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

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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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 CONSORT.pdf
  - 📄 11 Study Management.pdf
  - 📄 020_review and core checklist.pptx
  - 📄 Buckeye.jpg

⊖ Cancel file upload

Click "Browse" to select your file.

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

Click "Upload"

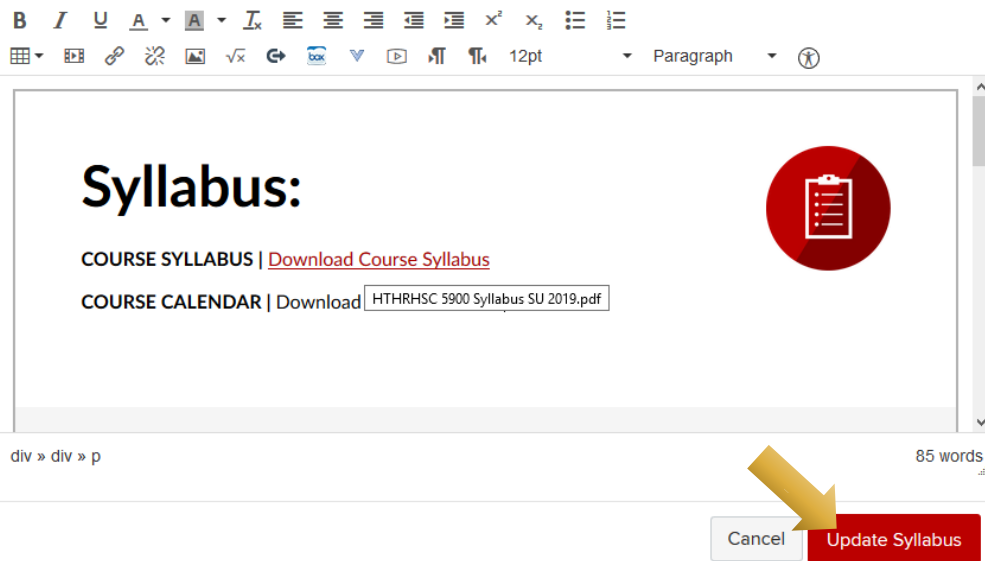Browse...   HTHRHSC...019.pdf

Folder

course files   ⌄

Upload

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

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