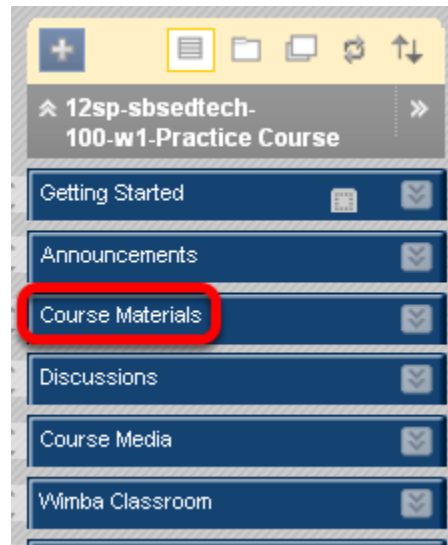


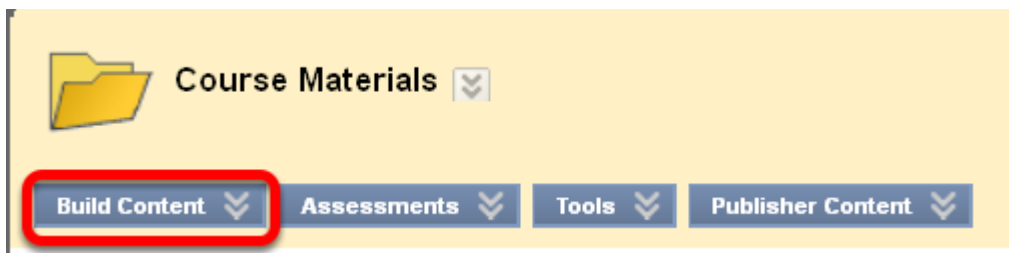
Adding files and documents

Files can be uploaded from a local drive or the course itself, and can be documents, spreadsheets, pdfs, Powerpoint, text, web, or zip file.

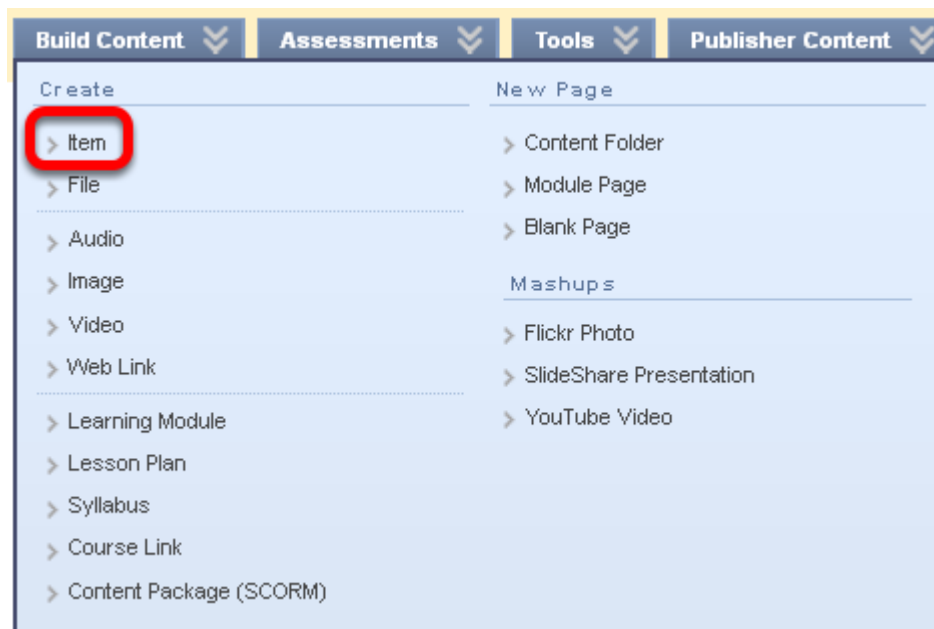
1. Choose the Course Area to which you would like to add a file and click on it



2. Click Build Content



3. Choose Item from the Drop Down Menu



NOTE: Creating an Item allows you to add a description of the file, whereas Creating a File (the second option above) you cannot add a description.

4. Enter a name for the file and and explanatory text as desired

Content Information

Name

Color of Name

Text

Text Editor:

Abstract

Recent research explaining Internet usage has both extended and challenged the uses and gratifications approach to understanding media attendance by discovering "new" gratifications and introducing powerful new explanatory variables. The present research

5. Browse in order to Attach a File

Attachments

Attach a file from a local drive or Course Files. All attached files are saved in Course Files. The file itself is not deleted.

Attach File

1. Look for a file on your computer
2. Browse you course for an item previously uploaded to this course

6. Once the file is selected, you will see it listed

Attachments

Attach a file from a local drive or Course Files. All attached files are saved in Course Files. Click Do Not Attach to remove the attachment. The file itself is not deleted.

Attach File

Attached files

File Name	Link Title	File Action	Item's Alignments
socialcognitivetheory.pdf	socialcognitivetheory.	Create a link to this file	<input type="checkbox"/> Add alignments to content Do not attach

7. Select the Options as desired

Options

Permit Users to View this Content
☒ Yes
☐ No

1

Track Number of Views
☒ Yes
☐ No

2

Select Date and Time Restrictions
☐ Display After

3

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Submit

4

Click Submit to proceed. Click Cancel to quit.

1. Decide if you want students to see the file immediately once it is uploaded
2. Allows you to track when and whom is looking at the document
3. Optionally select dates and times the document will appear to students
4. Click **Submit** to add the document to the course

8. Drag and Drop the File as Needed



NOTE: You *must* move your mouse to the left of the item, over the double-headed arrow. You will notice the cursor changes shape and you will be able to drag and drop an item to a desired location.