



Course Tools: Adding Files to the File Sharing Tool

1. Click the link "Manage Files" in the "Content Tools" listing on the left hand side of your screen

Content Tools
[Manage Homepage](#)
[Manage News](#)
[Manage Photos](#)
[Manage Links](#)
[Manage Files](#)
[Manage Message Board](#)
[Manage Calendar](#)
[Manage Announcements](#)

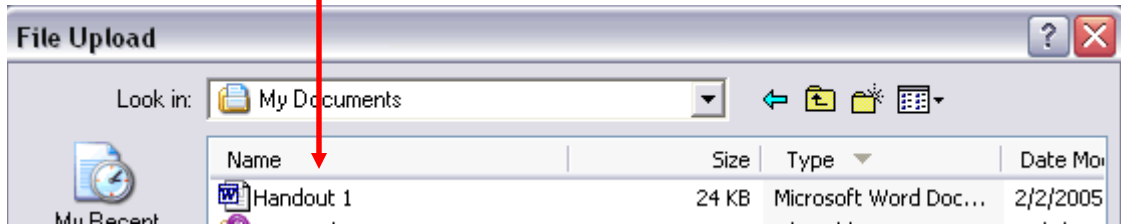
2. Click the "browse" button next to the "Add New File" field

New File Requests: **There are 2 requests for new files**

Add New File:

Add New Sub-folder:

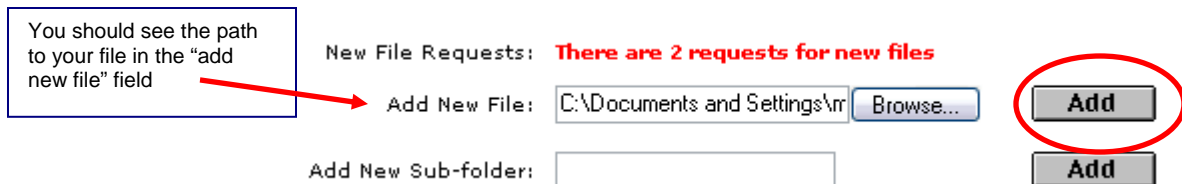
3. Navigate to the location where the appropriate document is located



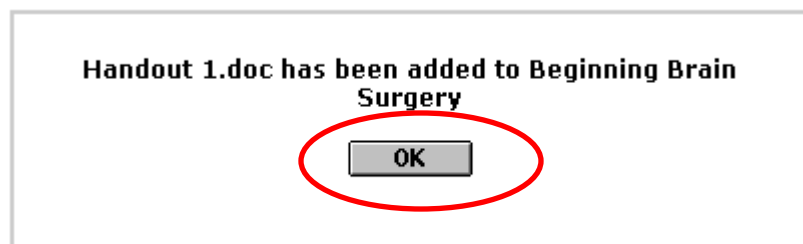
4. Click the "Open" button



5. Click "Add"



6. Upon successful completion of the process the user will be informed with the following prompt



11. Click the "OK" button to finish the process