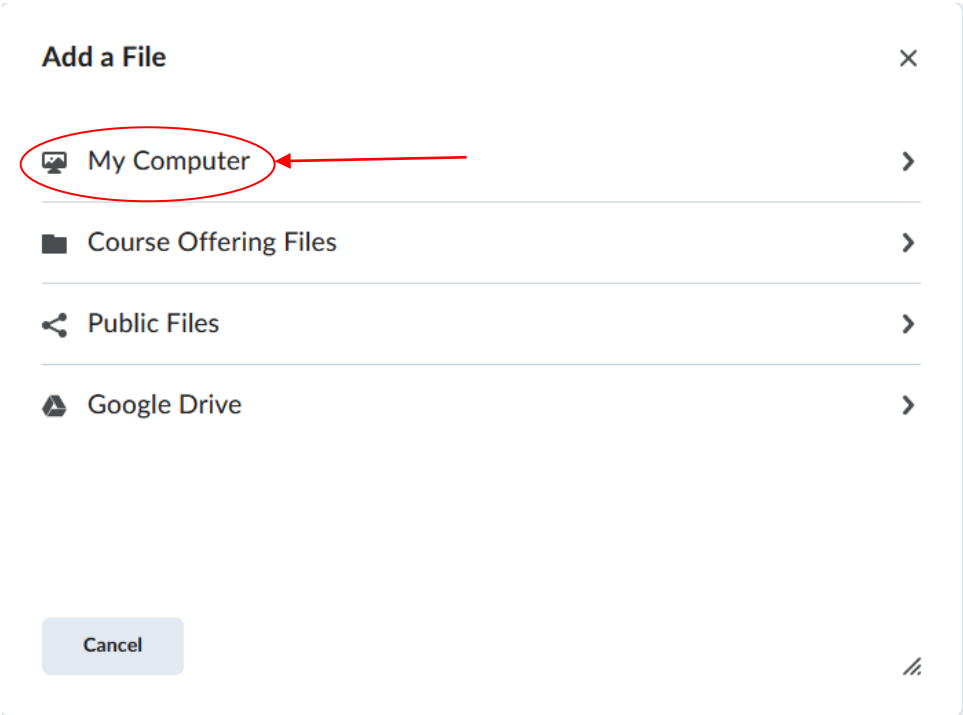


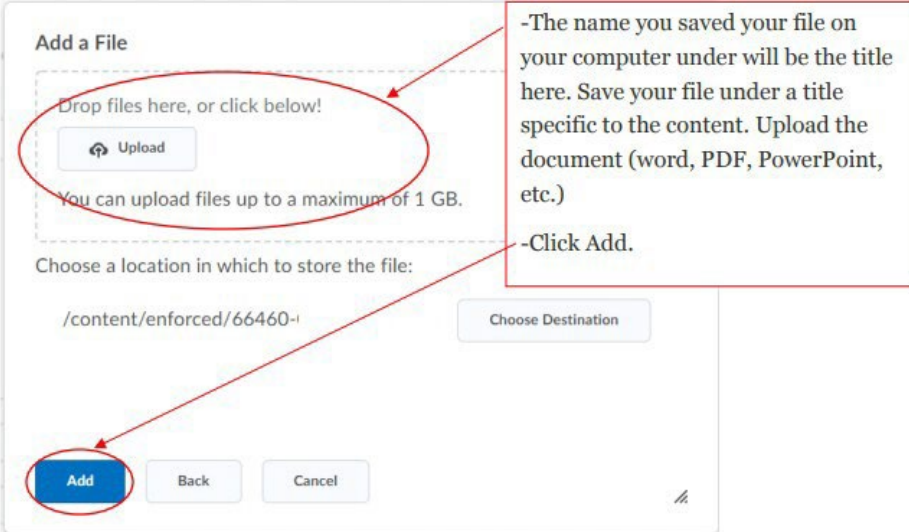


# Upload File

To use the Upload File option, navigate to the module the file should be uploaded to. Select "New", "Upload File", and "My Computer". It will pop up a box to complete the upload process:



- **Upload files:**



The screenshot shows a 'Add a File' dialog box. A red oval highlights the 'Upload' button and the text 'Drop files here, or click below!'. A red arrow points from a text box on the right to the 'Upload' button. Another red arrow points from the same text box to the 'Add' button at the bottom. The text box contains the following instructions:

- The name you saved your file on your computer under will be the title here. Save your file under a title specific to the content. Upload the document (word, PDF, PowerPoint, etc.)
- Click Add.

The dialog box also includes the text 'You can upload files up to a maximum of 1 GB.', a 'Choose a location in which to store the file:' section with a text input field containing '/content/enforced/66460-' and a 'Choose Destination' button, and 'Back' and 'Cancel' buttons at the bottom.

In the menu box, either "drag and drop" the file or click upload and follow the search process to add the file. Once the file has been attached, click Add. This will create a topic with the file. The name of the file is what will populate as the name of the topic once uploaded - the name can be changed in D2L after if needed.

Note: The topic name should be specific to the content, for example, use "Chapter 1 Lecture Notes" instead of "Lecture Notes."

