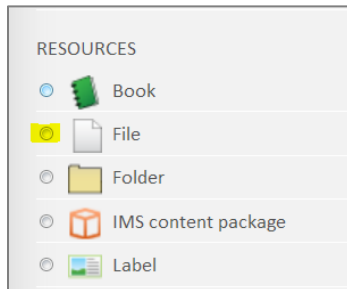




Add a File to my Course

1) Turn ON editing mode.

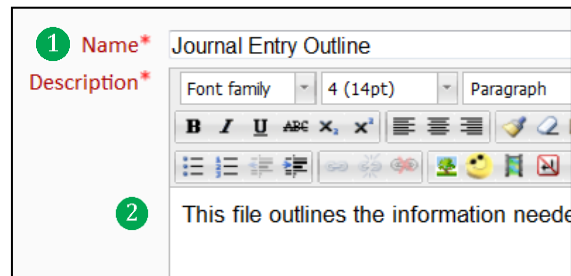
2) Select the topic in which you want the File icon to appear. Click on



3) Select "File" from the menu. Scroll down and Click "Add"

4) General Settings:

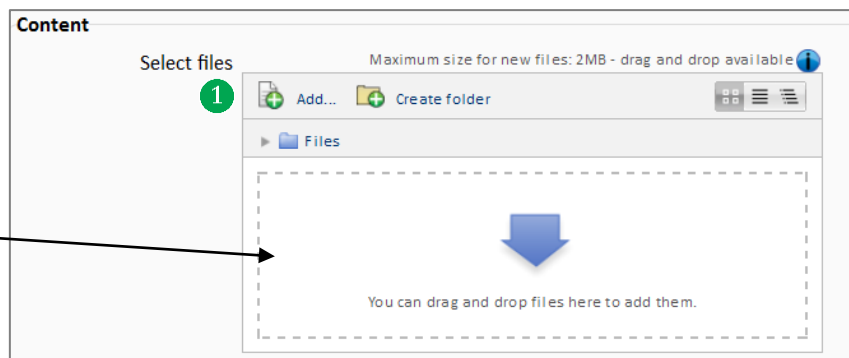
1. Provide a name for the File.
2. Provide a description for the File.



5) Content

1. Add Files or create folder

(If you are using the Mozilla Firefox or Google Chrome browser, you can drag and drop the files directly into the box)



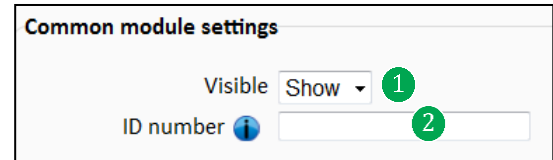
6) Options

1. **Display:** This setting, together with the file type and whether the browser allows embedding, determines how the file is displayed. Click on the ⓘ for a more detailed description.



7) Common Module Settings:

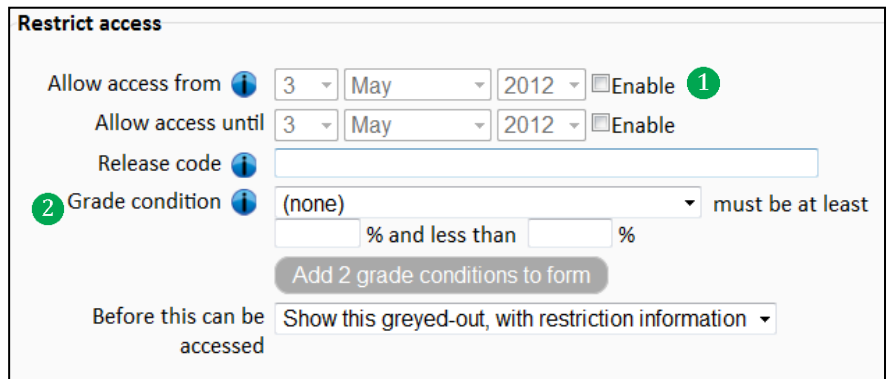
1. Choose whether the activity should be visible or not to participants.
2. Choose an ID for the activity, for the purposes of using the ID in gradebook calculations.
 - a. *Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field can be left blank.*



8) Configure Setting to Access Activity

1. Access from/to dates to determine when students can access the activity via a link on the course page.

2. This setting determines any grade conditions which must be met in order to access the activity. Multiple grade conditions may be set if desired. If so, the activity will only allow access when ALL grade conditions are met.



9) Save/Cancel Settings:



1. "Save and return to course" this view will take you back to the front page of your course where you can see the link to the assignment.
2. "Save and display" this view will show you what the assignment looks like to the participants.
3. "Cancel" will stop the activity from being created and all settings you choose to be lost.