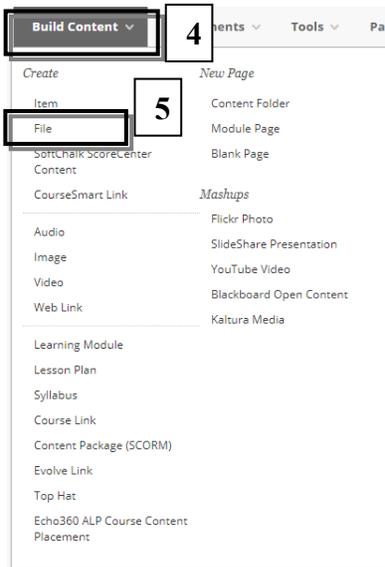


## Create File

A **File** is a direct link to a document. When clicked by the student, the file (documents, presentations, images or text) opens.



1. With the *Edit Mode ON*
2. Click a **content link** such as *Modules* or *Weekly Lessons*
3. Click the **Module #** or **Week #** folder



4. Click **Build Content**
5. Choose **File**

\* Indicates a required field.

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course files by clicking **Browse Course**.  
Yes to display *the piece of content with no Course page heading.*

Name  **6**

Color of Name  **8**

Find File   **7**

6. The **Create File** page opens. Give the file a **name** in the **Name Field**. *Note the asterisk (\*)*. *All (\*) fields must be filled out*
7. Click **Browse My Computer** or **Browse Course** to locate the file
8. Do not change the **File Options**

FILE OPTIONS

Open in New Window  Yes  No **9**

Add alignment to content  Yes  No

9. *Permit users to View* Choose **Yes** to show the content item. Choose **No** to make it unavailable
10. *Track Number of Views* Choose **Yes** to track how often a student has viewed or accessed content
11. Select **Date** and **Time restrictions** to determine content availability
12. Click **Submit**

STANDARD OPTIONS

Permit Users to View this Content  Yes  No **10**

Track Number of Views  Yes  No

Restrictions

Display Until   **11**

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