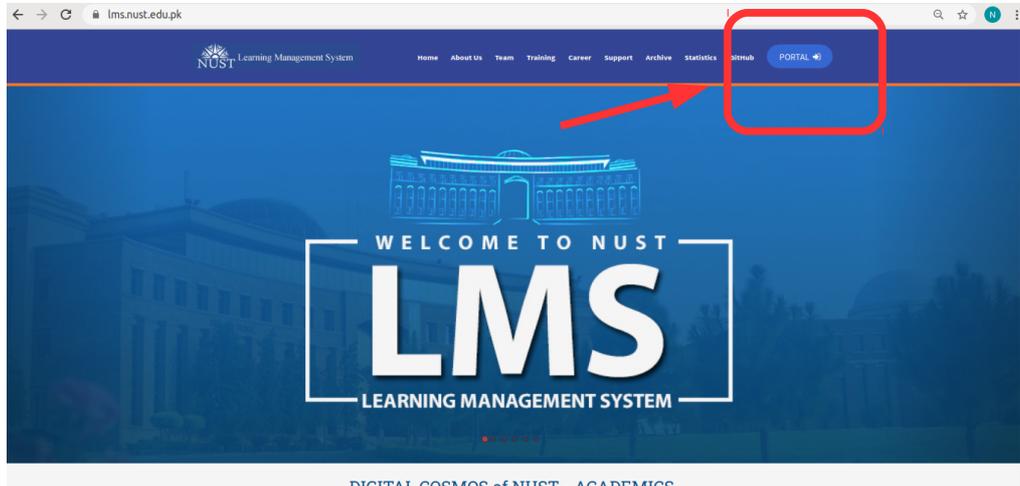
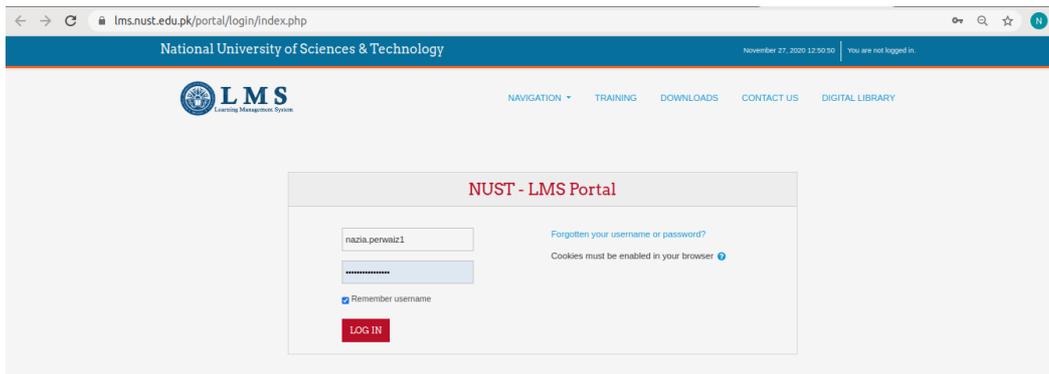


# Uploading course outline in LMS courses

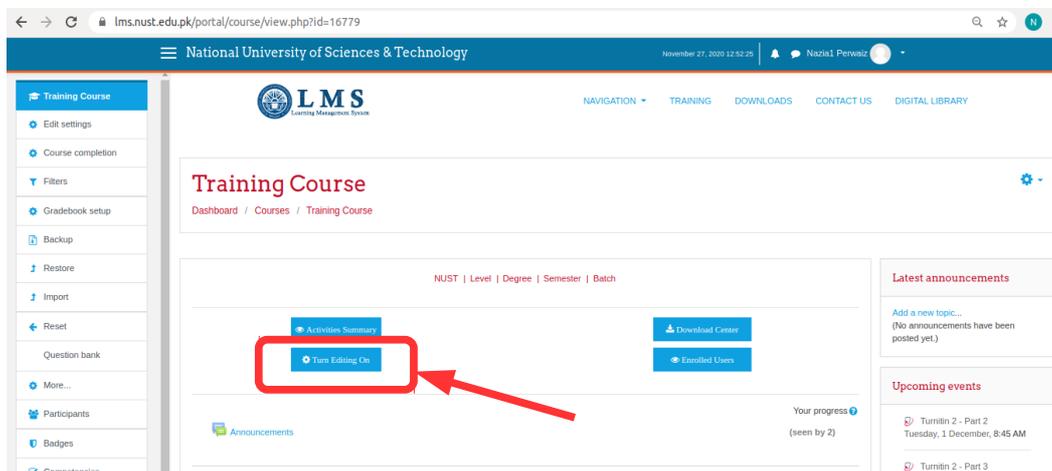
1. Access LMS website <https://lms.nust.edu.pk/>



2. Login to LMS portal.

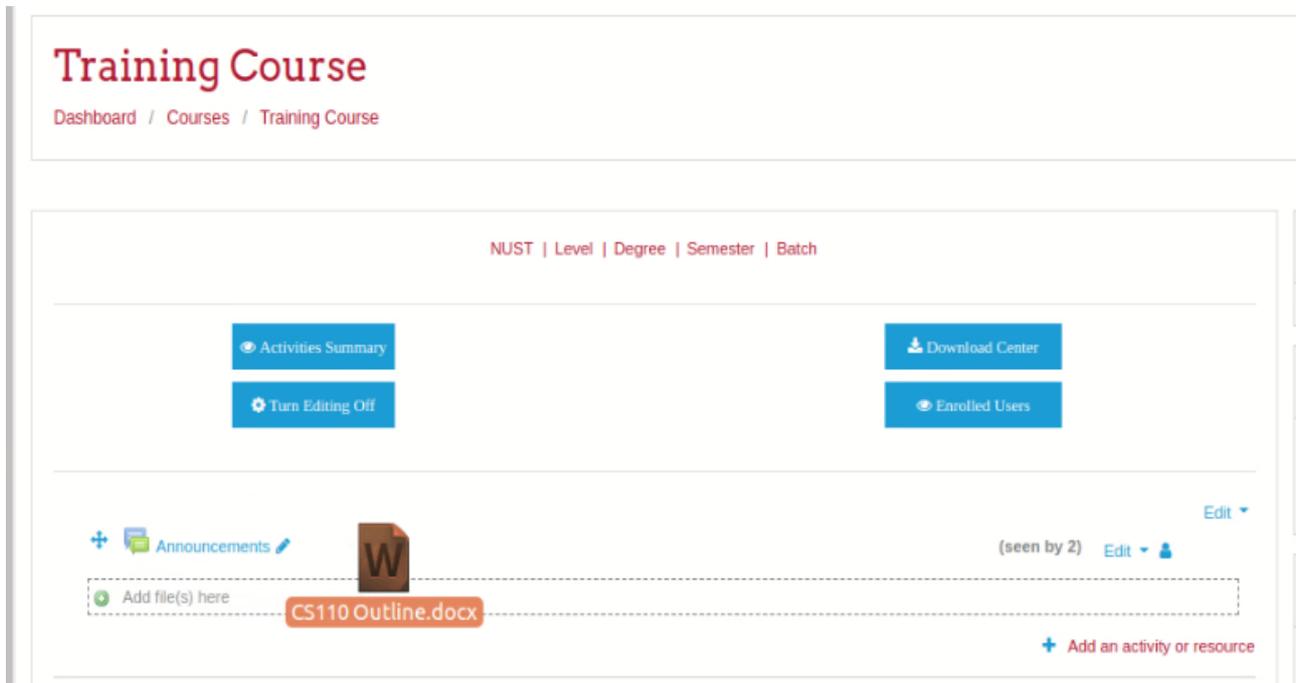


3. Click on "Turn Editing On" Button.



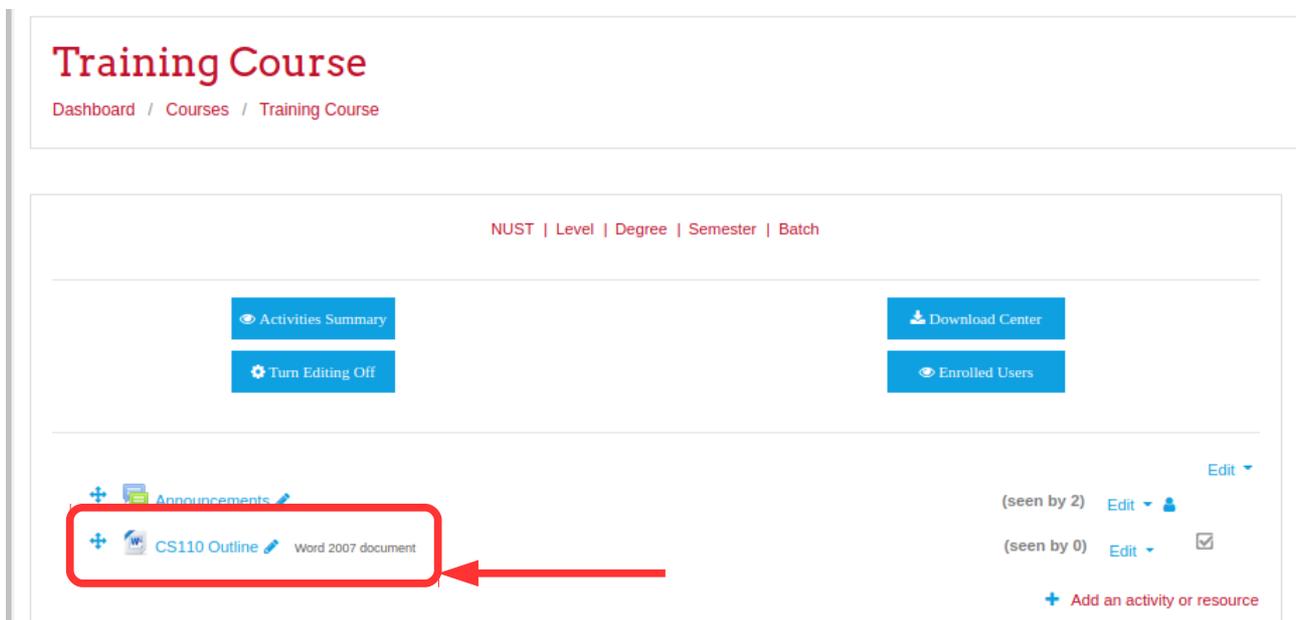
# Method – 1 (Using drag and drop)

1. Drag your course outline from your system and drop it in first section of your course.



The screenshot shows a Moodle course page titled "Training Course". The breadcrumb trail is "Dashboard / Courses / Training Course". Below the title, there is a navigation bar with "NUST | Level | Degree | Semester | Batch". The main content area contains several blue buttons: "Activities Summary", "Turn Editing Off", "Download Center", and "Enrolled Users". Below these buttons, there is a section for adding content. On the left, there is a "+ Announcements" link. In the center, a file named "CS110 Outline.docx" is being uploaded, indicated by a red dashed box around the file name and a "W" icon. On the right, there is a "(seen by 2) Edit" link. At the bottom right, there is a "+ Add an activity or resource" link.

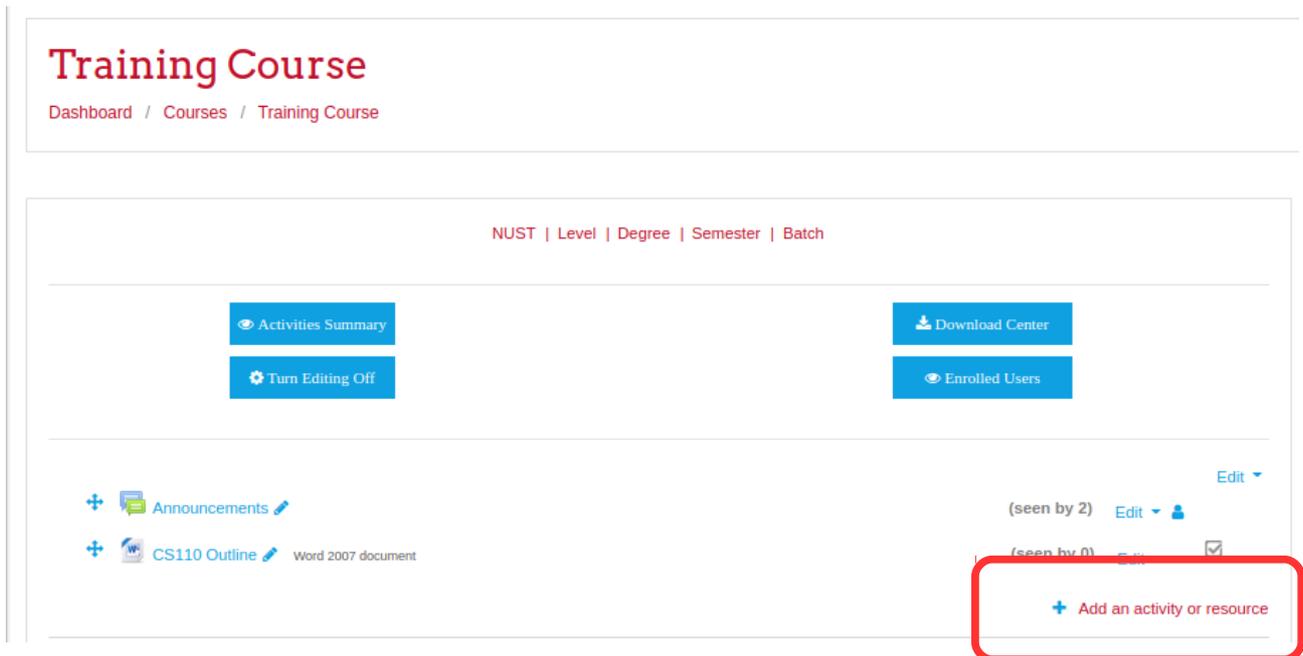
2. Make sure to update the file name by adding the word "Outline" in it.



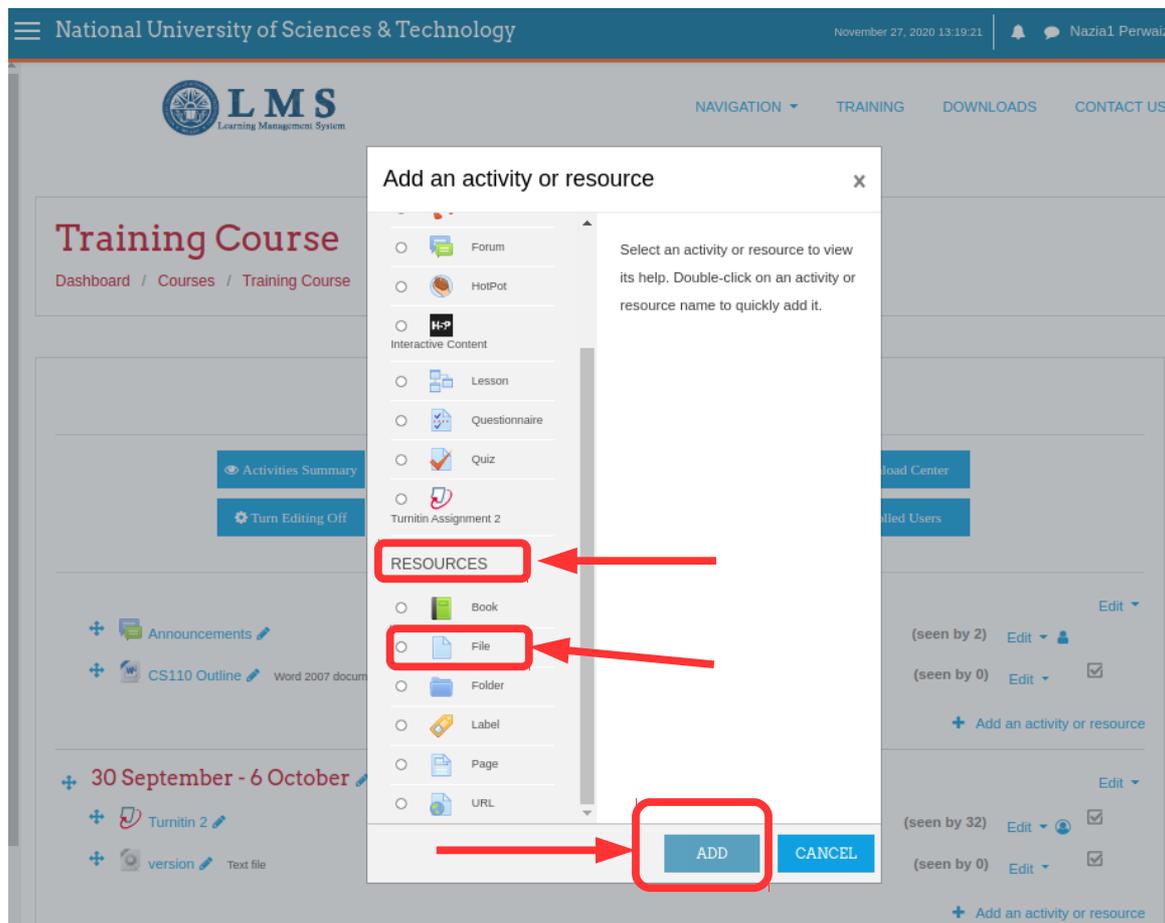
The screenshot shows the same Moodle course page as above. The file name has been updated to "CS110 Outline" and is now labeled as a "Word 2007 document". A red box highlights the file name, and a red arrow points to it from the right. The rest of the page layout is identical to the previous screenshot.

# Method – 2 (Using file picker interface)

1. Click on “Add an activity or resource”



2. Choose “File” from the list of “RESOURCES” and click on “ADD” button.



3. Write name of the resource file to be uploaded (make sure to add word “Outline” in the name), choose course outline file (word or PDF) in “Select files” section.

**Adding a new File** Expand all

**General**

Name

Description

Display description on course page

Select files Maximum size for new files: Unlimited

Files

CS110 Outli...

4. Click the button “SAVE AND RETURN TO COURSE”.

Select files Maximum size for new files: Unlimited

Files

CS110 Outli...

**Appearance**

**Common module settings**

**Restrict access**

**Activity completion**

**Tags**

**Competencies**

**SAVE AND RETURN TO COURSE** **SAVE AND DISPLAY** **CANCEL**

There are required fields in this form marked

5. Verify course outline on your LMS course page.

# Training Course

Dashboard / Courses / Training Course

NUST | Level | Degree | Semester | Batch

[Activities Summary](#) [Download Center](#)

[Turn Editing Off](#) [Enrolled Users](#)

[+ Announcements](#) Word 2007 document (seen by 2) [Edit](#) [Edit](#)

[+ CS110 Outline](#) Word 2007 document (seen by 0) [Edit](#)

[+ Course Outline](#) Word 2007 document (seen by 0) [Edit](#)

[+ Add an activity or resource](#)

