

Faculty Tutorial:

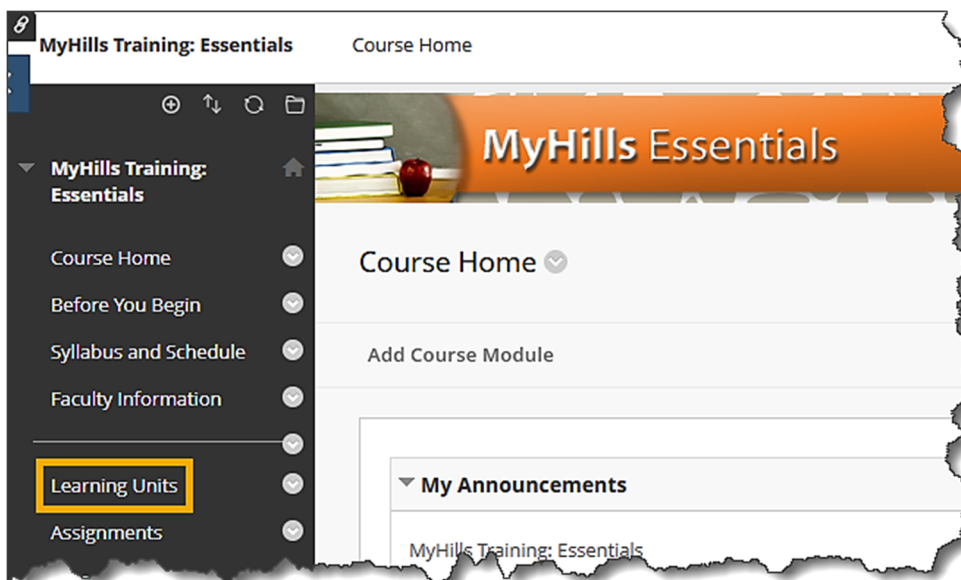
Upload a File

Purpose: To show faculty how to upload a file to a content area.

Content areas include “Syllabus and Schedule,” “Learning Units,” and “Assignments.” This tutorial will demonstrate how to upload a “Handout” to the “Learning Unit 1” content folder located in the “Learning Units” area of a course.

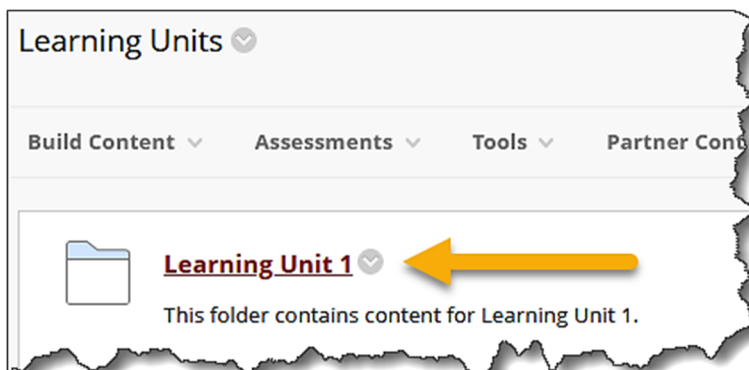
On your course menu, click “**Learning Units.**”

Note: The following steps should be used to upload a file to any content area or folder.

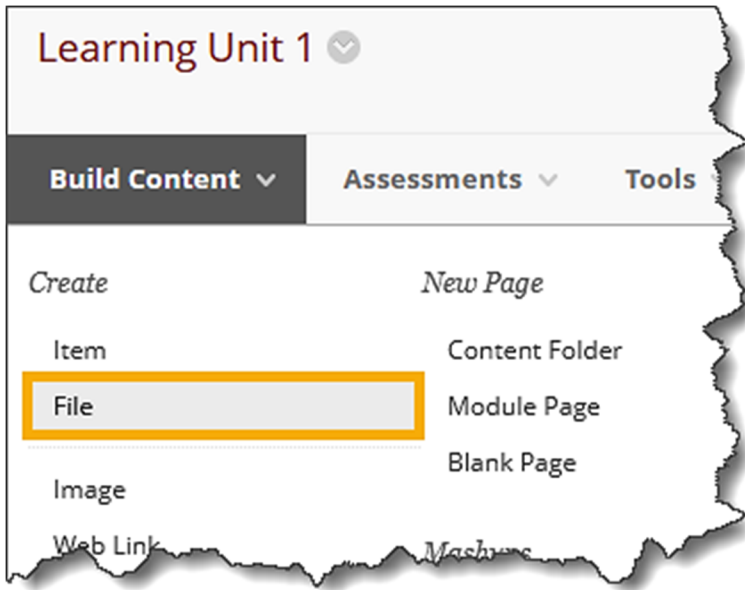


The “Learning Units” page will open. Click “**Learning Unit 1.**”

Note: “Learning Unit 1” is a content folder that was added in a previous tutorial. Please see the tutorial “Add a Content Folder in MyHills” for more information on adding content folders.



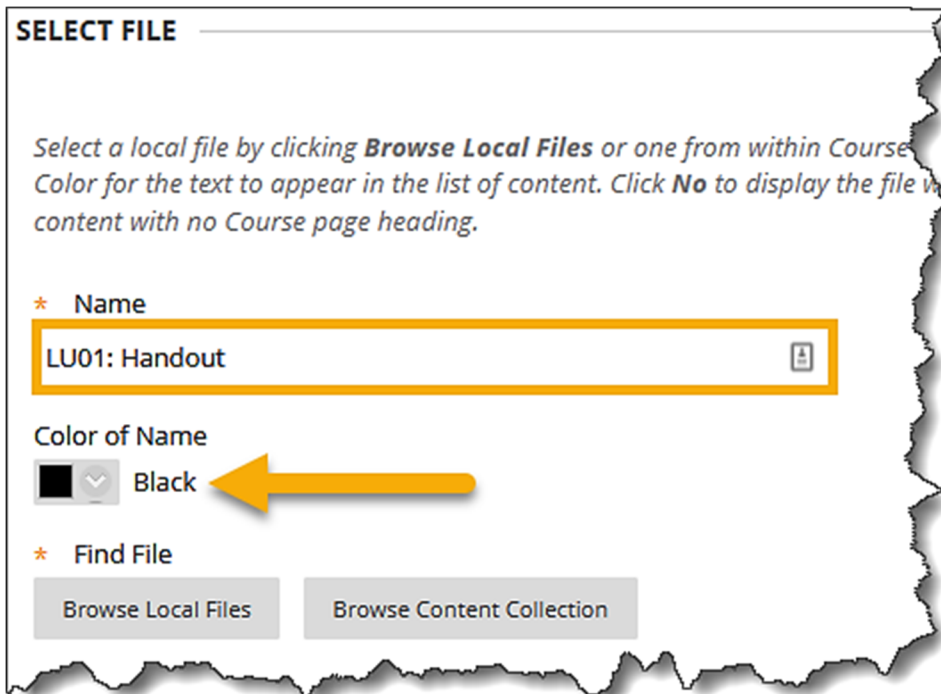
Hover your cursor over “**Build Content.**” In the sub-menu that appears, click “**File.**”



The “Create File” page will open.

Under “Select File,” type the title of the file in the “Name” box. Be sure to select a title that makes sense to students, as they will click the title you type here to open the file.

Note: The orange asterisk indicates that this is a required field.



If you would like the title color of the file to be consistent with the color palette set for Indian Hills Community College, you may change the “Color of Name” by clicking the drop-down arrow next to “Black.”

Note: Please see the tutorial “Add a Content Folder” for more information on adding changing the color of a title.

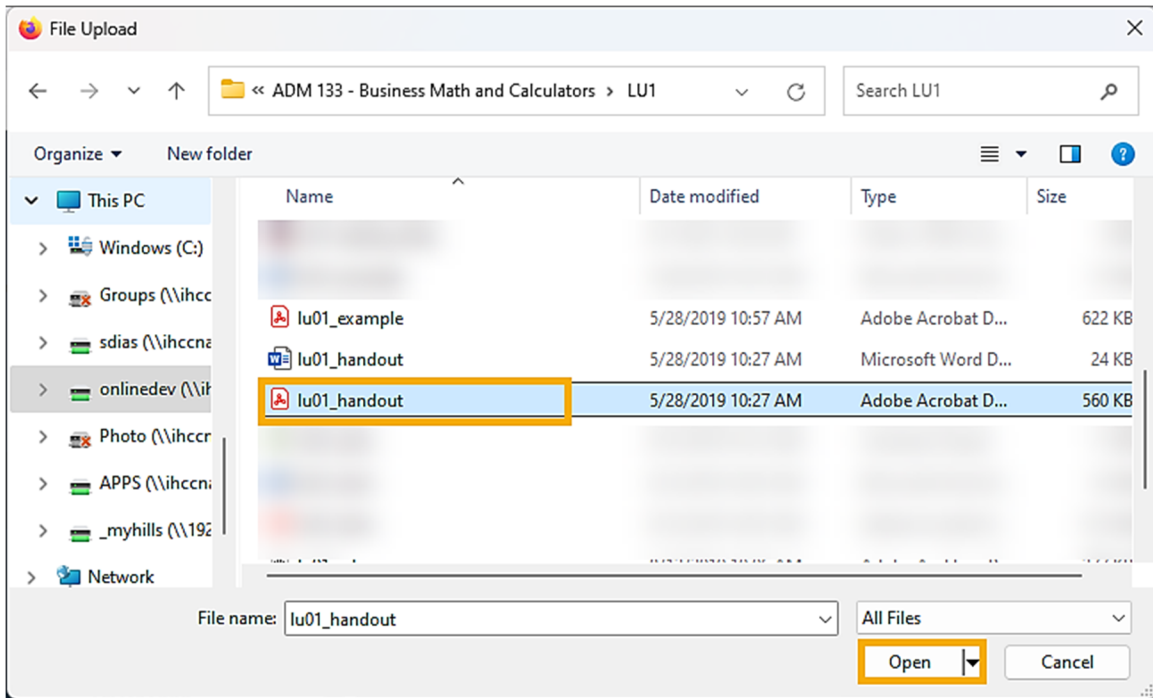
Note: Please use the Indian Hills color palette or leave the color black.

Reminder that the color code for maroon is #741213 and the color code for blue is #2E5073

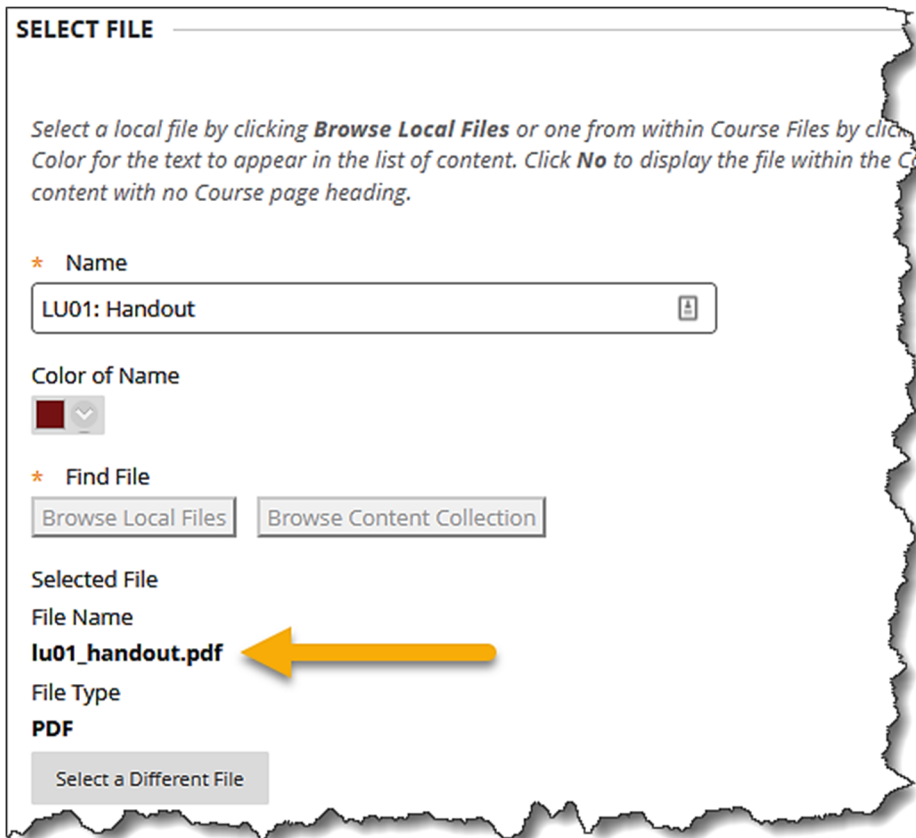
Next, click “**Browse Local Files**” to select the file you would like to upload.

Locate the file on your computer that you would like to upload. Then, click “**Open.**”

Note: It is recommended that you upload files that have been saved as a PDF (.pdf), instead of as an MS Word Document (.doc or .docx), as this allows students to open and view files easier on mobile devices, as well as most other platforms.



The name of your file should appear to the right of "File Name."



Under “File Options,” check the radio button next to “Yes” for “Open in a New Window.”

Note: It is VERY important that “Yes” be checked, as this option allows students who are using mobile devices to view course content. “No” will be checked by default.



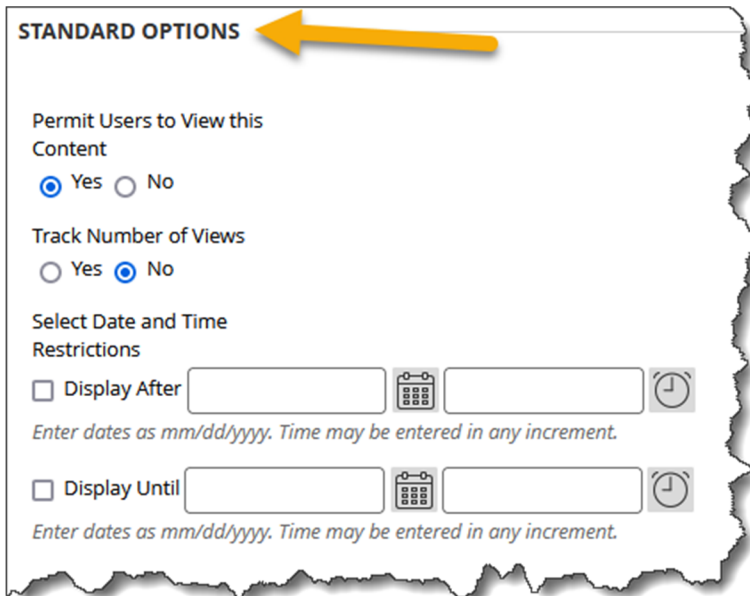
FILE OPTIONS

Open in New Window
 Yes No

Add alignment to content
 Yes No

Select the options you prefer, under “Standard Options.”

Note: You may set “Date and Time Restrictions” for your file here. Use the “Display After” and “Display Until” options for files that have limited availability.



STANDARD OPTIONS

Permit Users to View this Content
 Yes No

Track Number of Views
 Yes No

Select Date and Time Restrictions

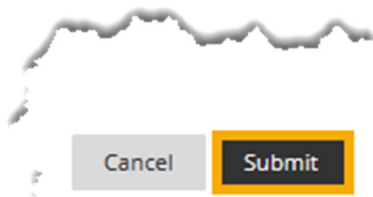
Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

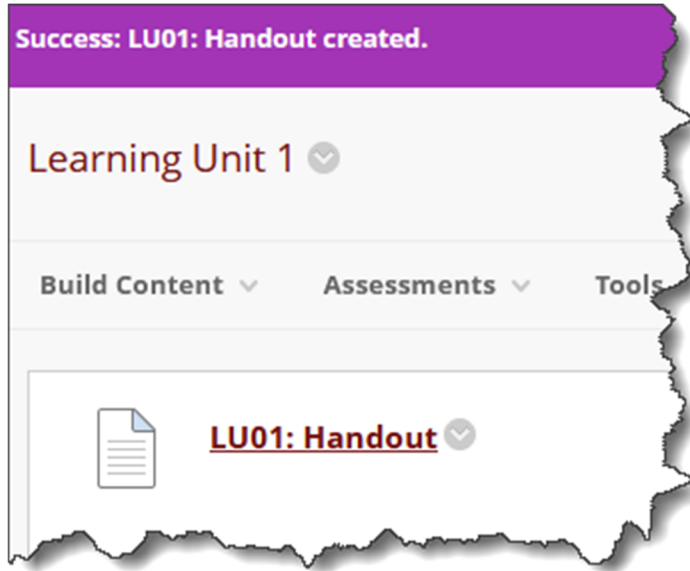
Then, click “Submit.”



Cancel Submit

Your file should now appear in the content area. A “Success...” message will also appear at the top of the page.

Note: Click the title of the file to make sure that it opens and that it is the correct file.



Congratulations! You now know how to upload a file!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk