

Adding a File

Introduction

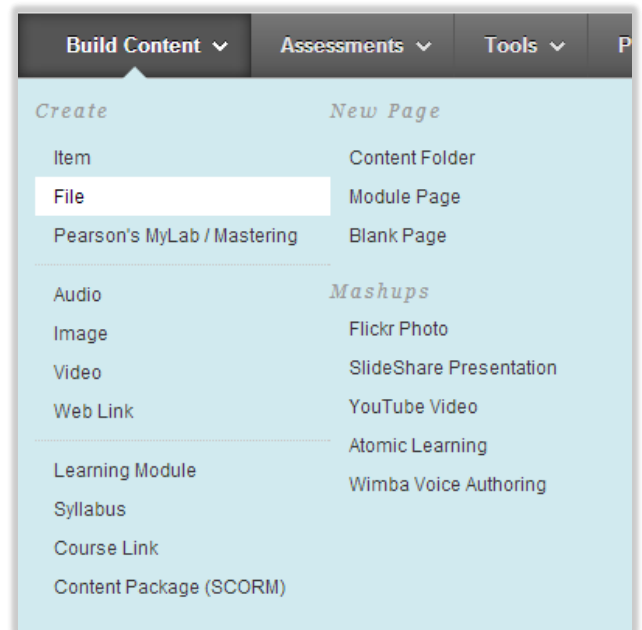
Use the **File** content feature to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window.

Notice that unlike adding a **Content Item**, **Files** do not allow for descriptive text. They are solely used for uploading and displaying files such as:

- Images.
- Document files like .pdf's.
- Audio files.

Step 1: To add a **File** to your Content Area, click **Build Content** in the left-hand corner of your course space.

Step 2: Click **File**.



Step 3: Select the **File** you would like to upload to the course space's Content Area by either browsing the Computer or the Content Collection.

1. Select File

Select a local file by clicking **Browse My Computer** or one from within Course File Collection by clicking **Browse Content Collection**. Enter a Name for the file and choose a Color for the text to appear in the list of content items within the Course environment or **Yes** to display it as a separate piece of content within the Course environment.

* Name

Color of Name Black

* Find File

Step 4: Options:

File Options:

- When "Open in a New Window" is set to yes this will open the file in a new browser window when students click on it.
- "Alignments" are not used in our instance of myCourses - you can ignore the "Add alignment to content" option.

Standard Options

- Selecting Yes to Permit Users to View this Content allows students to see this page.
- Select Yes to Track Number of Views if you would like to see how many views this page receives.
- For Enter Date and Time Restrictions, you can set the blank page to display on a specific date and time and to stop displaying on a specific date and time. Display restrictions do not affect blank page availability, only when it appears.

2. File Options

Open in New Window Yes No

Add alignment to content Yes No

3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After
Enter dates as mm/dd/yyyy

Display Until

Step 5: Click **Submit**.

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.