

UPLOAD A FILE AND ADD IT AS CONTENT TOPIC USING MANAGE FILES

Manage files can be used to upload and organize files you want to include in your course. This tutorial shows how to upload a file to Manage Files and add as a content topic to your course.

Step 1.

To access manage files, click **Course Admin** on the tool bar.

Step 2.

Select **Manage Files** under the Site Resources options.


Step 3.

To upload a file, click **Upload**. Upload your file by either drag and dropping the desired file or by clicking **Browse** to browse through your computer/device.

Step 4.

Once done, click **Save**. Your newly uploaded file will be displayed there.

Step 5.

To add the file as a content topic to your course, click the files **context menu**.  Then, click on **Add Content Topic**.

Step 6.

When adding a file to content from manage files, you must select a **Parent Module** from the topic. The parent module is where the topic will be housed within the content area of your course. Click **Choose a Module** and select your desired modules.

Step 7.

Verify the file you want to add is selected, you can also edit the title of the file in the **Topic Title** field. Once ready, press **Add**. The file will then be added into your content topic in your course.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>