

Add a File to a Module

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Once you have created a module or sub-module in your table of contents, you can add topics to that module.

To add files from your computer, such as your syllabus and instructional materials:

Show Video Walkthrough

1. Click the module in the Table of Contents.
2. Click on the **New** button.
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3. Choose **Upload Files**.
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4. In the Add a File window, choose the **My Computer** option.

5. On the next window, you can either drag and drop a single file or multiple files from your computer into the upload box. Alternatively, you can click the **Upload** button to locate file(s) on your computer. After you have added your file(s) to the upload box, click the **Add** button to finish uploading and adding your file(s) to the module.
