

# Upload a Document

## (Word, PDF, PPT, Excel, etc.)

1. From the location where you want to upload a file, **click** on the **Build Content** drop down menu and select File.
2. From the **Create File** screen, for Select File, **click** Browse My Computer and **select** the file you want to upload and **click** Open.
3. **Click** Yes, if you want the file to open in a new Window, otherwise, **click** No.
4. For Standard Options, **click** Yes, if you want user to view the content, otherwise **click** No.
5. For Track Number of Views, **click** Yes if you want to track how many times the file is accessed, otherwise, click No.
6. If you want to select a date and time restriction on the file, select that from the **Select** Date and Time icons
7. **Click** Submit.

**1. Select File**

Select a local file by clicking **Browse My Computer** or one from within Course Files Name for the file and choose a Color for the text to appear in the list of content. Click **No** environment or **Yes** to display it as a separate piece of content with no Course page header.

\* Find File

Selected File File Name **Syllabus.pdf**

\* Name

Color of Name

Open in New Window  Yes  No

Add alignment to content  Yes  No

### 2. 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.*

### 3. Submit

*Click Submit to proceed. Click Cancel to quit.*

