How to

Upload a File to the Content Area.

Steps to follow

- Make sure Edit Mode is on (see figure 1)
- Select the Course Content from the course menu (see figure 2)
- Scroll over “Build Content” and select “File” (see figure 3)
- Type in a name for this File, click on Browse My Computer, locate and select your file to upload (see figure 4)
- Scroll through the page to set up your options for the folder, i.e. “Date and Time Restrictions”
- Click Submit when finished