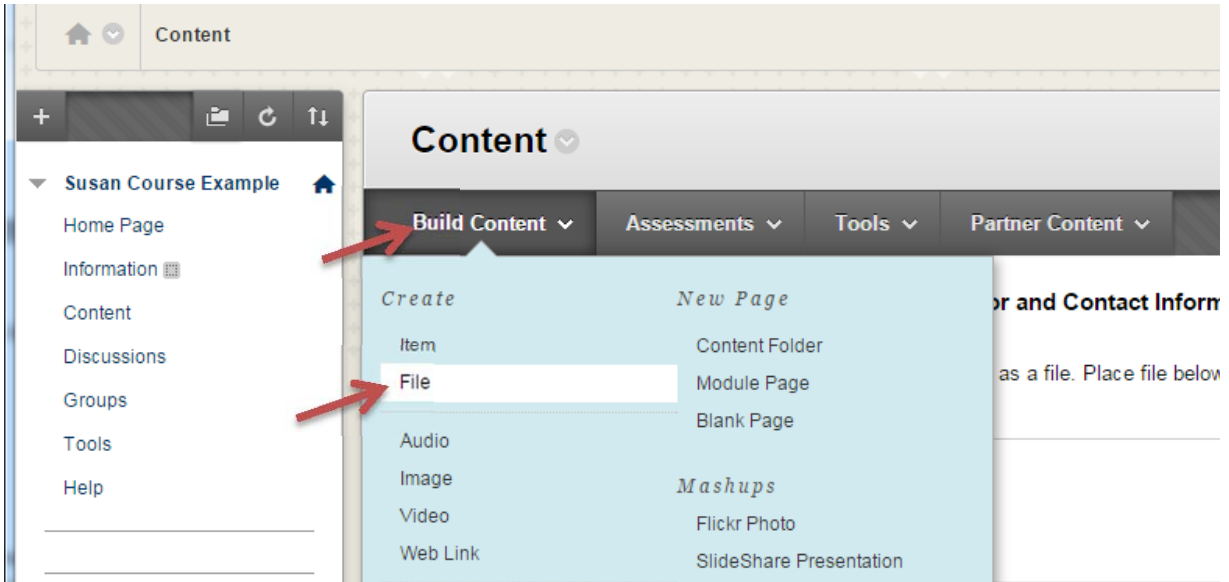


Adding a File (example: course syllabus)

1. Add a File (example: course syllabus)

- a. Hover mouse over Build Content; click on File.

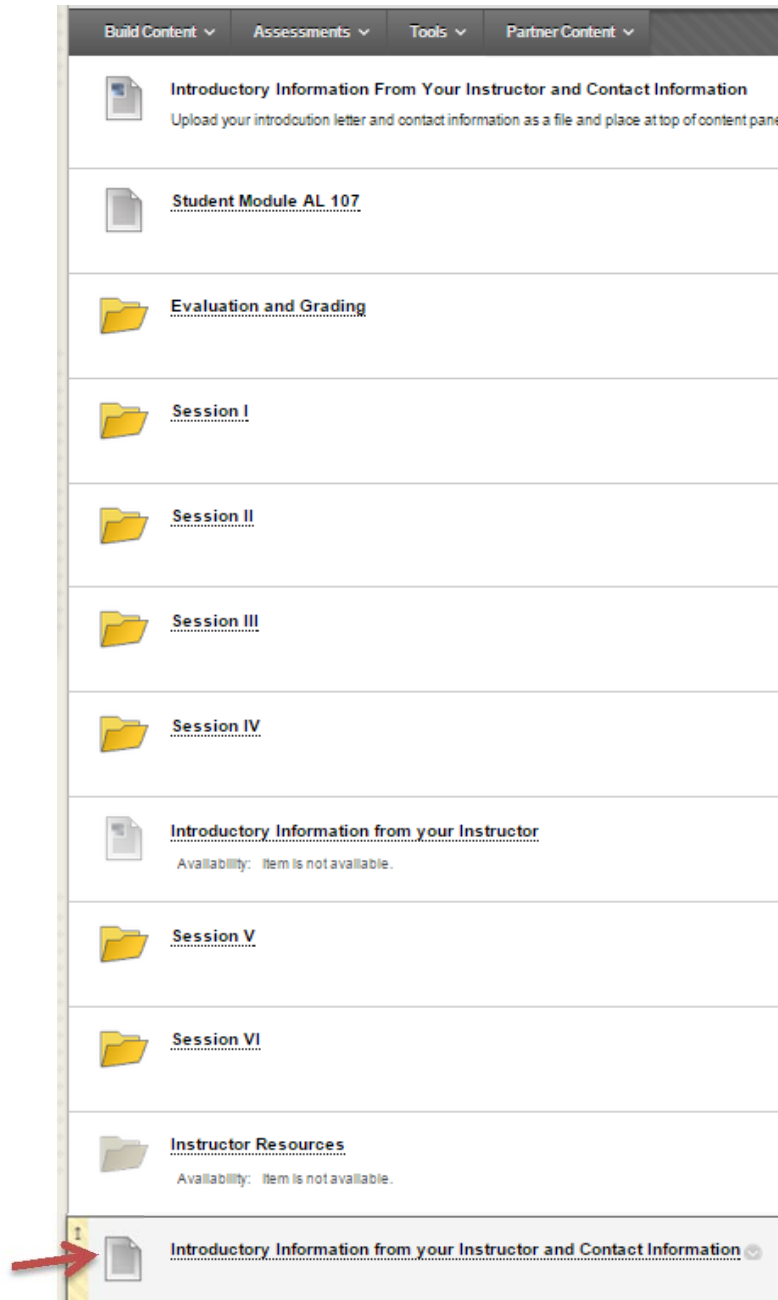


- b. Enter the file name. Browse your computer to find your file. Complete the Standard Options section to allow students to view the file. Then click Submit.

The 'Create File' form is divided into four sections:

- 1. Select File:** Includes a text field for 'Name' (highlighted with a red arrow), a 'Color of Name' dropdown (set to Black), and a 'Find File' button (highlighted with a red arrow) with sub-buttons for 'Browse My Computer' and 'Browse Content Collection'.
- 2. File Options:** Includes radio buttons for 'Open in New Window' and 'Add alignment to content', both set to 'Yes'.
- 3. Standard Options:** Includes radio buttons for 'Permit Users to View this Content' (set to 'Yes', highlighted with a red arrow) and 'Track Number of Views' (set to 'Yes'). It also has 'Display After' and 'Display Until' date pickers.
- 4. Submit:** Includes 'Cancel' and 'Submit' buttons at the bottom right (a red arrow points to the 'Submit' button).

- c. To move items on the content pane, click on the left side of the item (you will see yellow on the left side of the item and up/down arrows).



d. Drag file to the desired position.

The screenshot displays a course management interface for "Susan Test Course Transfer AL107 SW". On the left is a navigation sidebar with options like Home Page, Information, Content, Discussions, Groups, Tools, and Help. Below this is a "COURSE MANAGEMENT" section with sub-options: Control Panel, Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. A "Quick Unenroll" button is also present. The main area is titled "Content" and features a toolbar with "Build Content", "Assessments", "Tools", and "Partner Content". The content list includes:

- 1. **Introductory Information from your Instructor and Contact Information** (file icon)
- Introductory Information From Your Instructor and Contact Information** (file icon) with subtext: "Upload your introduction letter and contact information as a file and place at top of content pane."
- Student Module AL 107** (file icon)
- Evaluation and Grading** (folder icon)
- Session I** (folder icon)
- Session II** (folder icon)
- Session III** (folder icon)

A red arrow points to the first item in the list, which is highlighted with a yellow background.