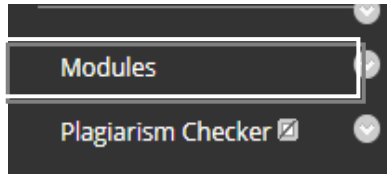
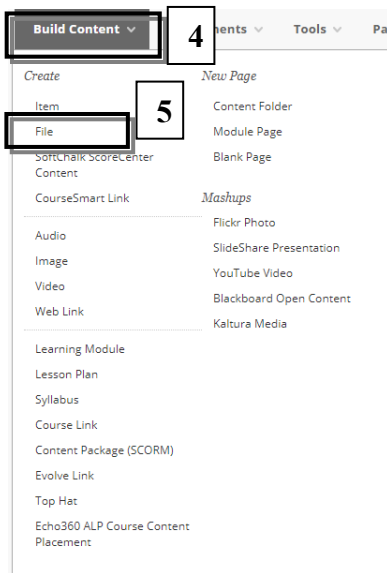


Create File

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 this piece of content with no Course page heading.

* Name **6**

Color of Name

* Find File **7**

8

9

FILE OPTIONS

Open in New Window ☐ Yes ☒ No

Add alignment to content ☐ Yes ☒ No

10

STANDARD OPTIONS

Permit Users to View this Content ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Restrictions

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

11

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**
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**