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.
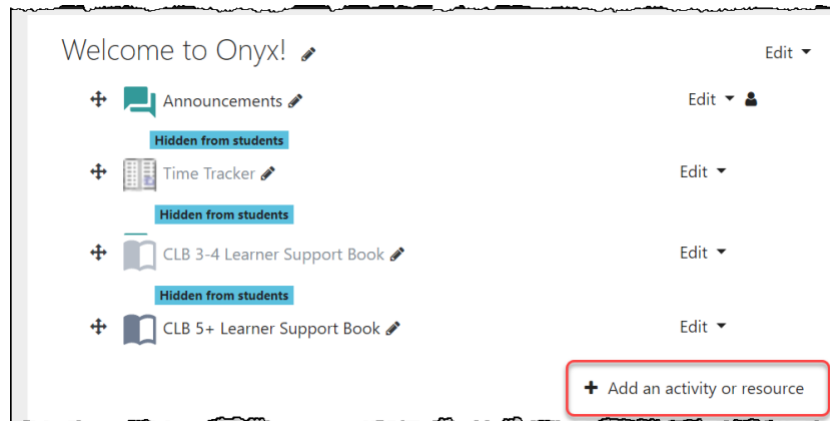
Adding the Course Outline

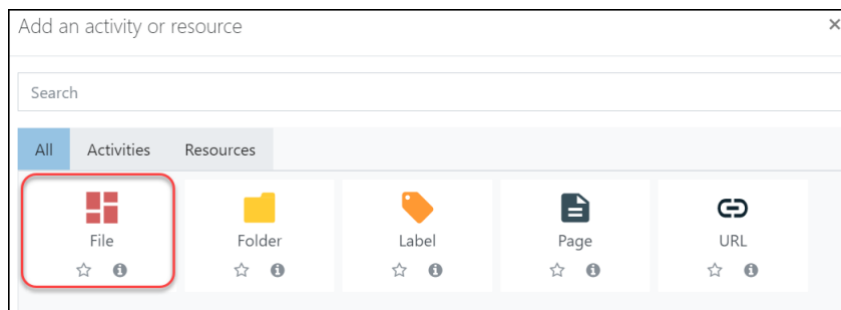   1. Navigate to the top of the page and click on the *Turn edit on* button.
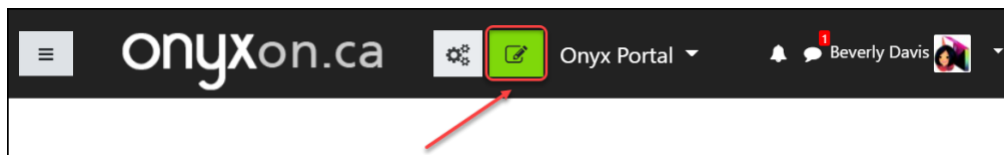
Note that the *Turn edit on* button turns red.

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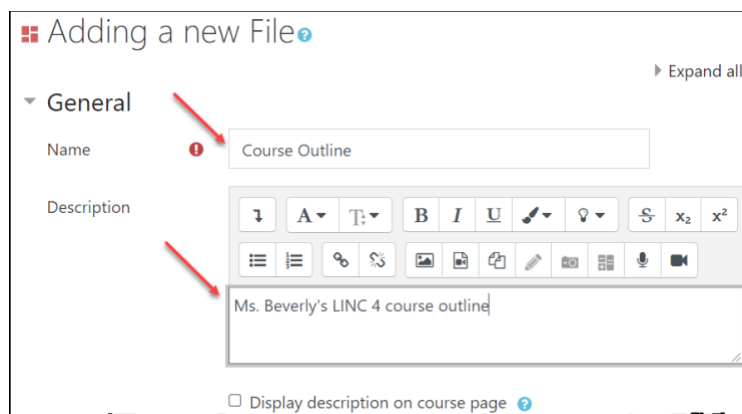   3. Click on the *+Add an activity or resource* link at the bottom of that topic.

The *Add an activity or resource* panel appears.
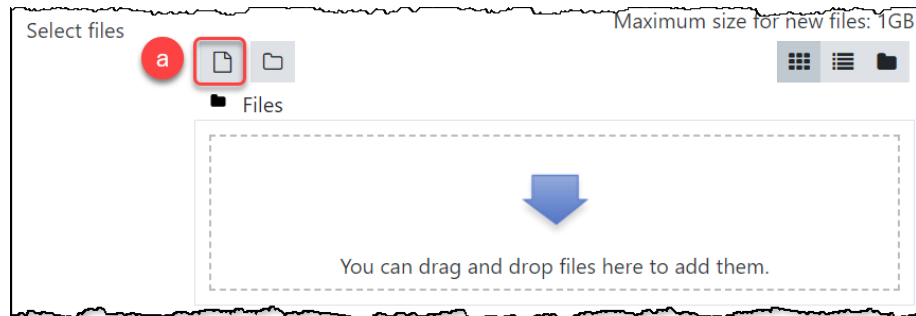
4. Select *File.*

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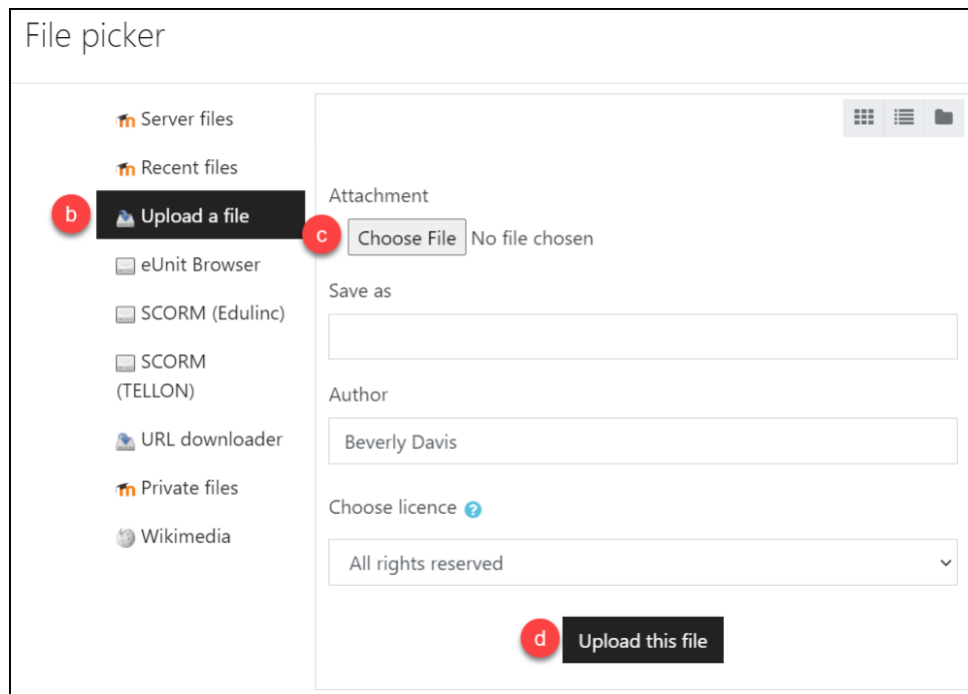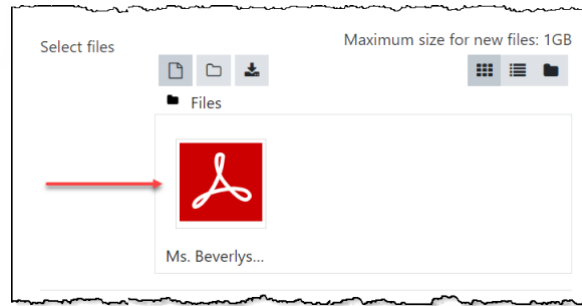6. Input a *Description* of the *File* link.

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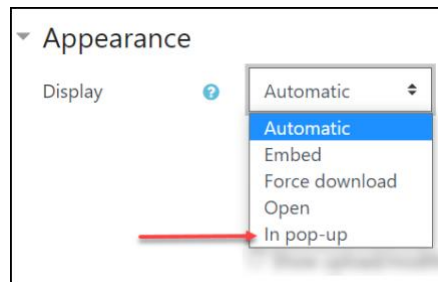
   a. click on the *Add…* button.

   b. Click on the *Upload a file* button.

   c. Click on the *Choose File* button to add a file from your computer.

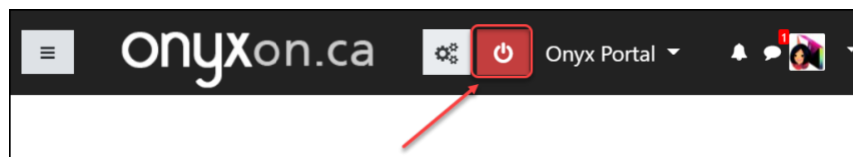   d. Click on *Upload this file* to add the file to the activity.

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.