How to upload files to SMSTC

1. Go to www.smstc.ac.uk.

2. Log in.

3. Click 'Website admin' at the top-right of the screen.

4. Click the 'Modules' box.

5. You will see the list of modules that you have permission to edit. Next to the one you want to edit, click 'Select module'.

6. Click 'Manage content'.

7. Click 'add file', then:

   - select the category (heading) for it to appear under;
   - browse to your file;
   - give it a name (which is what will be displayed, e.g. 'Lecture 6');
   - 'viewing status' should be left as the default;
   - 'Viewing options' can be left blank;
   - you can leave 'Other options' blank too; among those options, 'Rank' determines the order of items within a category, and 'Additional information' specifies optional text to appear beneath the link to your file;
   - now scroll to the bottom of the screen and click 'Add resource'.

8. You might want to go back and do more, so click 'View module content (admin)' at the bottom the page just generated.

9. To inspect how it looks, click 'Modules' at the top-left of the screen and navigate to the module you just edited.

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