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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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	+ 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				
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File	Folder	Label	Page	URL	
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- 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	
 General Name 	Course Outline	Expand all
Description		x ₂ x ²
	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.

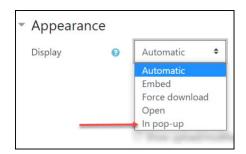
File picker	
 fn Server files fn Recent files Upload a file eUnit Browser SCORM (Edulinc) SCORM (TELLON) URL downloader fn Private files Wikimedia 	Attachment Choose File No file chosen Save as Author Beverly Davis Choose licence ? All rights reserved Upload this file

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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.

