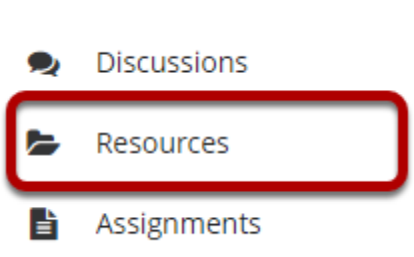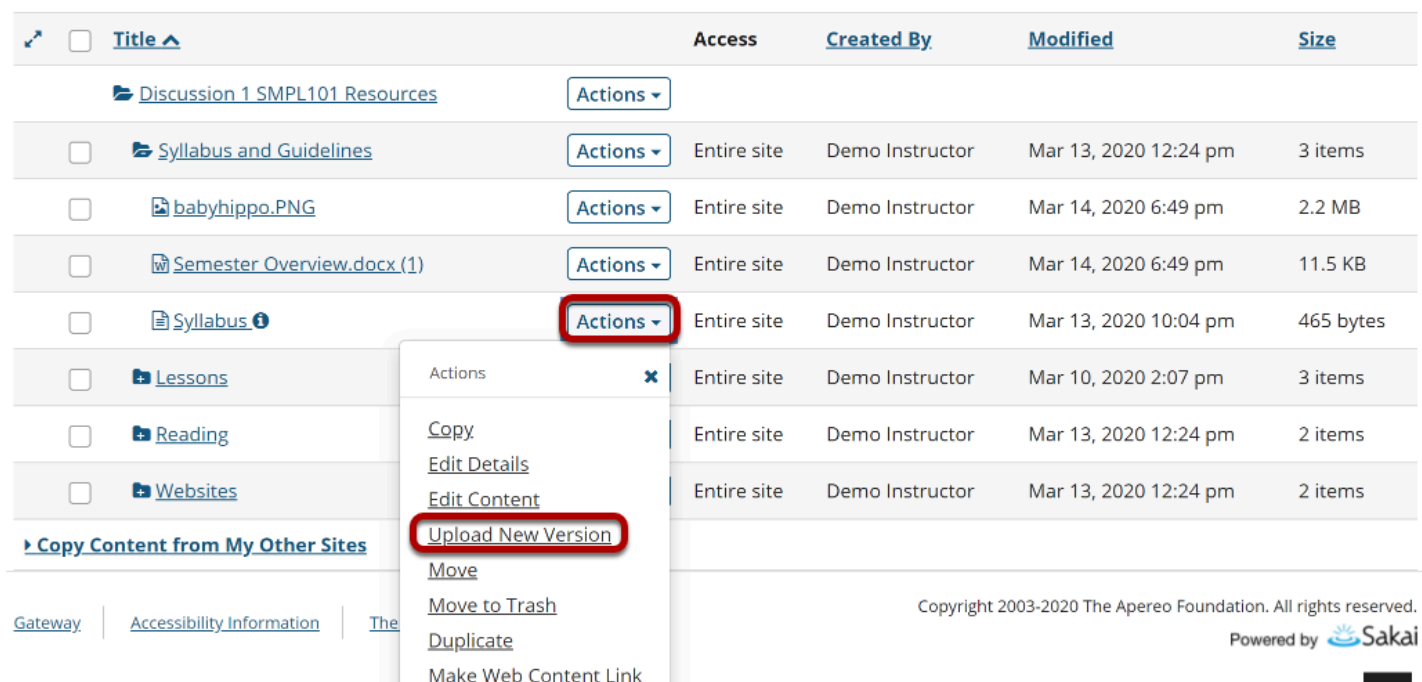# How do I upload a new version of a file in Resources?

If a file is linked and active elsewhere in your course site - such as in a Lessons module or an image in a quiz - deleting it from Resources and uploading a new file in its place will break the link. By uploading a new version, your existing links remain intact.

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Upload New Version.

To upload a new version of a file, to the right of the file to replace, from the **Actions** drop-down menu select **Upload New Version**.

This displays the Upload New Version page.

Click Choose File.

Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

Upload a new version

Choose File No file chosen

Original File Name   Syllabus

File Type   text/plain

Email Notification None - No notification ▼

UPLOAD NEW VERSION NOW   Cancel

Click **Choose File** to locate and select the file on your computer.

This returns the display to the Upload New Version page with the name of the new file.

Click Upload New Version Now.

Upload New Version

To replace the current version of this file with an updated version, select your updated file here.

Upload a new version

Choose File Syllabus.docx

Original File Name   Syllabus

File Type   application/vnd.openxmlformats-
officedocument.wordprocessingml.document

Email Notification None - No notification ▼

UPLOAD NEW VERSION NOW   Cancel

The file name of the new file is displayed.

Original file is replaced.

		Title ↑		Access	Created By	Modified	Size
⤢	☐	📁 Discussion 1 SMPL101 Resources	Actions ▾				
	☐	📁 Syllabus and Guidelines	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
	☐	🖼 babyhippo.PNG	Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	2.2 MB
	☐	📄 Semester Overview.docx (1)	Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 6:49 pm	11.5 KB
	☐	📄 Syllabus ⓘ	Actions ▾	Entire site	Demo Instructor	Mar 14, 2020 9:18 pm	11.5 KB
	☐	📂 Lessons	Actions ▾	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
	☐	📂 Reading	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
	☐	📂 Websites	Actions ▾	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

▸ Copy Content from My Other Sites

This replaces the original file with the new revised file.

Note: The display name for the new file remains the same as the original file.