

How Do I ? Add, Create and Upload Files

During the course of the study period, you may need to provide files to your students. **Note:** The Learning Management System (LMS) can host files in any format, however it is recommended that, if the intention is that your students will print the files, you prepare them in portable document format (.pdf).

You can easily add files from other locations to the Course Content Home Page or any additional Content Folders by selecting **Add File**.

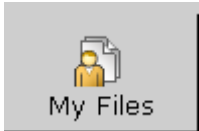
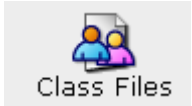
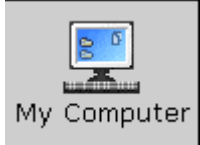


The **Add File** Action Links Dropdown Menu

The dropdown menu will provide you with a choice: **Browse for Files** or **Create File**.

To Browse for a File

1. From the **Action Menu** select **Browse for Files**. The **Content Browser** screen will appear. This browser effectively allows you to view all of your files. The following table describes the locations from which you can locate and select files:

My Files 	My Files is your private, file storage area. If you need to locate or select files from folders in My Files , select the My Files icon
Class Files 	Class Files contains the files and folders that are used to design each unit in which you are enrolled as a Designer, Instructor, or Teaching Assistant.
My Computer 	If you want to locate and select files or folder locations on your computer, click the My Computer icon.

2. If the file is in any of the above locations, locate and select the file you want to add by checking the checkbox to the left of the filename and then choose **OK**. If the file does not currently exist, you may need to create a file.

To Create a File

1. From the **Add File** Action Links dropdown menu, choose **Create File**. The File Creation Editor, including the HTML Creator will be displayed.

Create File

*Title:

*Content: Disable HTML Creator

WYSIWYG Source View edit-on Pro by RealObjects Insert

Insert equation: New ▶

File name:

If no file name is entered, the title will be used as the file name.

Item Visibility: Show Item Hide Item

Your file will be saved in the root directory of File Manager.

Save Cancel Save and Add Another

File Creation Editor

2. The **File Creation Editor** allows you to create files from within your own file manager in the LMS. You'll notice that you can also choose to insert an equation if required.
3. The HTML Editor functions almost like a Word Processor and allows you to format your text, insert hyperlinks and images and perform a spell check. When you have completed your new file, select **SAVE**. The new file will be saved to your **File Manager**.

To Upload a File

If you have the luxury of time, you may be able to load your files in advance of creating the links to them. To do this, you will upload a file into the File Manager. **See also How Do I ... Zip/Unzip Files.**

1. From the **Build** Tab, select **File Manager**. Then select **Get Files**.



The File Manager Screen

2. Choose **My Computer**, then choose **Browse** and browse to the folder or folders on your computer where the file(s) are located. Note that you can upload up to ten files at a time.
3. Choose **OK** and the file(s) will be uploaded to your File Manager. For housekeeping purposes, you can **Create Folder(s)** and copy or move files between folders. You can also use the Sizing Display icon to change the number of files that are displayed on each page.

