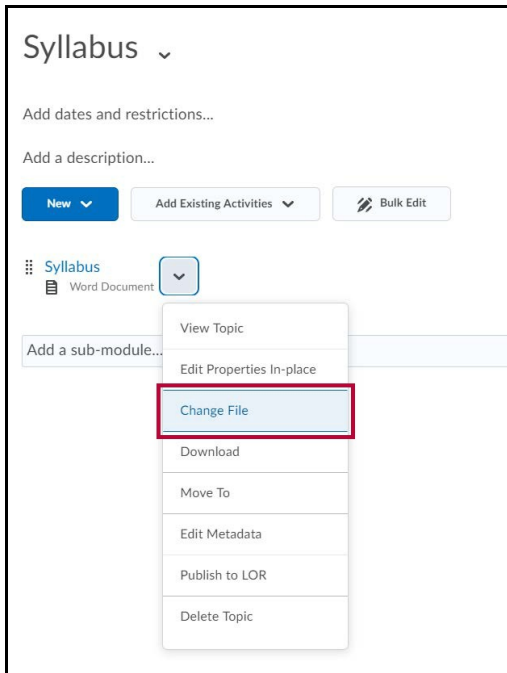


Change and Replace Files

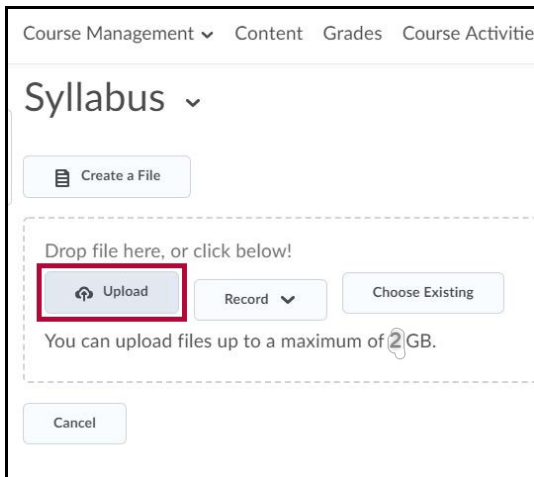
Last Modified on 03/30/2022 4:42 pm CDT

The Change File action is beneficial to users who are not making major course changes and want to upload an updated file in place of an existing file link in a course. Users who primarily copy templates can use Change File to replace template placeholder files.

1. Find the action arrow to the right of the file and choose **Change File**.



2. Click on the **Upload** button.



3. Navigate to your file and choose **Open**.
4. Once you have selected your file, click **Update**.

Syllabus ▾

Create a File

You can upload files up to a maximum of 2 GB.

Syllabus.docx (10.78 KB) ✕

/content/enforced/800322-CG_368477_1553875778/ Change Path

Notify students that the content has changed

Update Cancel

5. The replaced file will display on the preview screen.