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### Adding a File to a Course

You can upload and link to any type of electronic file in your course. The most common use of this feature is to link to a PDF (Portable Document Format) document. While MS-Word files can be uploaded as a *File*, PDF documents are recommended because most computers and smart phones can easily open them.

The instructions below explain how to:

- a. convert an MS-Word file to PDF format,
- b. upload a File, a sample course outline, to your course,
- c. link to the *File* from the course home page.

#### **Converting a Word Document to PDF Format**

There are many versions of Microsoft Word on different platforms that might look slightly different from what is shown here. Use these instructions as a generic set of steps for this process. Use the *Help* function in your version of MS-Word for more information.

- 1. Open the Document in Microsoft Word.
- 2. Click on the File tab.
- 3. Click Save as.
- 4. Input a name for the file.
- 5. Click on the Save as Type drop down menu.
- 6. Choose PDF.
- 7. Click the Save button.

Ensure that you can easily locate your PDF course outline on your computer.

#### Adding the Course Outline

1. Navigate to the top of the page and click on the *Turn edit on* button.



Note that the *Turn edit on* button turns red.

- 2. Locate the *Topic* or *Unit* where you want to add the *File*. For this example, the *Zero Topic* is chosen.
- 3. Click on the +Add an activity or resource link at the bottom of that topic.

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Welcome to Onyx! 🖌	Edit 👻
🕂 📃 Announcements 🖋	Edit 🔻 🛔
Hidden from students         Image: Tracker Image: Tra	Edit 👻
Hidden from students         Image: CLB 3-4 Learner Support Book #         Hidden from students	Edit 👻
	Edit 👻
	+ Add an activity or resource

The Add an activity or resource panel appears.

4. Select File.

Add an activity or res	source				×
Search					
All Activities F	lesources				
		•		Θ	
File	Folder	Label	Page	URL	
☆ 🛛	☆ <b>0</b>	☆ <b>0</b>	☆ <b>0</b>	☆ <b>0</b>	

- 5. In the General section, input a descriptive Name for the File link.
- 6. Input a *Description* of the *File* link.

# Adding	a new Fileo	
<ul> <li>General</li> <li>Name</li> </ul>	Course Outline	Expand all
Description		x <sub>2</sub> x <sup>2</sup>
	Ms. Beverly's LINC 4 course outline	
	Display description on course page 2	



- 7. In the Select files section, add or drag the file into the File Drop area. To add a file,
  - a. click on the Add... button.

Select files	Maximum size for new files: 1GB
	You can drag and drop files here to add them.

- b. Click on the Upload a file button.
- c. Click on the Choose File button to add a file from your computer.
- d. Click on Upload this file to add the file to the activity.

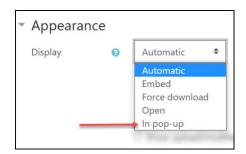
File picker	
<ul> <li>fn Server files</li> <li>fn Recent files</li> <li>Upload a file</li> <li>eUnit Browser</li> <li>SCORM (Edulinc)</li> <li>SCORM (TELLON)</li> <li>URL downloader</li> <li>fn Private files</li> <li>Wikimedia</li> </ul>	Attachment Choose File No file chosen Save as Author Beverly Davis Choose licence ? All rights reserved Upload this file

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To drag a file, simply drag it from the location on your computer to the Select files drag-and-drop area.

- 8. In the Appearance section, click on the Display drop-down area.
- 9. Choose In pop-up.



- 10. Click on Save and return to course.
- 11. Click on the Turn edit off button.



12. Drag the File to its desired location on the course main page using the Move icon.



The *File* link appears on the course page.

