

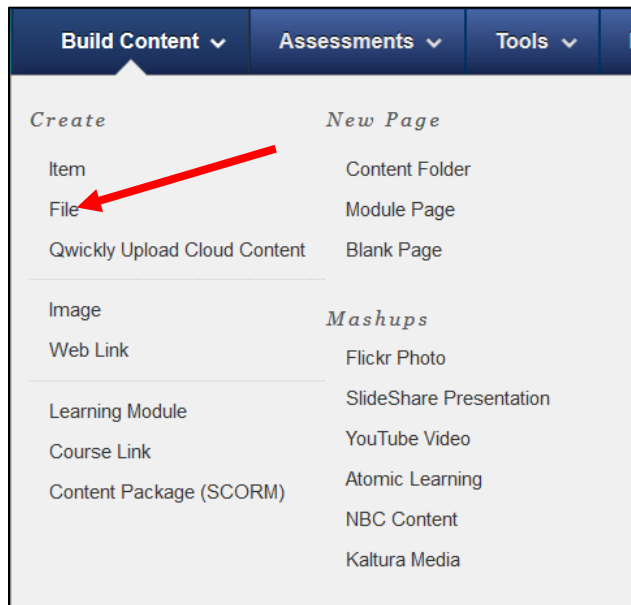
Adding a File

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

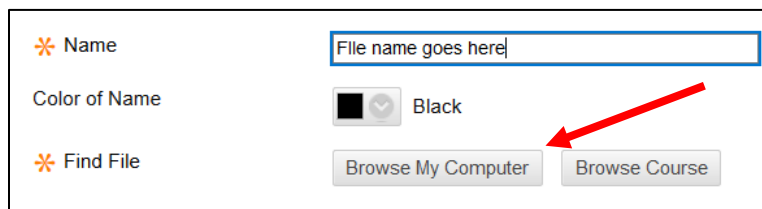
Notice that unlike adding a **Content Item**, **Files** do not allow you to add descriptive text. They are used primarily for sharing documents such as PDFs, PowerPoint presentations, Word documents, Excel sheets, etc.

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.



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.



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 Content	<input checked="" type="radio"/> Yes	<input type="radio"/> No			
Track Number of Views	<input type="radio"/> Yes	<input checked="" type="radio"/> No			
Select Date and Time Restrictions	<input checked="" type="checkbox"/> Display After	<input type="text" value="05/07/2018"/>	<input type="text" value="11:59 PM"/>		
	<input type="checkbox"/> Display Until	<input type="text"/>	<input type="text"/>		

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