

Adding a File

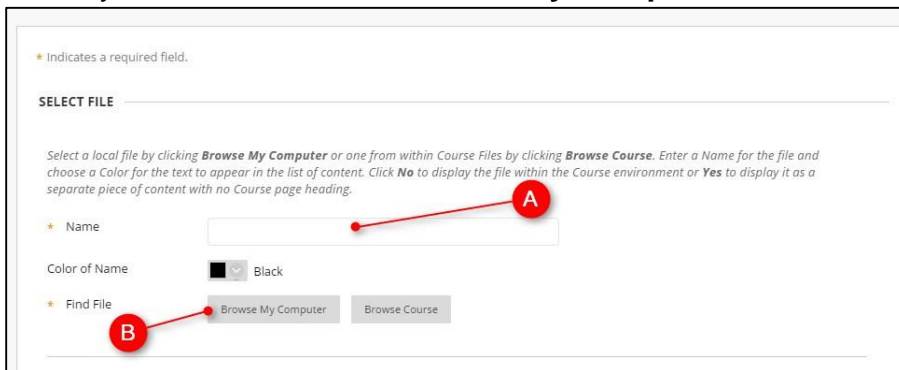
The file option allows you to upload any type of electronic file to your course to share with your students. Common uploaded file types include word processing documents, spreadsheets, PowerPoint presentations and project files.

Directions:

1. Click on **Build Content**
2. Click on **File**

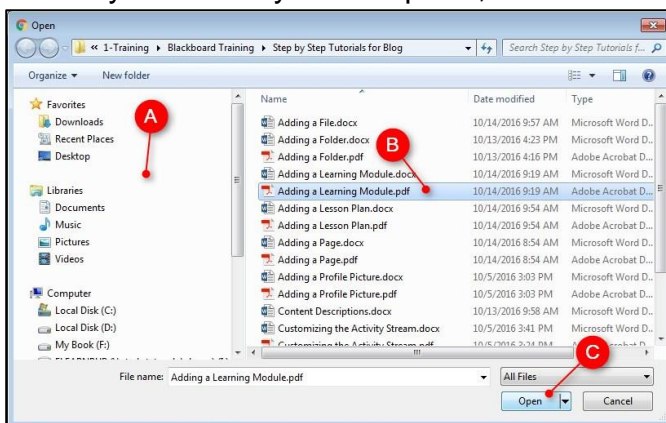


3. Name your file and click on **Browse My Computer**



A screenshot of the 'SELECT FILE' form. The form has a 'Name' field and a 'Color of Name' dropdown set to 'Black'. Below these are 'Find File' buttons: 'Browse My Computer' and 'Browse Course'. A red circle with the letter 'A' points to the 'Name' field, and another red circle with the letter 'B' points to the 'Browse My Computer' button.

4. Locate your file on your computer, select it and then click on Open





5. Set the date and time, if desired, and click on **Submit**.

STANDARD OPTIONS



Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After   **Set date & time**

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

*Click **Submit** to proceed. Click **Cancel** to go back.*