

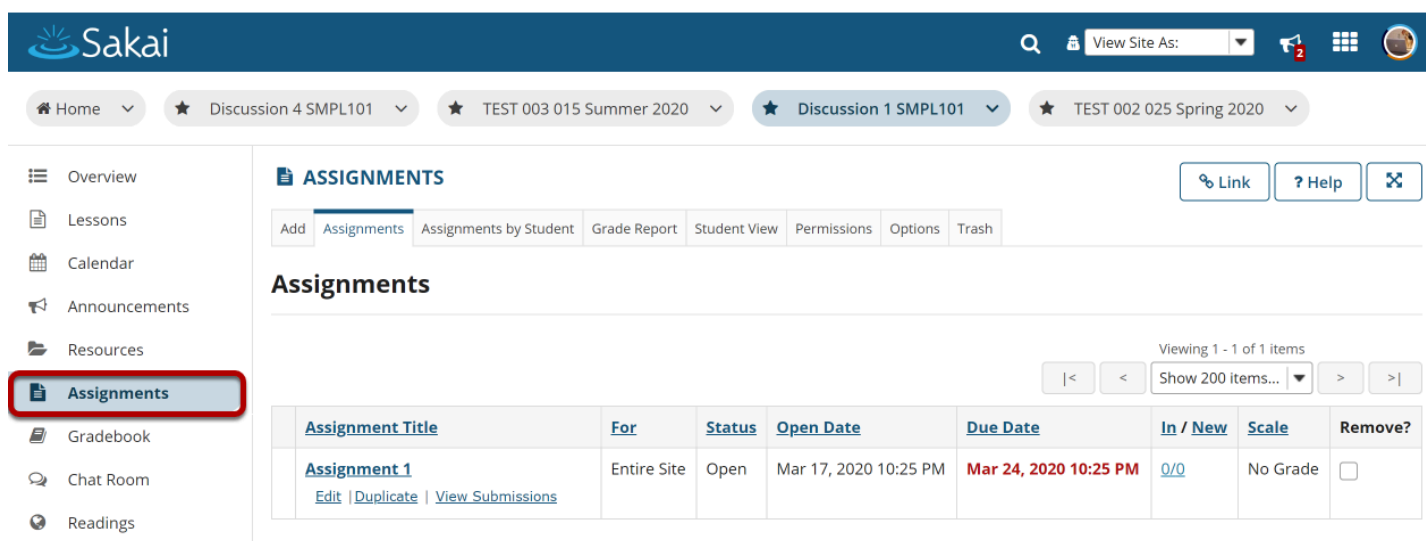
# How do I attach files from my Home Resources to submissions in my other sites?

You can attach items from **My Resources** in your *Home* site to any location in another site where you have permission to add attachments. For example, you may attach a file stored in *My Resources* to an assignment or forum post in one of your course sites.

## Upload item(s) to My Resources.

For information on accessing and uploading files to *My Resources*, see [What are My Resources in Home?](#) and [How do I upload files?](#)

## Attach a My Resources file to work in another site.



The screenshot shows the Sakai interface. The top navigation bar includes the Sakai logo, a search icon, a 'View Site As:' dropdown, and a notification icon with a red '2'. Below the navigation bar are several site dropdown menus: Home, Discussion 4 SMPL101, TEST 003 015 Summer 2020, Discussion 1 SMPL101, and TEST 002 025 Spring 2020. On the left is a sidebar with navigation options: Overview, Lessons, Calendar, Announcements, Resources, Assignments (highlighted with a red box), Gradebook, Chat Room, and Readings. The main content area is titled 'ASSIGNMENTS' and contains a sub-menu with 'Add', 'Assignments', 'Assignments by Student', 'Grade Report', 'Student View', 'Permissions', 'Options', and 'Trash'. Below this is a table of assignments. The table has columns for Assignment Title, For, Status, Open Date, Due Date, In / New, Scale, and Remove?. One assignment is listed: 'Assignment 1' for 'Entire Site', status 'Open', open date 'Mar 17, 2020 10:25 PM', due date 'Mar 24, 2020 10:25 PM', and scale '0/0'. The 'Edit' link for this assignment is circled in red.

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>	Entire Site	Open	Mar 17, 2020 10:25 PM	Mar 24, 2020 10:25 PM	0/0	No Grade	<input type="checkbox"/>

In the site where you want to add an attachment, go to the tool where you want to add it, for example, *Assignments*.

## Go to the item where you want to attach the file.

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
<a href="#">Assignment 1</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>	Entire Site	Open	Mar 17, 2020 10:25 PM	Mar 24, 2020 10:25 PM	0/0	No Grade	<input type="checkbox"/>

Click on **Edit** beneath the item where you want to attach the file.

## Under Attachments, select Add Attachments.

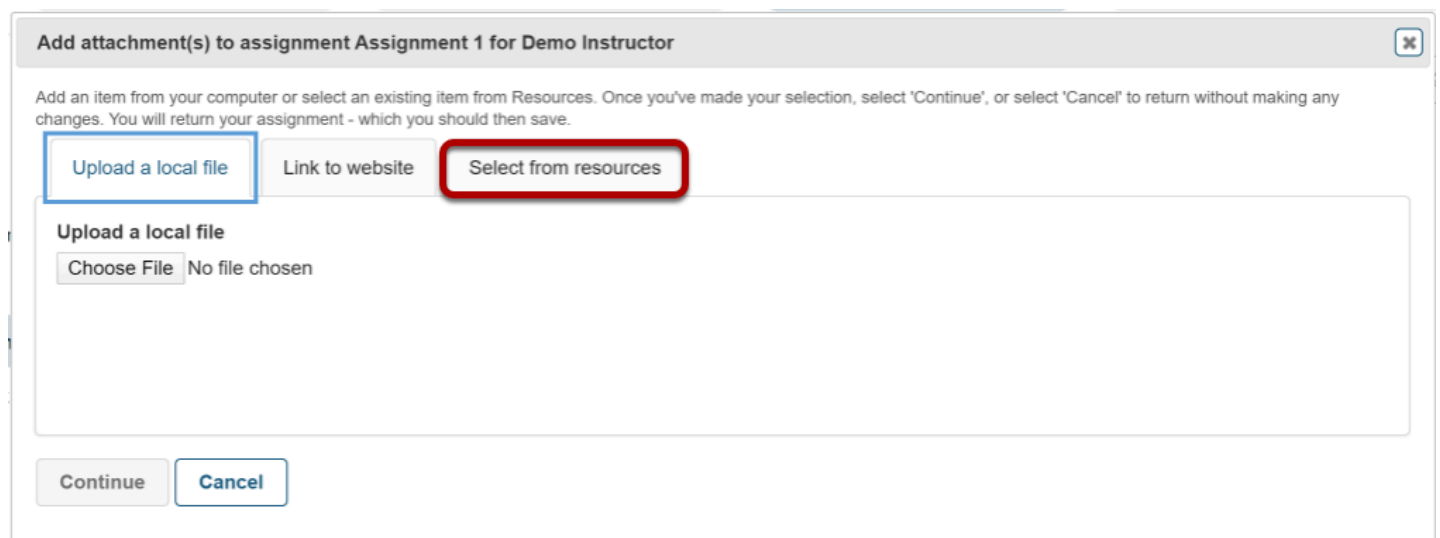
### Attachments

No attachments yet



Scroll down to the Attachments section of the Edit Details page and click **Add Attachments**.

## Click the Select from resources tab.


A screenshot of a dialog box titled "Add attachment(s) to assignment Assignment 1 for Demo Instructor". The dialog box contains a close button (X) in the top right corner. Below the title bar, there is a paragraph of instructions: "Add an item from your computer or select an existing item from Resources. Once you've made your selection, select 'Continue', or select 'Cancel' to return without making any changes. You will return your assignment - which you should then save." Below this text are three tabs: "Upload a local file", "Link to website", and "Select from resources". The "Select from resources" tab is highlighted with a red border. Below the tabs is a large empty rectangular area. At the bottom of the dialog box are two buttons: "Continue" and "Cancel".

On the Add attachments page, click the **Select from resources tab**.

# Under Select from resources, scroll down and select Show other sites.












Select a resource

Location:  Discussion 1 SMPL101 Resources

 Title ▾	Actions
 Discussion 1 SMPL101	
 Syllabus and Guidelines	
 Lessons	
 Reading	
 Websites	
 Show other sites	

Under *Select from resources*, click **Show other sites**

# Select the Home folder from your list of other sites.

▾ Hide other sites	
Viewing 1 - 7 of 7 items	  show 200 items... ▾  
 Home	
 Discussion 1 SMPL101 Resources	
 Discussion 6 SMPL101 Resources	
 TEST 002 025 Spring 2020 Resources	
 TEST 003 015 Summer 2020 Drop Box	
 TEST 003 015 Summer 2020 Resources	
 TEST 004 Resources	

To the right of the file you want to attach, click **Attach a copy**.

▼ **Hide other sites**

Viewing 1 - 7 of 7 items |< < show 200 items... > >|

- Home
  - OCEA 101 Blue Planet Coasts.docx** **Attach a copy.**
- Discussion 1 SMPL101 Resources
- Discussion 6 SMPL101 Resources
- TEST 002 025 Spring 2020 Resources
- TEST 003 015 Summer 2020 Drop Box
- TEST 003 015 Summer 2020 Resources
- TEST 004 Resources


**Confirm attaching selected file(s).**

**CONTINUE** Cancel

The name of your selected file will display under *Items to attach* at the top of the page. When you have finished selecting the files you want to attach, click **Continue**.

**The file is attached.**


### Attachments

 [OCEA 101 Blue Planet Coasts.docx](#) ( 6 KB; Apr 15, 2020 2:49 pm )

Add / Remove Attachments

A link to your file will be displayed under *Attachments*.

## View the Attachment icon next to the item in Resources.

	Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
	<b>Assignment 1</b> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">View Submissions</a>	Entire Site	Open	Mar 17, 2020 10:25 PM	<b>Mar 24, 2020 10:25 PM</b>	<a href="#">0/0</a>	No Grade	<input type="checkbox"/>

Back on the Item's landing page, the item will now appear with the attachment icon to the left of the item title.