

How to Create a File and Upload Single Files or Zipped Packages

You can use the file content type to create a simple link to a file in a course area. No description appears with the link. You can choose whether users view it as a page within the course or in a separate browser window.

You can upload a single file or a single zipped package. For example, uploading a zipped package would be an effective way to provide students a group of images needed for a lab project.

1. Change *Edit Mode* to *ON* and access a content area or folder.
2. On the action bar, point to *Build Content* and click *File*.
3. On the *Create File* page, click *Browse My Computer* to upload a file from your computer. You can also upload a file from *Course Files*, the course's storage repository, by clicking *Browse Course*
4. Click *Select a Different File* to delete the file you linked and replace it with another.
5. Type a *Name* for the file. This name appears in the course area as a link.
6. Click *Yes* for *Open in New Window* to display the content in a new browser window.

Create File

* Indicates a required field.

1. Select File

* Name

Color of Name Black

* Find File

Selected File

File Name	Maury_Portrait.jpg
File Type	JPG

2. File Options

Open in New Window Yes No

7. Select the *Standard Options* desired.
8. Click *Submit*.