

How to upload a file

Its best practice to type a description of the file you will upload, and then create a link to the file using that text. In the image below, the words "Download Course Syllabus" are the descriptive text.

Highlight the text to be used

HTHRHSC 5900 SU2019 (3972) > Syllabus

Summer 2019

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Course Syllabus

Jump to Today

HTML Editor

Syllabus Description:

Syllabus:

COURSE SYLLABUS | Download Course Syllabus

COURSE CALENDAR | Download Course Calendar

div » div » p

85 words

Cancel Update Syllabus

Links **Files** Images

Link to other content in the course. Click any page to insert a link to that page.

- > Pages
- > Assignments
- > Quizzes
- > Announcements
- > Discussions
- > Modules
- > Course Navigation

On the right side of the screen, move to the "Files" tab. Navigate to the file, or, if you have not yet added the file to Carmen, click "Upload a new file"

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Links **Files** Images

Click any file to insert a download link for that file.

- course files
 - Academic integrity icons
 - Canvas icons
 - Icons
 - Images
 - Lectures
 - Readings
- 9 CONSORT.pdf
- 10 - Qualitative Research.pdf
- 10 RCT Review of article with CO NSORT.pdf
- 11 Study Management.pdf
- 020_review and core checklist.pptx
- Buckeye.jpg

+ Upload a new file

How to upload a file

Click "Browse" to select your file.

You can upload the file to "course files" or specify an exact folder location.

Click "Upload"

Links Files Images

Click any file to insert a download link for that file.

- course files
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 - 9 CONSORT.pdf
 - 10 - Qualitative Research.pdf
 - 10 RCT Review of article with CO NSORT.pdf
 - 11 Study Management.pdf
 - 020_review and core checklist.ppt
 - x
 - Buckeye.jpg

Cancel file upload

Browse... HTHRHSC...019.pdf

Folder

course files

Upload

How to upload a file

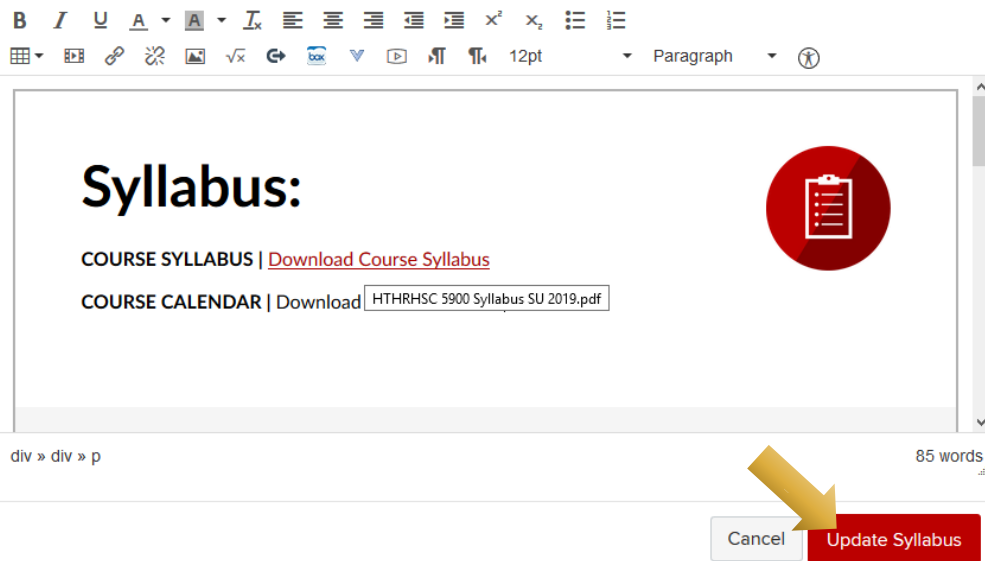
Your descriptive text is now a link to the file. You can verify this by clicking the link, or hovering over it:

Course Syllabus

Syllabus Description:

Jump to Today

HTML Editor



The screenshot shows the HTML editor interface. At the top right, there are tabs for 'Links', 'Files', and 'Images'. Below these is a prompt: 'Click any file to insert a download link for that file.' A file list on the right side includes folders like 'Academic integrity icons', 'Canvas icons', 'Icons', 'Images', 'Lectures', 'Readings' and several PDF files. The main editor area contains the following text: 'Syllabus: COURSE SYLLABUS | [Download Course Syllabus](#) COURSE CALENDAR | Download [HTHRHSC 5900 Syllabus SU 2019.pdf](#)'. A red circular icon with a clipboard is positioned to the right of the text. At the bottom of the editor, there are 'Cancel' and 'Update Syllabus' buttons. A yellow arrow points to the 'Update Syllabus' button. The word count '85 words' is visible in the bottom right corner of the editor area.

Be sure to save or update the page to save changes.