

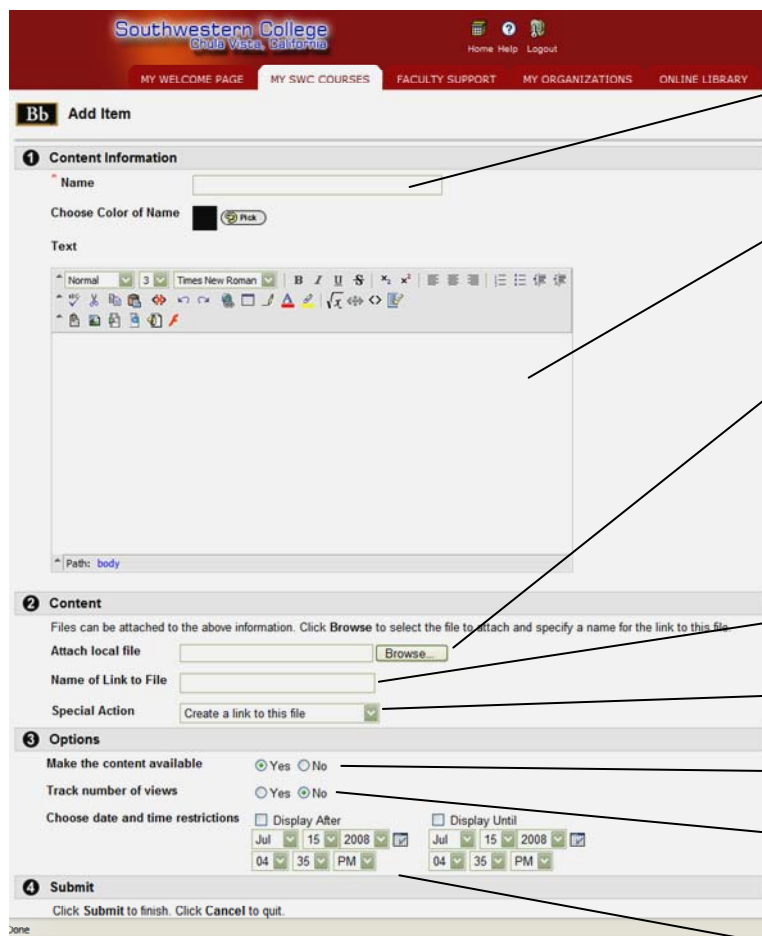
## Adding a File (PowerPoint, Word, Excel)

The three areas that are designed to hold the majority of prepared course materials are *Course Information*, *Course Documents*, and *Assignments*. In all three of these areas you can upload complete files (i.e. **PowerPoint, Word, and Excel**) as attachments. You can add an item in any content area that displays the linked button.

**Step 1:** Click the **Control Panel** button.  Control Panel

**Step 2:** Click on **Course Documents, Course Information or Assignments** in the *Content Areas*.

**Step 3:** Click the **Add Item** button.



Type in a title for the file.

If the item you want to upload has very little text, preferably no more than what will fill this window, it is recommended to type or copy and paste it into this window and not attach a file

If the item you want to upload has a lot of text, such as a syllabus or a lengthy explanation you can attach the file in the form of a **WORD** document here. If you have a **PowerPoint** presentation, **Excel Spreadsheet**, etc, then it is recommended to attach the file and have your students download it to their computers. Click on **BROWSE** and click on the file that resides on your computer.

Type in the name of the file you want your students to see

In most cases, leave this selection as is

You will need to make the content available for your students here

Tracking the number of views allows the instructor to look at statistics from the **COURSE STATISTICS** feature

By using the date restrictions, they will override the content available choice

Submit

Click the **Submit** button at the bottom of the page.