

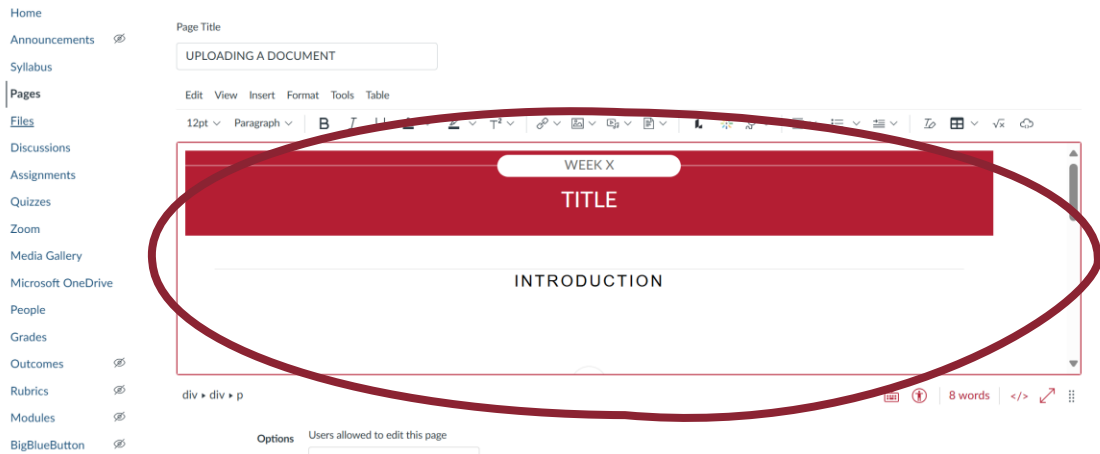


# HOW TO UPLOAD DOCUMENTS

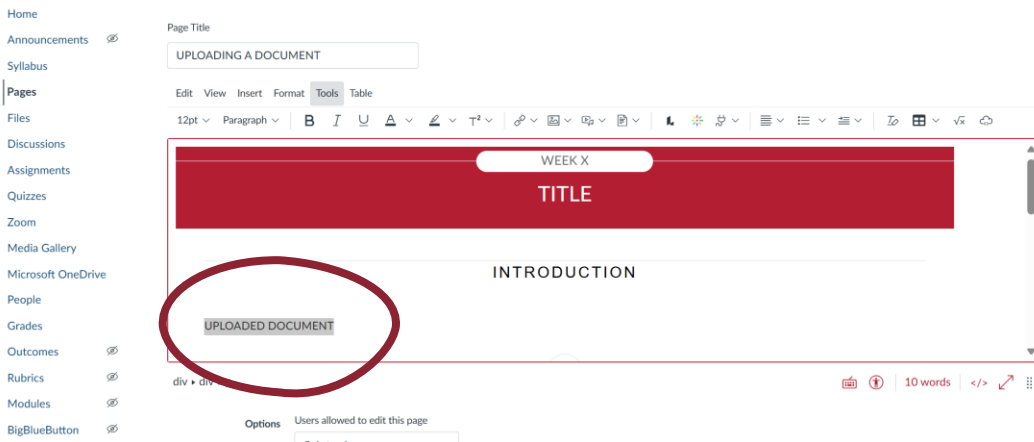
- **STEP 1:** Start by opening the page where you want to upload your document. Click on the 'Edit' button in the upper right-hand corner.



- **STEP 2:** At this point, a decision must be made concerning how you want your uploaded document to appear on the page. If you would like it to be presented by its document title (e.g., *new\_document.docx* or *uploaded-document.pdf*), in the main textbox, place the **cursor** where you would like your document to appear.



Alternatively, if you would like your document to be presented on the page under another title or heading, **type** that title or heading in the textbox and **highlight** it.



- **STEP 3:** Click the 'Documents' icon along the top of the textbox and choose the 'Upload Document' option in the dropdown menu.

The screenshot shows a course page editor interface. On the left is a navigation menu with items like Home, Announcements, Syllabus, Pages, Files, Discussions, Assignments, Quizzes, Zoom, Media Gallery, Microsoft OneDrive, People, Grades, Outcomes, Rubrics, Modules, and BigBlueButton. The main editor area has a page title 'UPLOADING A DOCUMENT' and a rich text editor toolbar. The editor content includes a red header bar with 'WEEK X' and 'TITLE', followed by 'INTRODUCTION' and 'UPLOADED DOCUMENT'. A red circle highlights a dropdown menu with options: 'Upload Documents', 'Course Documents', and 'User Documents'. Below the editor, there are 'Options' and 'Users allowed to edit this page' (set to 'Only teachers') and a status bar showing '10 words'.

Note that, if you have already uploaded a document and wish to reposition it, click on the **'Course Documents'** option. This will bring you to the file database where it has been stored.)

- **STEP 4:** Drag and drop the document into the **'Upload Document'** space and click the **'Submit'** button. You can also browse your device for a document by clicking on the **'Upload Document'** space. When you have selected the right document, click **'Submit'**.

## Upload File

x

Computer



### Upload File

Drag and drop, or click to browse your computer

Close

Submit

- STEP 5:** Finalize the process by clicking on the **'Save'** button in the lower right-hand side of the screen.

Only teachers

Add to student to-do

Publish At

Allow in mastery paths

Notify users that this content has changed

Cancel

Save