

Upload Files to Content Area

1. Make sure **Edit Mode** is on (Figure 1).
2. Select your **content area** from the **Course Menu** on the left side of the screen (Figure 2).
3. Click on **Build Content**, then click on **File** (Figure 3).

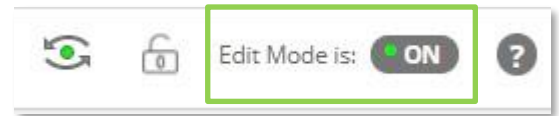


FIGURE 1

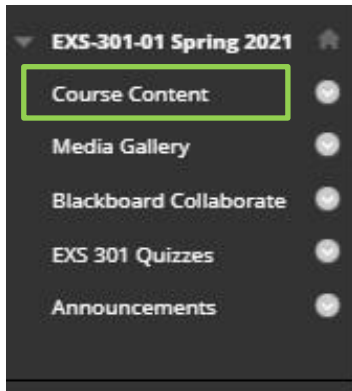


FIGURE 2

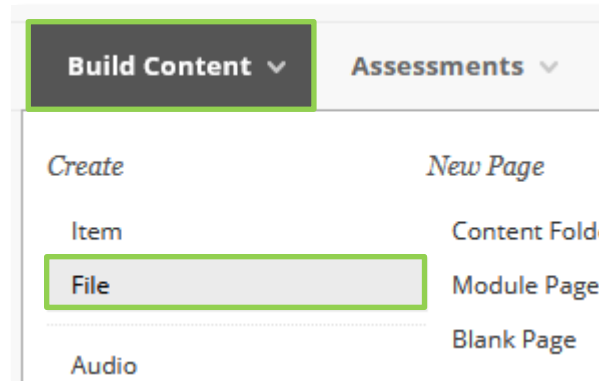


FIGURE 3

4. The **Create File** page opens (Figure 4). Enter a **name** for the file, then click on **Browse Local Files** to select a file from the File Explorer.

SELECT FILE

Select a local file by clicking **Browse Local Files** or one from within Course Files by clicking **Browse Course Files**. environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name █ Black

* Find File

FIGURE 4

5. Scroll down to the **File Options** and change whatever settings you would like, such as the file's availability to students. It is suggested you change the **Open in New Window** setting to **Yes**, as this will make it easier for students to browse your course (Figure 5).

FILE OPTIONS

Open in New Window Yes No

Add alignment to content Yes No

FIGURE 5

6. Click the **Submit** button once you're finished. The file will be visible in your content area.