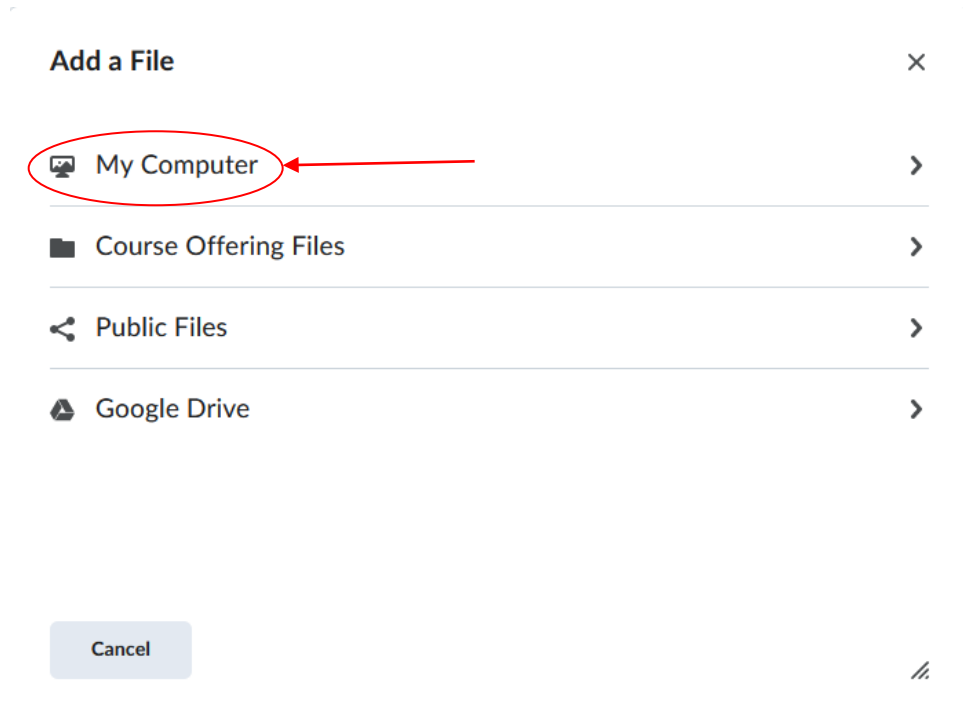




Upload File

To use the Upload File option, navigate to the module the file should be uploaded to. Select "New", "Upload File", and "My Computer". It will pop up a box to complete the upload process:



- Upload files:

The screenshot shows a 'Add a File' dialog box. At the top, it says 'Add a File'. Below that is a dashed box containing the text 'Drop files here, or click below!' and an 'Upload' button. Underneath is the text 'You can upload files up to a maximum of 1 GB.' Below the dashed box is the text 'Choose a location in which to store the file:' followed by a text input field containing '/content/enforced/66460-' and a 'Choose Destination' button. At the bottom are three buttons: 'Add', 'Back', and 'Cancel'. A red box on the right contains text explaining that the file name on the computer will be the title here and that the user should click 'Add'. Red circles and arrows highlight the 'Upload' button, the 'Add' button, and the text in the red box.

-The name you saved your file on your computer under will be the title here. Save your file under a title specific to the content. Upload the document (word, PDF, PowerPoint, etc.)

-Click Add.

In the menu box, either "drag and drop" the file or click upload and follow the search process to add the add the file. Once the file has been attached, click Add. This will create a topic with the file. The name of the file is what will populate as the name of the topic once uploaded - the name can be changed in D2L after if needed.

Note: The topic name should be specific to the content, for example, use "Chapter 1 Lecture Notes" instead of "Lecture Notes."

