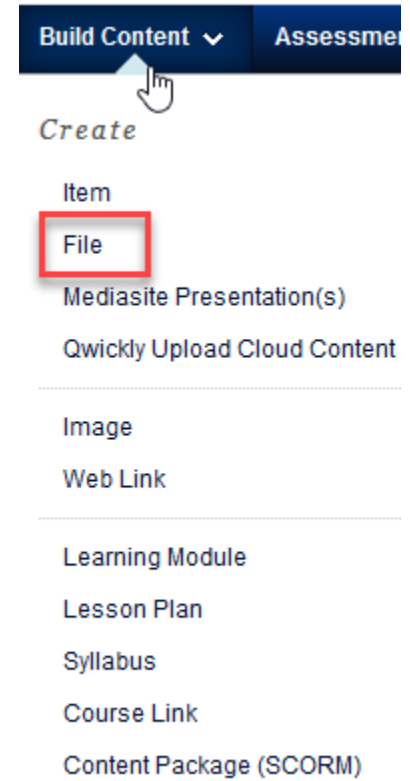


1. Enter a Course and navigate to a Content Area.
2. Click **Build Content**, then **File**.
3. Select **Browse My Computer** or **Browse Content Collection**, then select the **File** and click **Open**.
4. Enter a **Name**.
5. Optionally, change any settings.
6. Click **Submit**.



Helpful Tips

1. Upload file first
2. Maximum file size = 20mb
3. Students can easily print
4. Use an easily recognizable name
5. PDF files will display on screen

Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an entire lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a local drive and viewed in order. [More Help](#)

* 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**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name

Color of Name Black

* 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

Select Date and Time Restrictions Display After
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.

Click **Submit** to proceed. Click **Cancel** to go back.