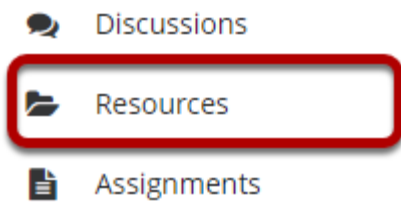


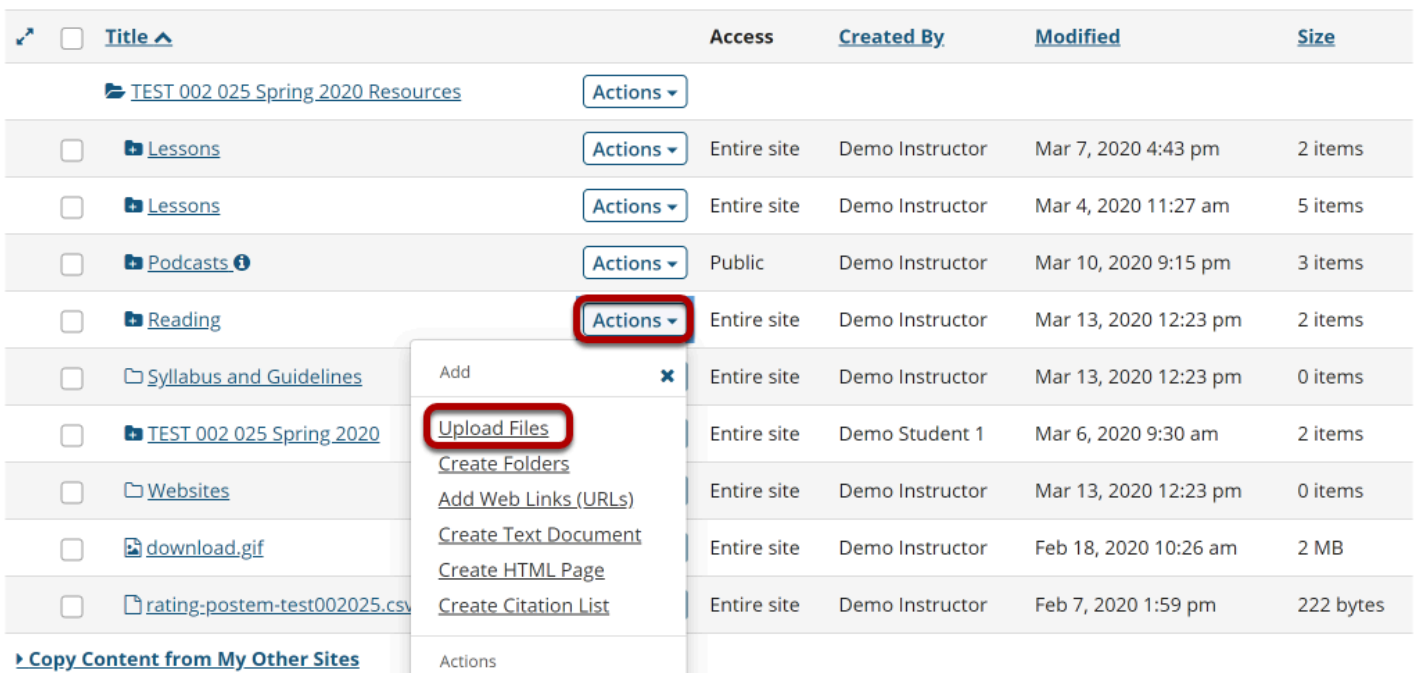
How do I upload files to Resources?

Go to Resources.



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

Click Actions, and then select Upload Files.



To the right of the folder to which you want to add files, click the **Actions** drop-down menu and select **Upload Files**.

If you have not created any folders yet, use the site's root folder (bearing the name of the site) to add files.

Drag and drop files from your computer.

Upload Files

Location: / TEST 002 025 Spring 2020 / Reading



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Drag files from your computer and drop them in the box labeled **Drop files to upload, or click here to browse.**

This will display thumbnails of the files that will be uploaded.

Or browse your computer for files.

Upload Files

Location: / TEST 002 025 Spring 2020 / Reading



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

Click the **Drop files to upload, or click here to browse** button.

This will open your computer's **File Upload** window where you can browse for and select the files you want to upload.

Click Continue.

Upload Files

Location: / TEST 002 025 Spring 2020 / Reading



Drag and drop files from your desktop into the box above.

Files can be uploaded individually or in ZIP archives. Expand ZIPs after uploading via the file's Action menu. Click Continue when ready to complete the upload. Note that you cannot upload more than 50 MB of material at once.

Copyright: It is your personal responsibility to verify that you have permission from the copyright holder to upload the file(s) to this website. Text, graphics and other media files may all be subject to copyright control even if your site is restricted to site members.

* Copyright Status (applies to all files)

Material is in public domain. [\(more info\)](#)

Versioning

Uploaded items should

Create new version Overwrite existing files

Availability

Uploaded items should be

Visible Hidden

Email Notification

None - No notification

CONTINUE Cancel

After clicking Continue, the files will upload to the site.

View files in Resources.

<input type="checkbox"/>	Title ^	Access	Created By	Modified	Size
<input type="checkbox"/>	TEST 002 025 Spring 2020 Resources				Actions ▾
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 7, 2020 4:43 pm	2 items
<input type="checkbox"/>	Lessons	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	5 items
<input type="checkbox"/>	Podcasts ⓘ	Public	Demo Instructor	Mar 10, 2020 9:15 pm	3 items
<input type="checkbox"/>	Reading	Entire site	Demo Instructor	Mar 13, 2020 12:23 pm	3 items
<input type="checkbox"/>	Unit 1	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
<input type="checkbox"/>	Unit 2	Entire site	Demo Instructor	Mar 13, 2020 12:32 pm	0 items
<input type="checkbox"/>	Class Notes.pdf	Entire site	Demo Instructor	Mar 13, 2020 2:07 pm	30.7 KB

The files are now located inside the selected Resources folder.