


ADD RESOURCES – UPLOAD AND LINK TO A FILE

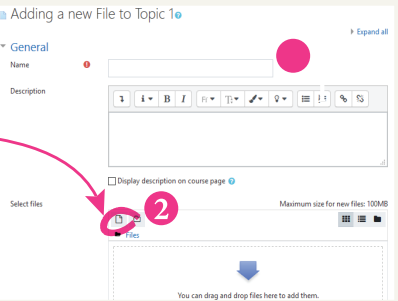
1 Press the “**Actions**” and select “**Turn editing on**”.



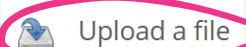
2 Click “**Add an activity or resource**”. Select “**File**” under “**Resources**”.



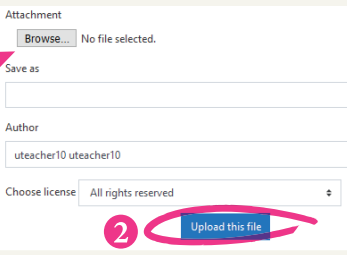
3 Type the file name in the **1** **Name** field and **Description** field. Press the **2** “**Add...**” button to add files.



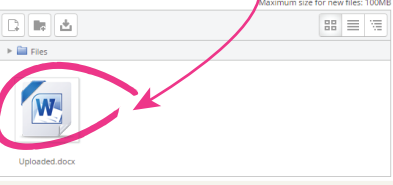
4 Press the “**Upload a file**” button.




5 Press the **1** “**Browse...**” button. Choose the file you want to upload. Press the **2** “**Upload this file**” button.



6 The file uploaded should appear in the **Content** box.



7 Scroll to the bottom of the screen and press the “**Save and return to course**” button.



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