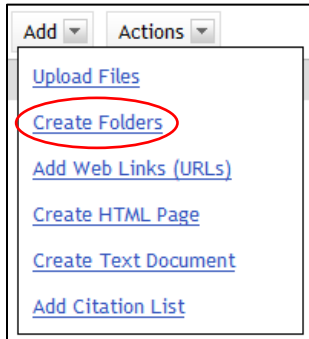


Upload Documents & Create Folders

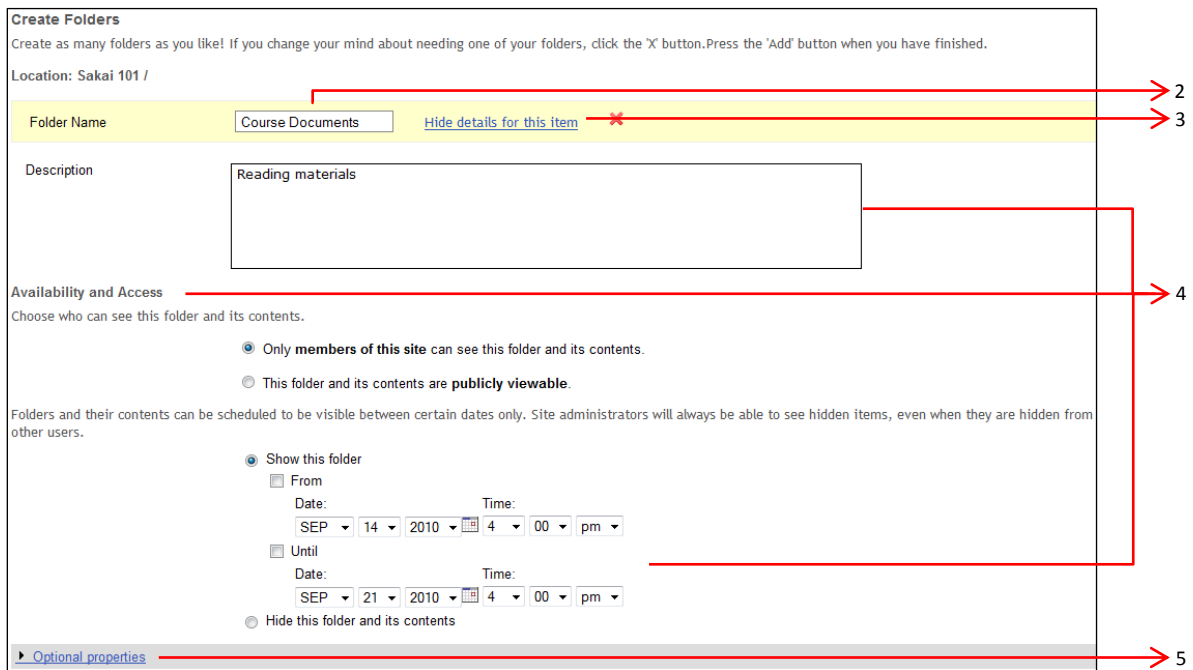
Navigate to Your Course Documents

1. Click on the tab for the class you wish to edit.
2. Click on the *Resources* link on the left

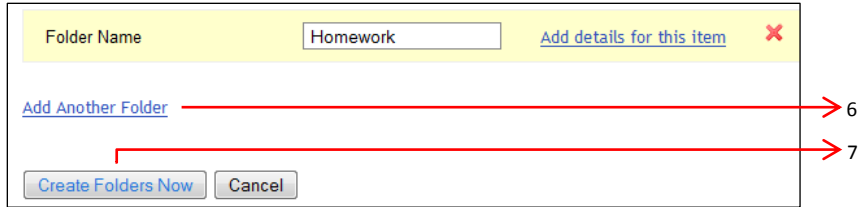
Create a New Folder



1. To the left of your course resources folder, click *Add*, and choose the *Create Folders* option in the dropdown menu

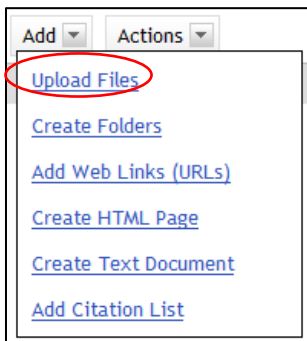


2. Give your folder an intuitive name
3. If you wish to specify more parameters for this folder, click *Add details for this item*
4. You can type a description, limit access, and specify availability of the folder based on dates
5. Click *Optional properties* if you want to fill in more information about this folder



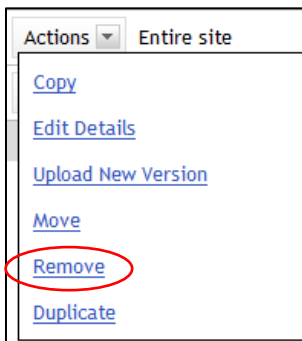
6. You can add multiple folders at once by clicking the *Add Another Folder* link
7. Create all folders by clicking the *Create Folders Now* button
8. You can edit the folder at any time by clicking the *Actions* dropdown for the folder you want to change. You can *Edit Details*, or you can *Edit Folder Permissions* to choose who can perform specific actions.

### Upload a File

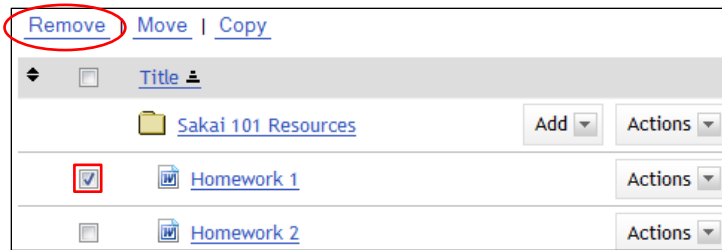


1. Click *Add*, and choose the *Upload Files* option in the dropdown menu
2. Click the *Browse* button to search your computer for the file you wish to upload. Select the file, then click *Open*
3. Choose the name you'd like to display for the document
4. You can add multiple files at once by clicking the *Add Another File* link

### Remove a File or Folder



1. If you want to delete a file or folder, click the *Actions* dropdown for the item you wish to delete, and select *Remove*



2. Or, you can click the checkbox next to the item(s) you wish you remove, then click the *Remove* option