

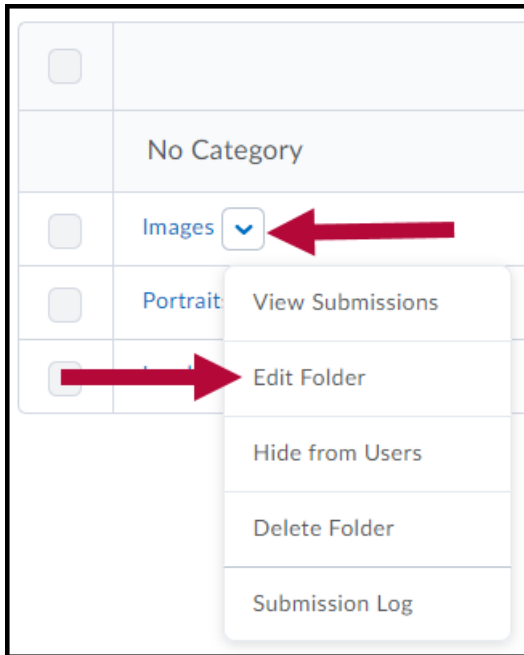
# Add an Attachment to an Assignment

Last Modified on 08/30/2021 8:51 am CDT

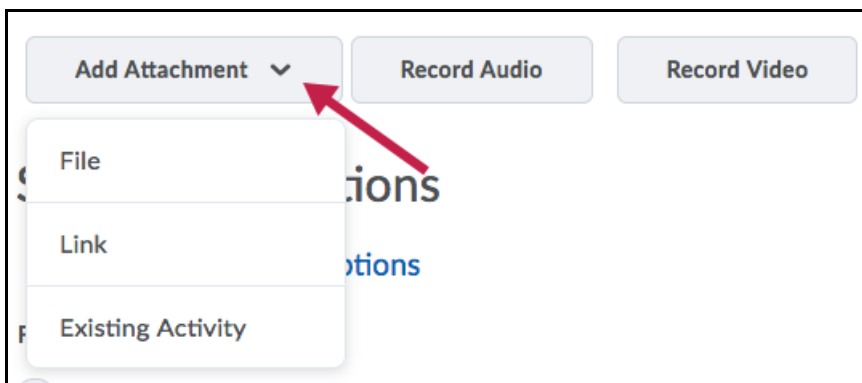
Instructors often have supporting documents or other files that students need to complete an assignment. These files can be worksheets to be completed, essay prompts, image files, or any other file necessary to complete the assignment. These files can be attached to the Assignment so that students can download and save them.

## Attaching a File to An Assignment

1. Click the dropdown next to the Assignment you want to attach a file to and select **Edit Folder**.



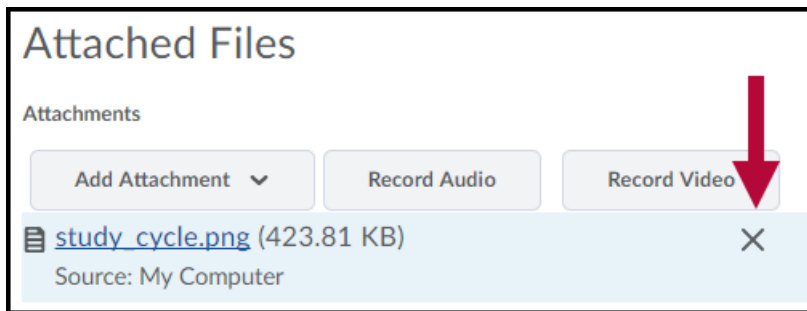
2. Scroll down to the area below the instructions box that says "Attachments."
3. You will see the options to Add Attachment, Record Audio, and Record Video.
4. Click on the **Add Attachment** button.
5. In the drop-down list, choose **File**, **Link** or **Existing Activity**.



### If you choose "File" and want to add a document on your computer:

- a. Click on **My Computer**.
- b. Click on the **Upload** button.
- c. Choose the files that you want to add to the assignment (you can add as many files as you like).
- d. Click **Open**.
- e. Wait until the files finish loading.
- f. Click the blue **Add** button at the bottom left of the window.

- g. All of your attached files will now be listed below Attachments.
- h. To delete a file, simply click the 'X' beside it.

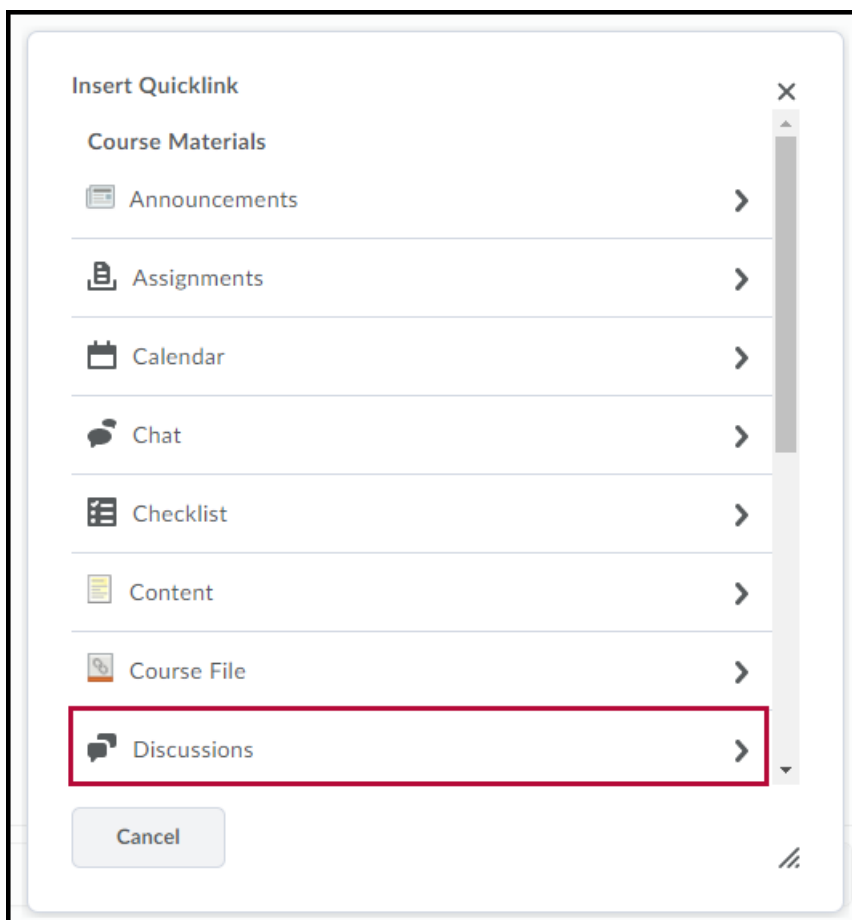


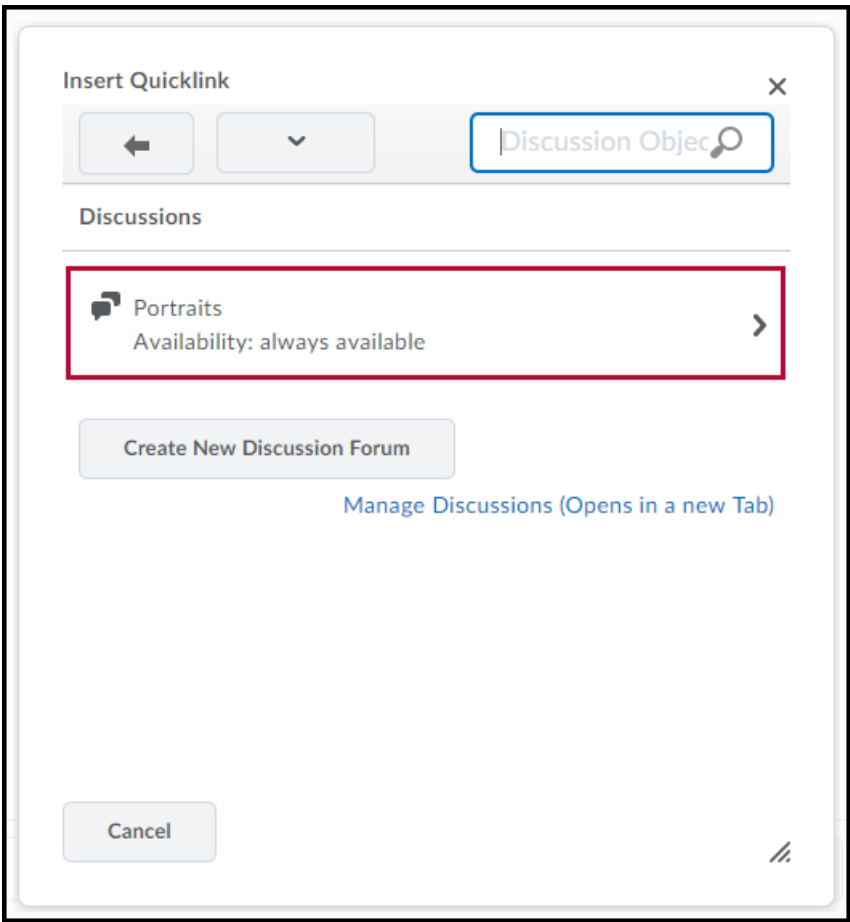
### If you choose "Link:"

- a. Enter the full URL (which must contain the prefix "http://" or "https://").
  - You can get the full link by copying the link from the address bar in your browser.
- b. Enter the name of the link.
- c. Click **Insert**.
- d. To delete a URL, simply click the red 'X' beside it.

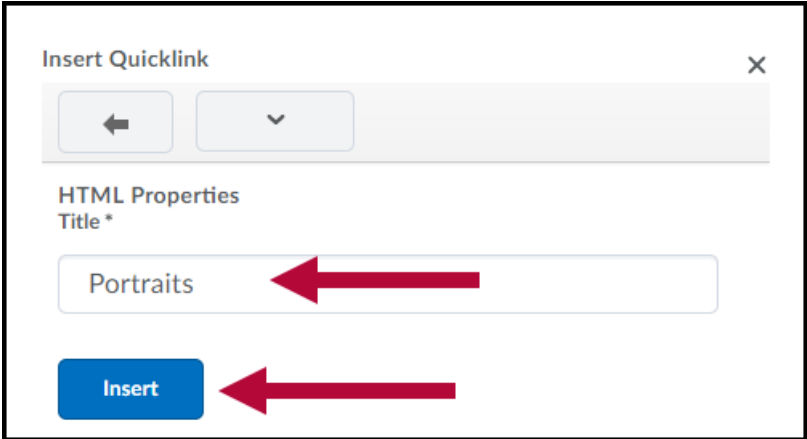
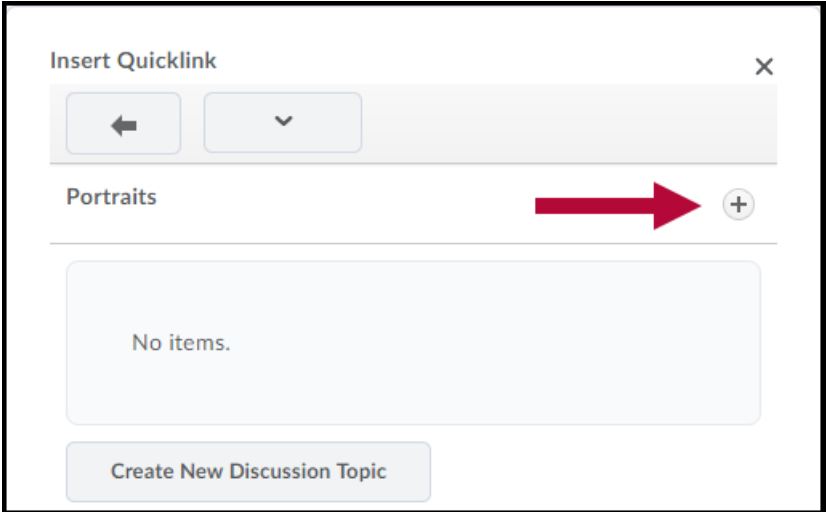
### If you choose "Existing Activity:"

- a. Select the tool category from the **Insert Quicklink** window that contains the item that you want to add.
- b. Select the individual item from the next **Insert Quicklink** window.





c. In the next **Insert Quicklink** window, you may edit the Title to be meaningful text.



d. To delete an existing activity, simply click the red'**X**' beside it.

6. Click **Save and Close**.