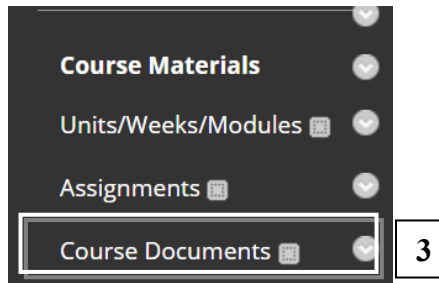
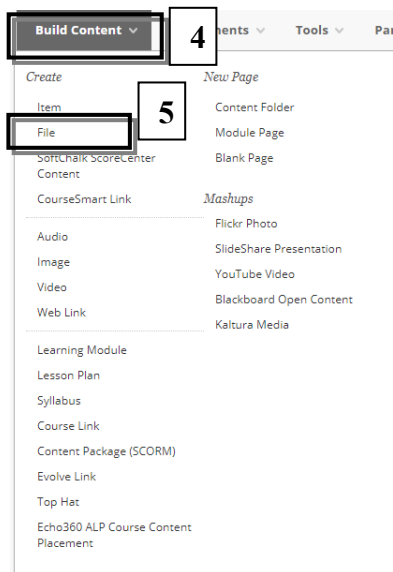


Post a File

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. Locate *Course Materials*
3. Click **Course Documents**



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: ☐ No to display: ☐ Use piece of content with no Course page heading: ☐

* Name:

Color of Name:

* Find File:

FILE OPTIONS

Open in New Window: ☐ Yes ☒ No

Add alignment to content: ☐ Yes ☒ No

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.

☐ Display Until:

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

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**