

Adding a File

Use the **File** content tool to upload a file for your students to see.

Notice that unlike adding a **Content Item**, **Files** do not allow you to add descriptive text. They are used primarily for sharing documents such as PDFs, PowerPoint presentations, Word documents, Excel sheets, etc.

Step 1:

To upload a file to your Content Area, place your mouse arrow over **Build Content** at the top of your content area and choose **File** from the menu that pops down.

| Build Content 🗸 | Asse | essments 🗸 | Tools 🗸 | F |
|--|------|--|---------|---|
| <i>Create</i> Item File Qwickly Upload Cloud C | | New Page Content Folde Module Page Blank Page | r | |
| Image Web Link Learning Module Course Link Content Package (SCORM) | | Mashups Flickr Photo SlideShare Pro YouTube Video | | |
| | RM) | Atomic Learnir NBC Content Kaltura Media | ng | |

Step 3: Enter a name for your file in the "Name" field and then use the "Browse My Computer" button to select a file from your computer.

| <mark>米</mark> Name | File name goes here |
|---------------------|----------------------------------|
| Color of Name | Black |
| ✤ Find File | Browse My Computer Browse Course |

Step 4: Choose if you would like to make this file visible to students after is uploaded (by default it will be) OR set an availability date to have the file automatically appear and/or disappear at a certain date/time.

| Permit Users to View this Conter | it ⊚ Yes ⊖ No |
|--------------------------------------|---|
| Track Number of Views | ⊖ Yes ⊚ No |
| Select Date and Time Restrictions | ✓ Display After 05/07/2018 ☐ Display Until ☑ I1:59 PM ☑ I1:59 PM |

Step 5: Click the **Submit** button to finish uploading your file.