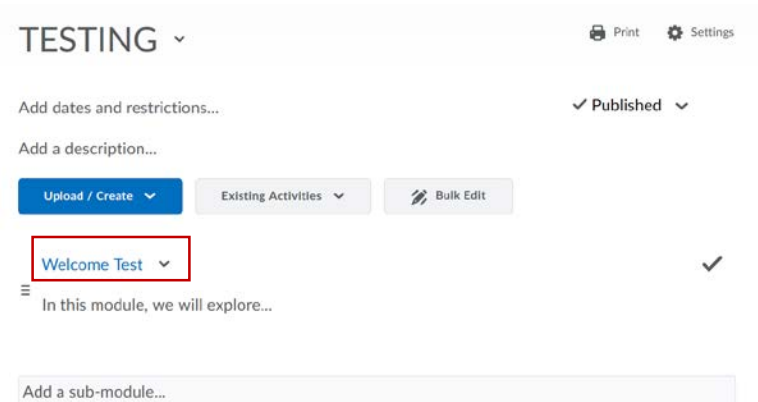


Uploading Files/Creating Links

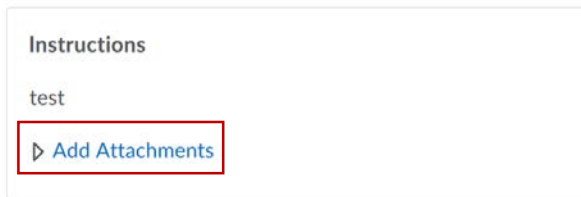
Upload File for Pre-Existing Sub-Module

1. Go to the module that you are wanting to upload a file.
2. Click on the name of the Sub-Module.



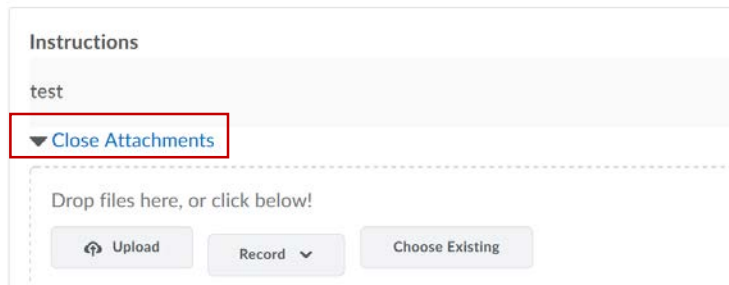
The screenshot shows a course management interface for a sub-module named "TESTING". At the top, there are options for "Print" and "Settings". Below that, there are fields for "Add dates and restrictions..." and "Add a description...", along with a "Published" status indicator. A blue button labeled "Upload / Create" is highlighted with a red box. Below it, a dropdown menu shows "Welcome Test" selected, also highlighted with a red box. There are also buttons for "Existing Activities" and "Bulk Edit". At the bottom, there is a text input field labeled "Add a sub-module...".

3. Click "Add Attachments".



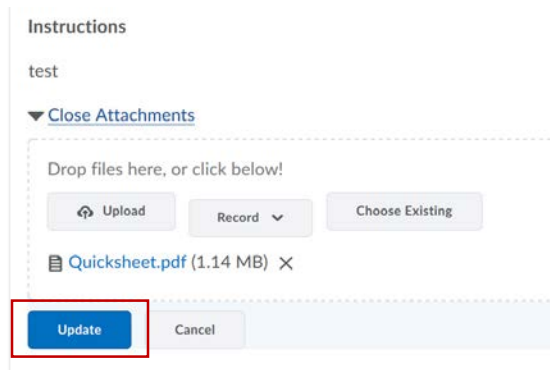
The screenshot shows the "Instructions" section of a sub-module. The text "test" is visible. A blue button labeled "Add Attachments" with a right-pointing arrow is highlighted with a red box.

4. You can drag and drop, upload, do a recording or choose from existing.



The screenshot shows the attachment upload interface. The "Instructions" section contains the text "test". A blue button labeled "Close Attachments" with a downward arrow is highlighted with a red box. Below this, there is a dashed box containing the text "Drop files here, or click below!". Inside this box are three buttons: "Upload" (with an upload icon), "Record" (with a dropdown arrow), and "Choose Existing".

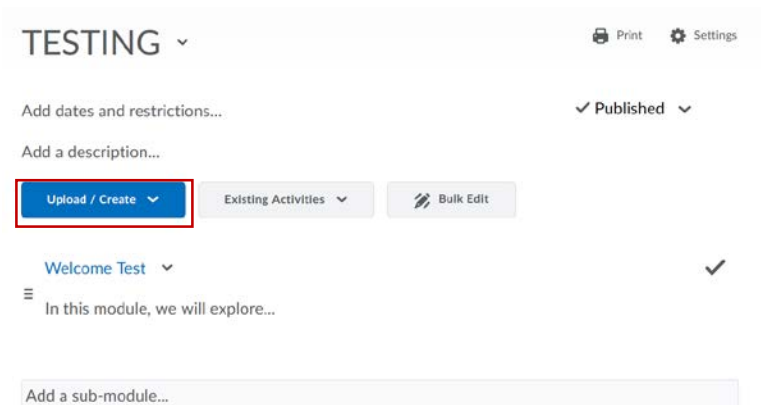
5. Click "Update" when done.



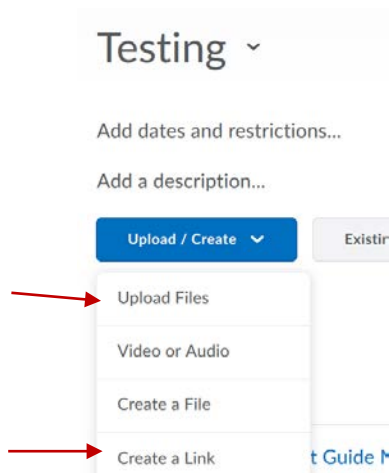
The screenshot shows the "Update" button highlighted with a red box. The "Instructions" section contains the text "test". Below it, there is a blue button labeled "Close Attachments" with a downward arrow. The attachment upload interface is visible, showing the text "Drop files here, or click below!" and three buttons: "Upload", "Record", and "Choose Existing". Below these buttons, a file named "Quicksheet.pdf (1.14 MB)" is listed with a close icon. At the bottom, there are two buttons: "Update" (highlighted with a red box) and "Cancel".

Create a Link as a Sub-Module

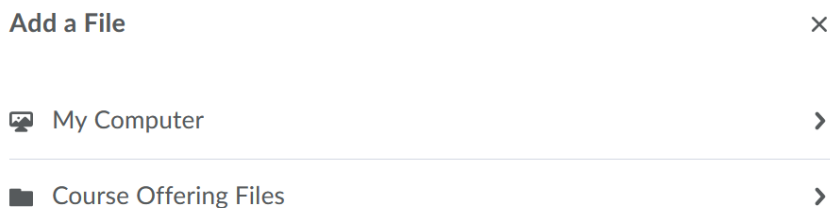
1. Go to the module that you are wanting to upload a file.
2. Click on "Upload/Create".



3. Click "Upload Files" or "Create a Link".



4. Locate the file or website URL. Depends on what you're creating.



5. Drag and drop or upload file.
6. Click "Add".
7. You will see it listed as a Sub-Module.

Dropping Files in place with no Sub-Module

1. Create the module.
2. Grab the folder from your desktop, documents, thumb drive (wherever you have the file stored).
3. Drop the file into the dotted box. You will know it will drop in place because the box will appear light blue.

New Test ▾

Print ⚙

Add dates and restrictions...

✓ Published ▾

Add a description...

Upload / Create ▾

Existing Activities ▾

Bulk Edit

Drag and drop files here to create and update topics

Add a sub-module...

4. File will appear.