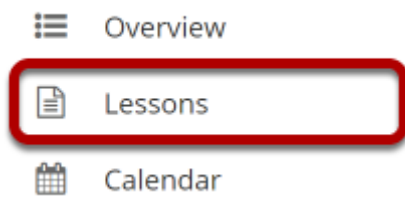


How do I add a file from Resources to a Lessons page?

Instructors can upload files or link to existing Resources on a Lessons page.

Go to Lessons.

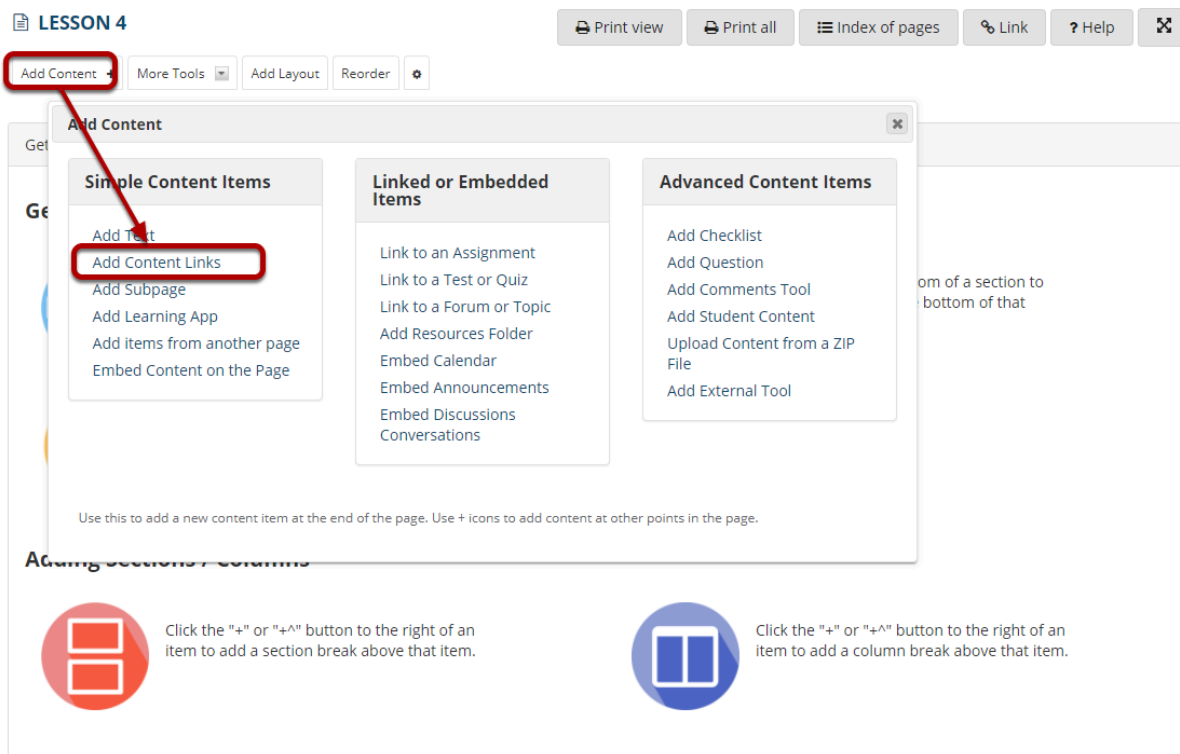


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

To upload a new file:

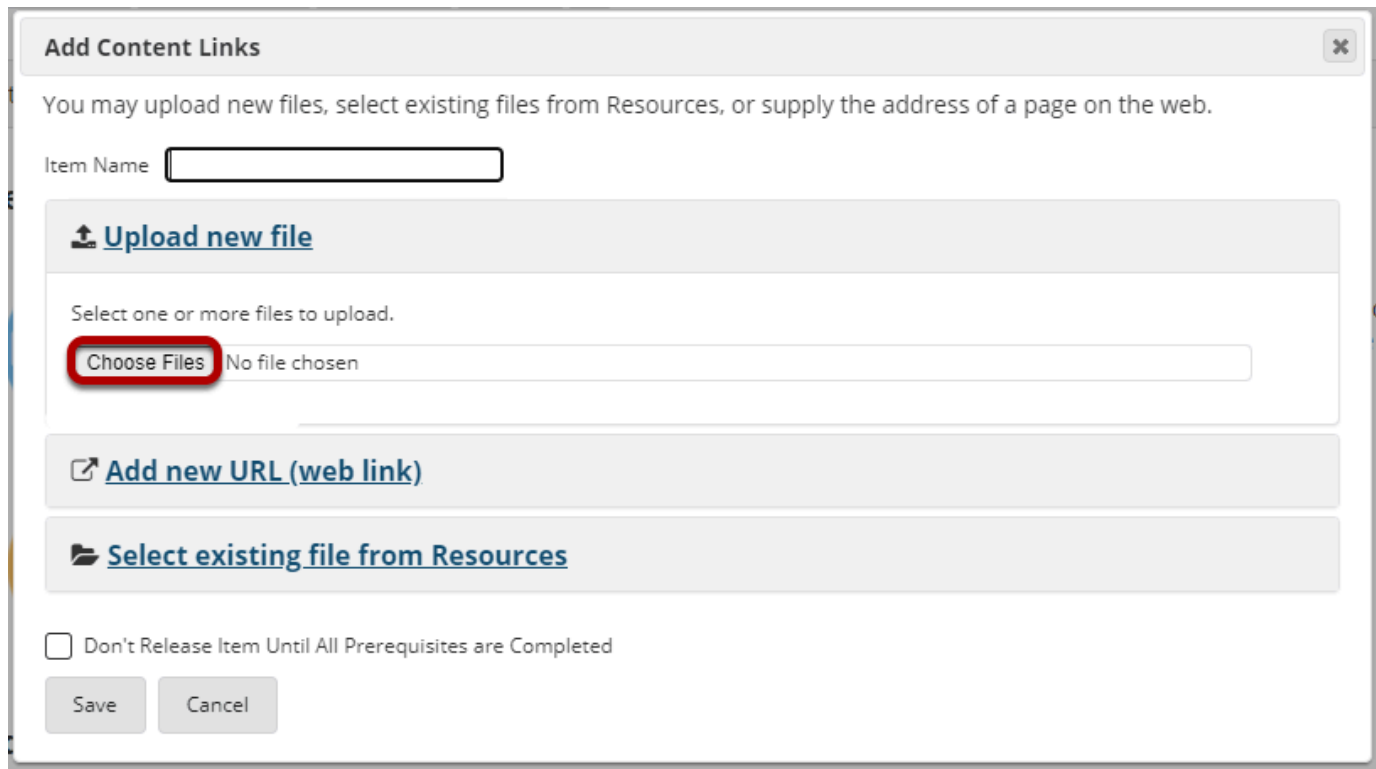
Click **Add Content**, and then select **Add Content Links**.



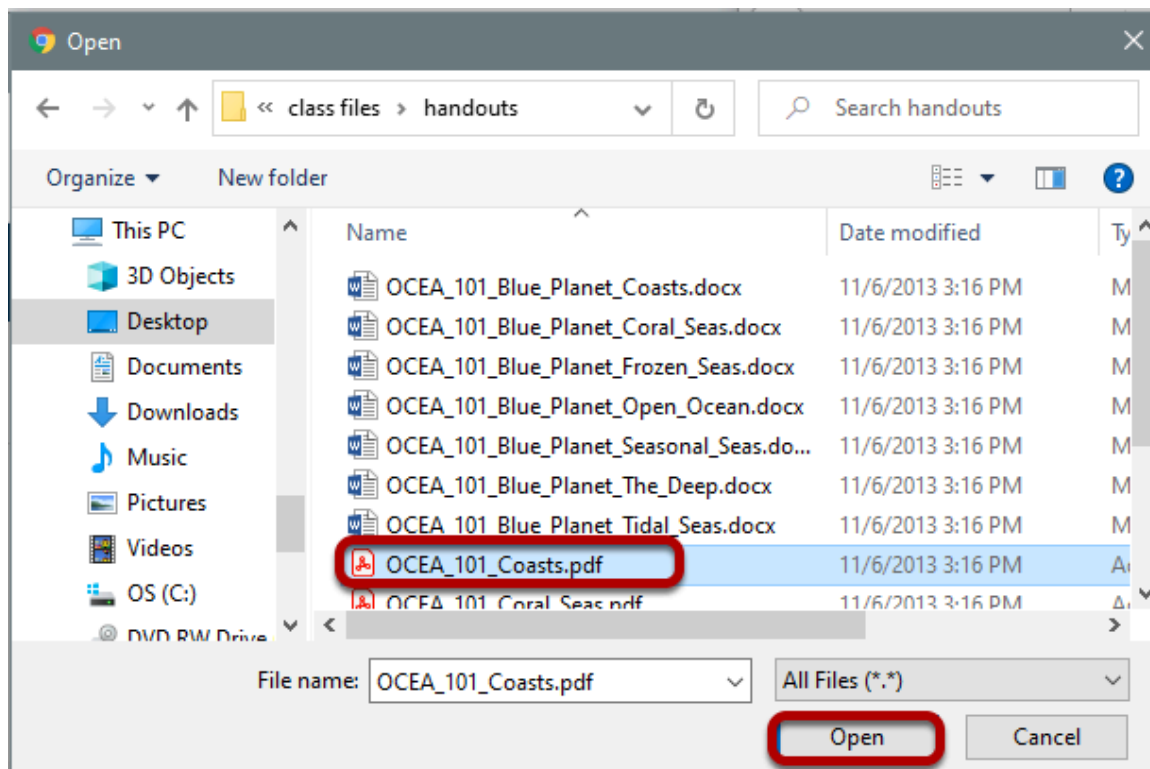
The screenshot shows the 'LESSON 4' interface. At the top right, there are buttons for 'Print view', 'Print all', 'Index of pages', 'Link', 'Help', and a close icon. Below these is the 'Add Content' menu, which is highlighted with a red box. A red arrow points from the 'Add Content' button to the 'Add Content Links' option in the 'Simple Content Items' category. Other options in the 'Simple Content Items' category include 'Add Text', 'Add Subpage', 'Add Learning App', 'Add items from another page', and 'Embed Content on the Page'. The 'Linked or Embedded Items' category includes options like 'Link to an Assignment', 'Link to a Test or Quiz', 'Link to a Forum or Topic', 'Add Resources Folder', 'Embed Calendar', 'Embed Announcements', 'Embed Discussions', and 'Conversations'. The 'Advanced Content Items' category includes 'Add Checklist', 'Add Question', 'Add Comments Tool', 'Add Student Content', 'Upload Content from a ZIP File', and 'Add External Tool'. Below the menu, there are two instructional icons: a red circle with a white '+' sign and a blue circle with a white '+' sign.

From the **Add Content** menu, select **Add Content Links**.

Click Choose Files.



Locate and select the file to upload, then click Open.



Click Save.

Add Content Links

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Upload new file

Select one or more files to upload.

OCEA_101_Coasts.pdf Link title

Add another file to upload:

Choose Files OCEA_101_Coasts.pdf

Don't Release Item Until All Prerequisites are Completed

Save Cancel

View file link on page.

LESSON 4

Print view Print all Index of pages Link ? Help

Add Content + More Tools Add Layout Reorder

OCEA_101_Coasts.pdf

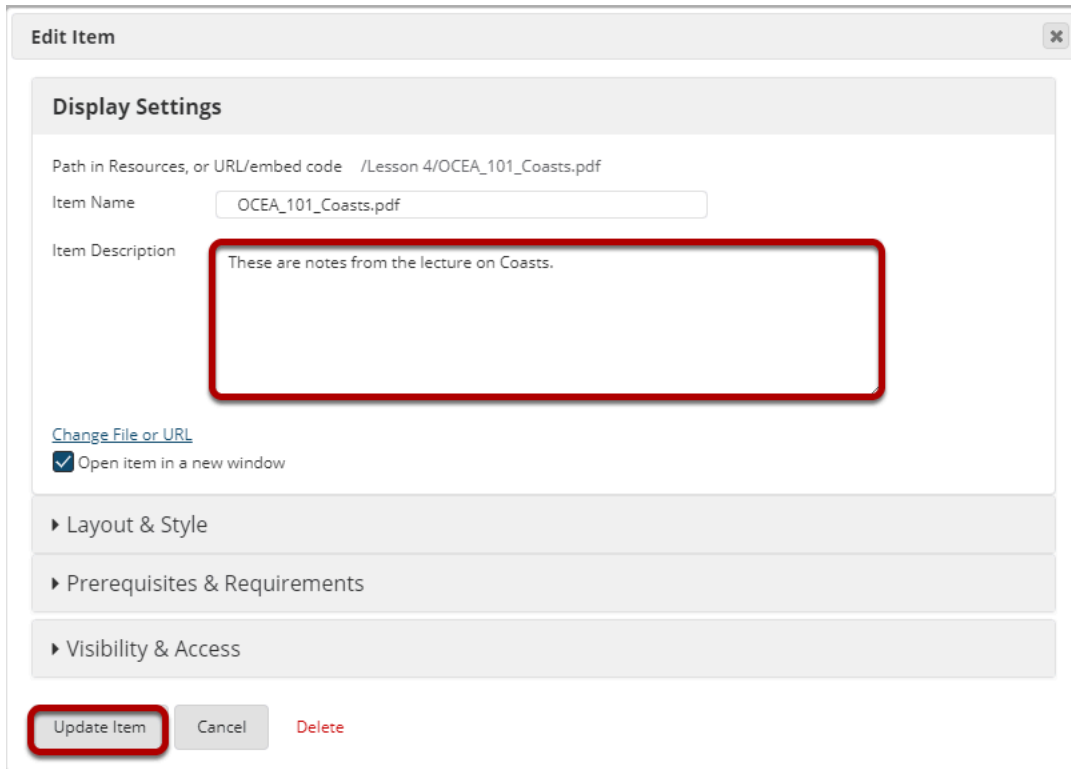
This returns the display to the Lessons page with a link to the uploaded file.

Click Edit. (Optional)

OCEA_101_Coasts.pdf

Edit

Add a description, then click Update Item.



Edit Item [Close]

Display Settings

Path in Resources, or URL/embed code /Lesson 4/OCEA_101_Coasts.pdf

Item Name

Item Description

[Change File or URL](#)

Open item in a new window

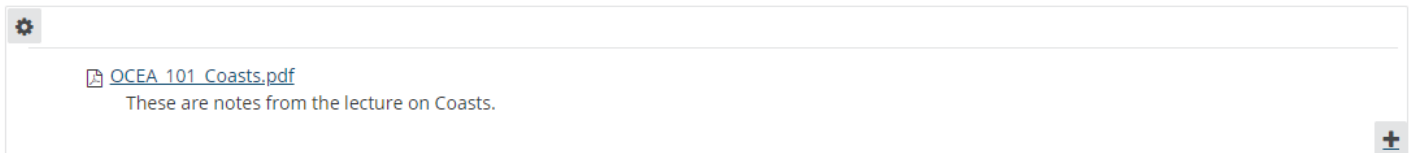
▶ Layout & Style

▶ Prerequisites & Requirements

▶ Visibility & Access

Update Item Cancel Delete

View updated item.



Updating returns the display to the Lessons page with a link to the uploaded file and a description.

Notice item location in Resources.

The screenshot shows the 'RESOURCES' interface. At the top, there are navigation tabs: 'Site Resources', 'Transfer Files', 'Options', 'Check Quota', 'Trash', and 'Permissions'. On the right, there are buttons for 'Link', 'Help', and a refresh icon. Below the tabs, the page title is 'Site Resources'. A breadcrumb trail shows 'All site files > Demo Site 01 Resources > Lesson 4'. A toolbar contains 'Move', 'Copy', 'Move to Trash', 'Show', and 'Hide' buttons, along with a 'Display Columns' dropdown. A table lists resources with columns for 'Title', 'Access', 'Created By', 'Modified', and 'Size'. The table has a header row and one data row. The data row is highlighted in yellow and shows a file named 'OCEA 101 Coasts.pdf' with an 'Actions' dropdown, 'Entire site' access, 'Instructor Demo' creator, 'Mar 4, 2021 5:17 pm' modification date, and '7.6 KB' size.

Title	Access	Created By	Modified	Size
Lesson 4				
OCEA 101 Coasts.pdf	Entire site	Instructor Demo	Mar 4, 2021 5:17 pm	7.6 KB

Notice that the uploaded file has been placed in the Lessons page folder in Resources.

To link to an existing file:

Click Add Content, and then select Add Content Links.

The screenshot shows the 'LESSON 4' page. At the top, there are buttons for 'Print view', 'Print all', 'Index of pages', 'Link', 'Help', and a refresh icon. Below the buttons, there is a toolbar with 'Add Content', 'More Tools', 'Add Layout', and 'Reorder' buttons. The 'Add Content' button is highlighted with a red box, and a red arrow points to it. A dropdown menu is open, showing three categories: 'Simple Content Items', 'Linked or Embedded Items', and 'Advanced Content Items'. The 'Add Content Links' option is highlighted with a red box. Below the menu, there are two circular icons with text: a red icon with a plus sign and the text 'Click the "+" or "+^" button to the right of an item to add a section break above that item.', and a blue icon with a plus sign and the text 'Click the "+" or "+^" button to the right of an item to add a column break above that item.'

From the **Add Content** menu, select **Add Content Links**.

Click **Select existing file from Resources**, and then **Select Resource(s)**.

Add Content Links [Close]

You may upload new files, select existing files from Resources, or supply the address of a page on the web.

Item Name

[Upload new file](#)

[Add new URL \(web link\)](#)

Select existing file from Resources 1

Select one or more files already stored in the Resources tool.

Select Resource(s) 2

Don't Release Item Until All Prerequisites are Completed

Save Cancel

Click the **Or select an existing files from Resources** link to choose from your Resources.

Locate the file, and then click **Select**.

LESSON 4

[Link](#) [? Help](#) [Close](#)

Please Choose a File

Please select one or more files to add.

Location: [Demo Site 01 Resources](#)

Title	Actions
Demo Site 01	• Add
Lesson 1	• Add
Lesson 2	• Add
Lesson 3	• Add
Lesson 4	• Add
Lesson 5	• Add
sea-79606_1280.jpg	Select
Show other sites	

Continue Cancel

Locate the file in Resources that you want to link to, then click the **Select** link (to the right of the file) to choose that file.

Click Continue.

LESSON 4

Link

Help



Please Choose a File

Please select one or more files to add. Click "Continue" when done.

Items to attach	Remove?
sea-79606_1280.jpg	Remove

Continue

Cancel

Location: Demo Site 01 Resources

Title	Actions
Demo Site 01	• Add
Lesson 1	• Add
Lesson 2	• Add
Lesson 3	• Add
Lesson 4	• Add
Lesson 5	• Add
sea-79606_1280.jpg	

[Show other sites](#)

Continue

Cancel

The file you have selected will appear listed at the top of the screen. If this is the correct file, click **Continue**.

View item on page.

LESSON 4

Print view

Print all

Index of pages

Link

Help



Add Content +

More Tools

Add Layout

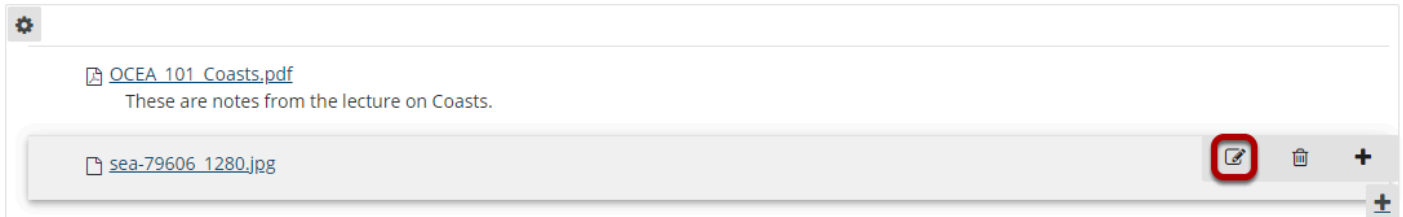
Reorder



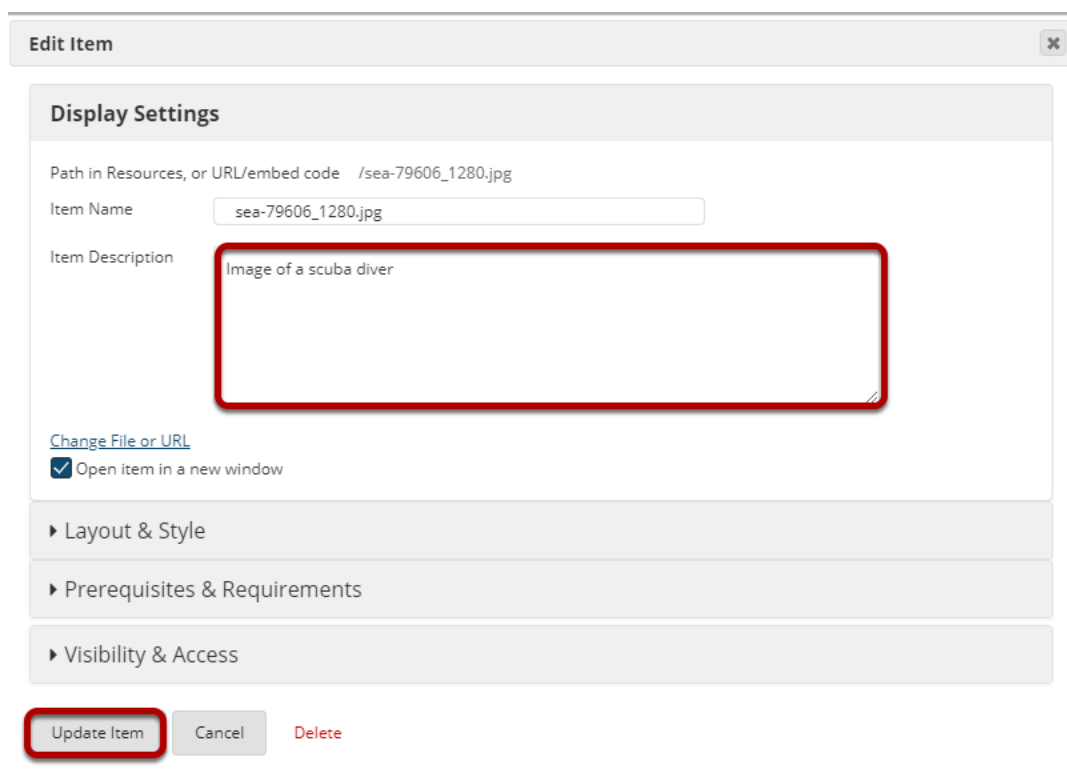
[OCEA 101 Coasts.pdf](#)
These are notes from the lecture on Coasts.

[sea-79606_1280.jpg](#)

Click Edit. (Optional)



Add a description, and then click Update Item.

A screenshot of the 'Edit Item' dialog box. The title bar says 'Edit Item' with a close button. The main content area is titled 'Display Settings'. It contains the following fields: 'Path in Resources, or URL/embed code' with the value '/sea-79606_1280.jpg'; 'Item Name' with the value 'sea-79606_1280.jpg'; and 'Item Description' with the value 'Image of a scuba diver'. The 'Item Description' field is highlighted with a red border. Below the description field, there is a link 'Change File or URL' and a checked checkbox 'Open item in a new window'. At the bottom of the dialog, there are three buttons: 'Update Item' (highlighted with a red border), 'Cancel', and 'Delete'.

View updated item.

LESSON 4

Print view

Print all

Index of pages

Link

Help




Add Content +


More Tools ▾


Add Layout


Reorder





 [OCEA 101 Coasts.pdf](#)
These are notes from the lecture on Coasts.

 [sea-79606_1280.jpg](#)
Image of a scuba diver



This returns the display to the Lessons Page with a link to the file and a description.