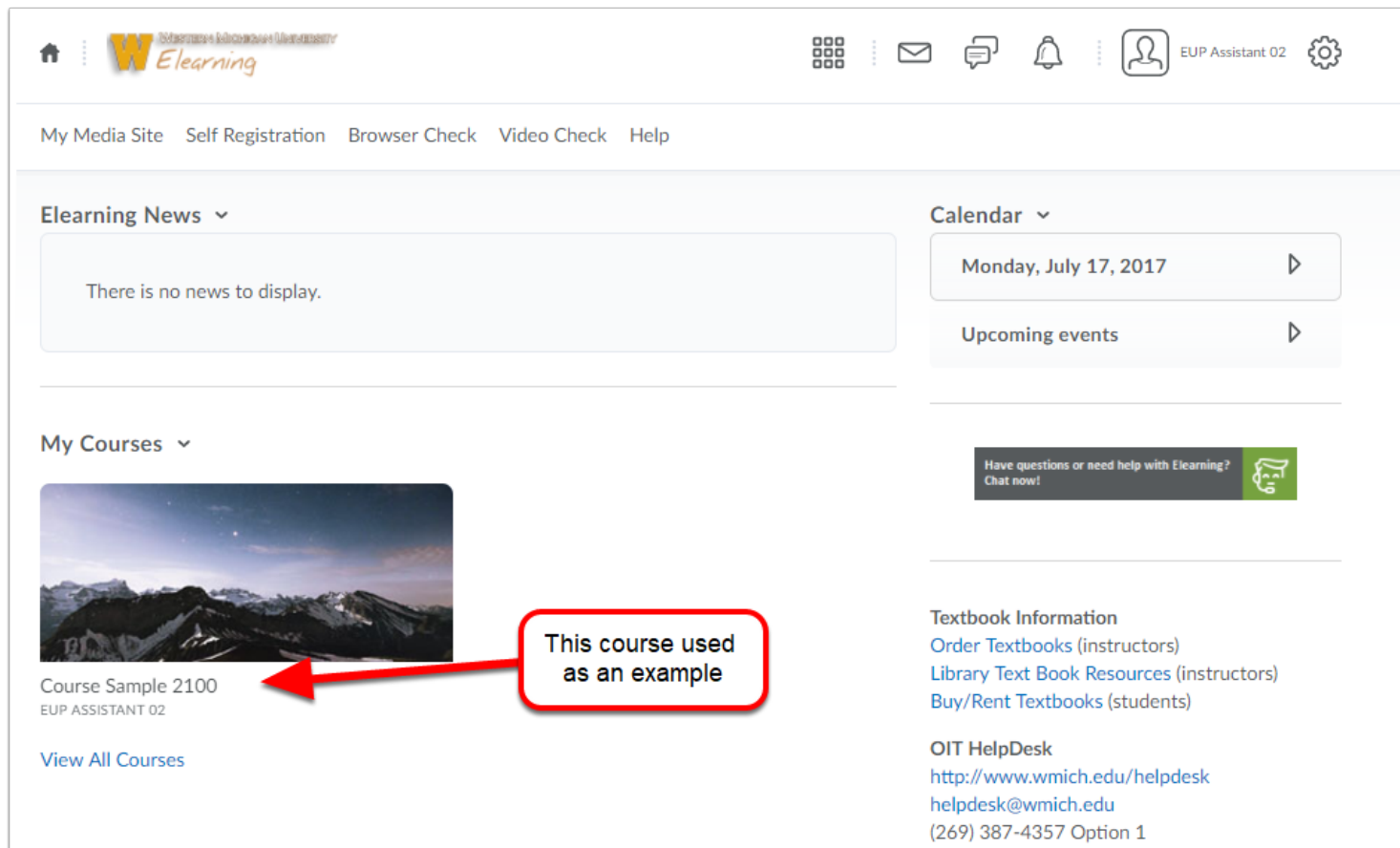


1. Log in to your course



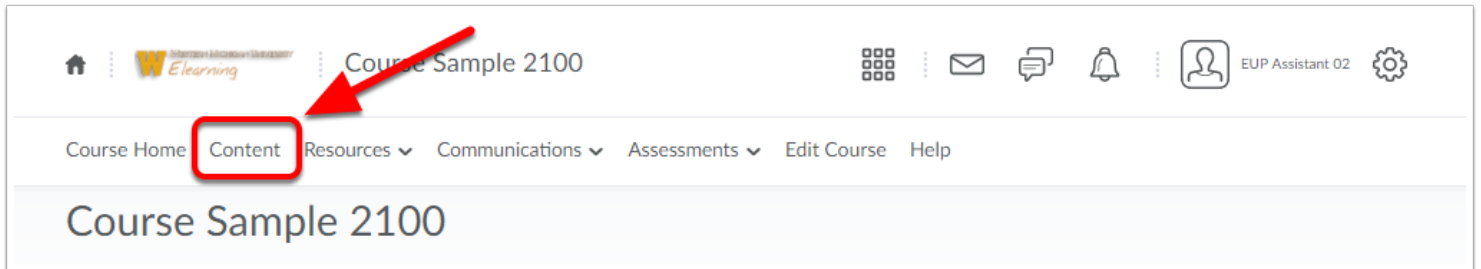
The screenshot displays the Elearning user interface. At the top, there is a navigation bar with a home icon, the Elearning logo, and a user profile for 'EUP Assistant 02' with a settings gear icon. Below the navigation bar, there are links for 'My Media Site', 'Self Registration', 'Browser Check', 'Video Check', and 'Help'. The main content area is divided into several sections:

- Elearning News**: A dropdown menu showing 'There is no news to display.'
- Calendar**: A dropdown menu showing 'Monday, July 17, 2017' and 'Upcoming events'.
- My Courses**: A dropdown menu showing a course card for 'Course Sample 2100' by 'EUP ASSISTANT 02'. A red arrow points from a callout box to this course card.
- Textbook Information**: Links for 'Order Textbooks (instructors)', 'Library Text Book Resources (instructors)', and 'Buy/Rent Textbooks (students)'.
- OIT HelpDesk**: Contact information including the URL 'http://www.wmich.edu/helpdesk', email 'helpdesk@wmich.edu', and phone number '(269) 387-4357 Option 1'.

This course used as an example

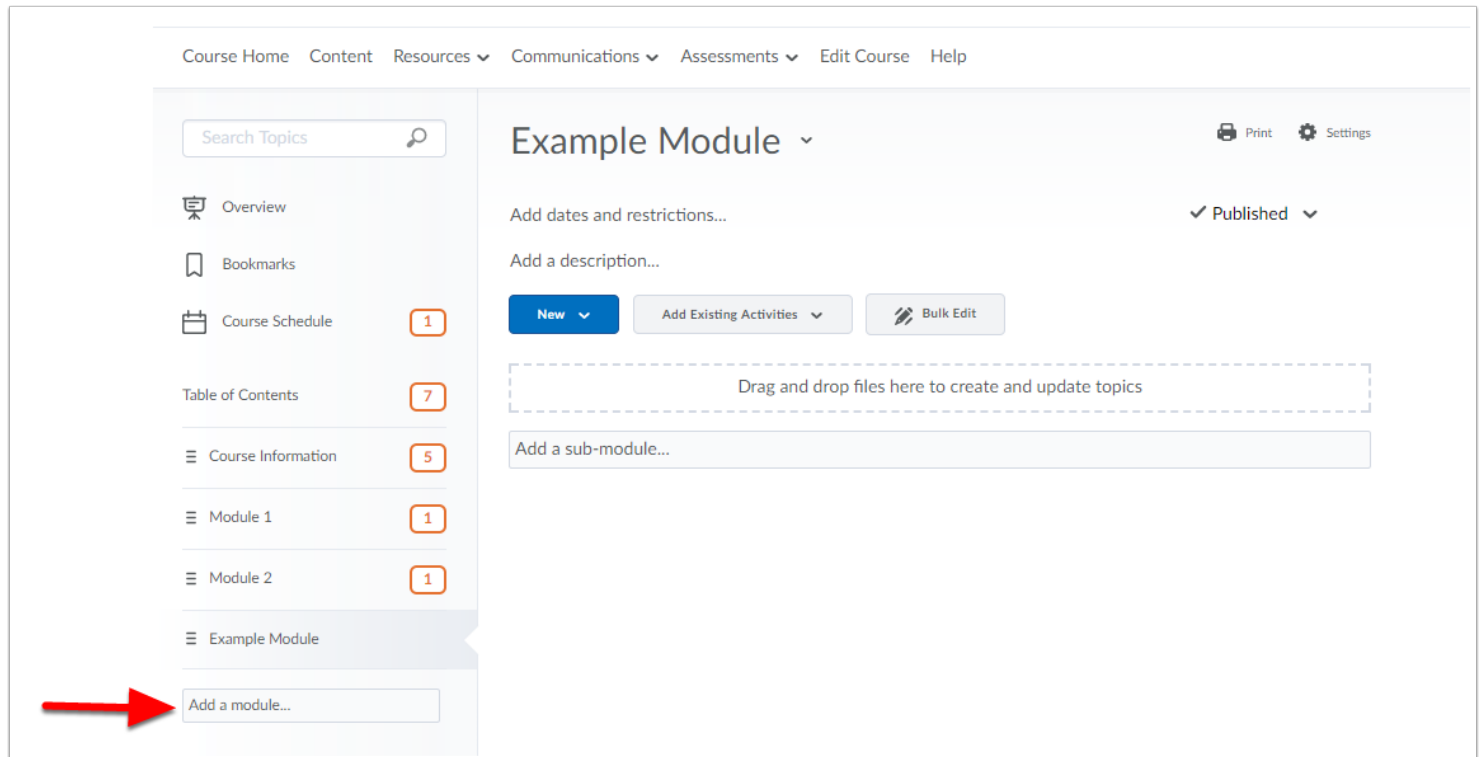
Uploading a File to Content

2. Click content



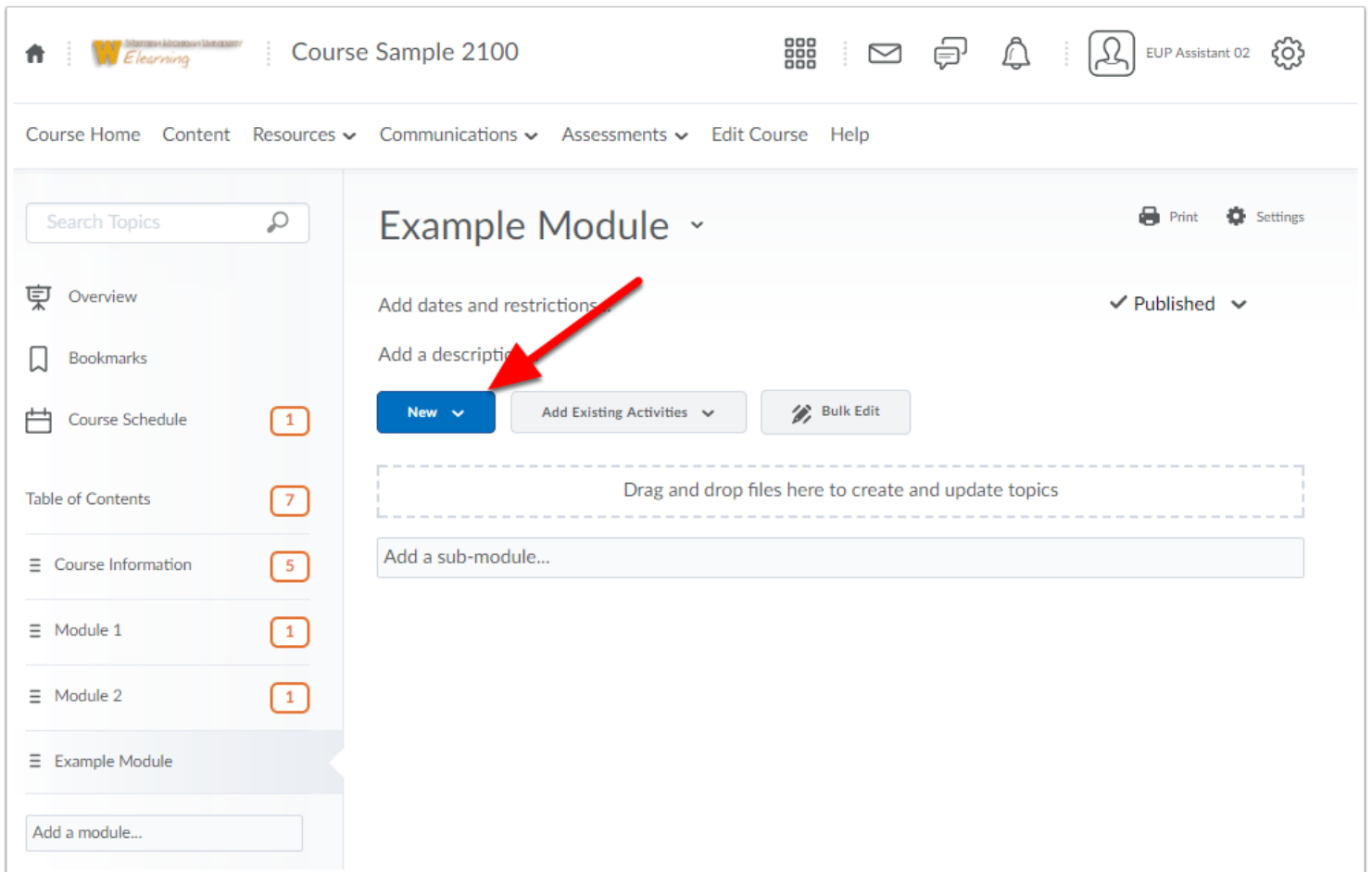
3. (If you don't have any modules) Click inside of the box that says "Add a module"

If you already have an existing module that you want to add to, simply click the module.



The screenshot displays a course management interface. At the top, there is a navigation bar with links for Course Home, Content, Resources, Communications, Assessments, Edit Course, and Help. Below this is a search bar labeled 'Search Topics'. On the left side, there is a sidebar menu with options: Overview, Bookmarks, Course Schedule (with a '1' badge), Table of Contents (with a '7' badge), Course Information (with a '5' badge), Module 1 (with a '1' badge), Module 2 (with a '1' badge), and Example Module. At the bottom of the sidebar, there is a button labeled 'Add a module...' which is highlighted with a red arrow. The main content area is titled 'Example Module' and includes options for 'Add dates and restrictions...', 'Add a description...', and a 'Published' status. There are also buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. A dashed box indicates a drag-and-drop area for files, and a text input field labeled 'Add a sub-module...' is visible below it.

4. Click new



The screenshot displays the course management interface for "Course Sample 2100". The top navigation bar includes "Course Home", "Content", "Resources", "Communications", "Assessments", "Edit Course", and "Help". The user is identified as "EUP Assistant 02".

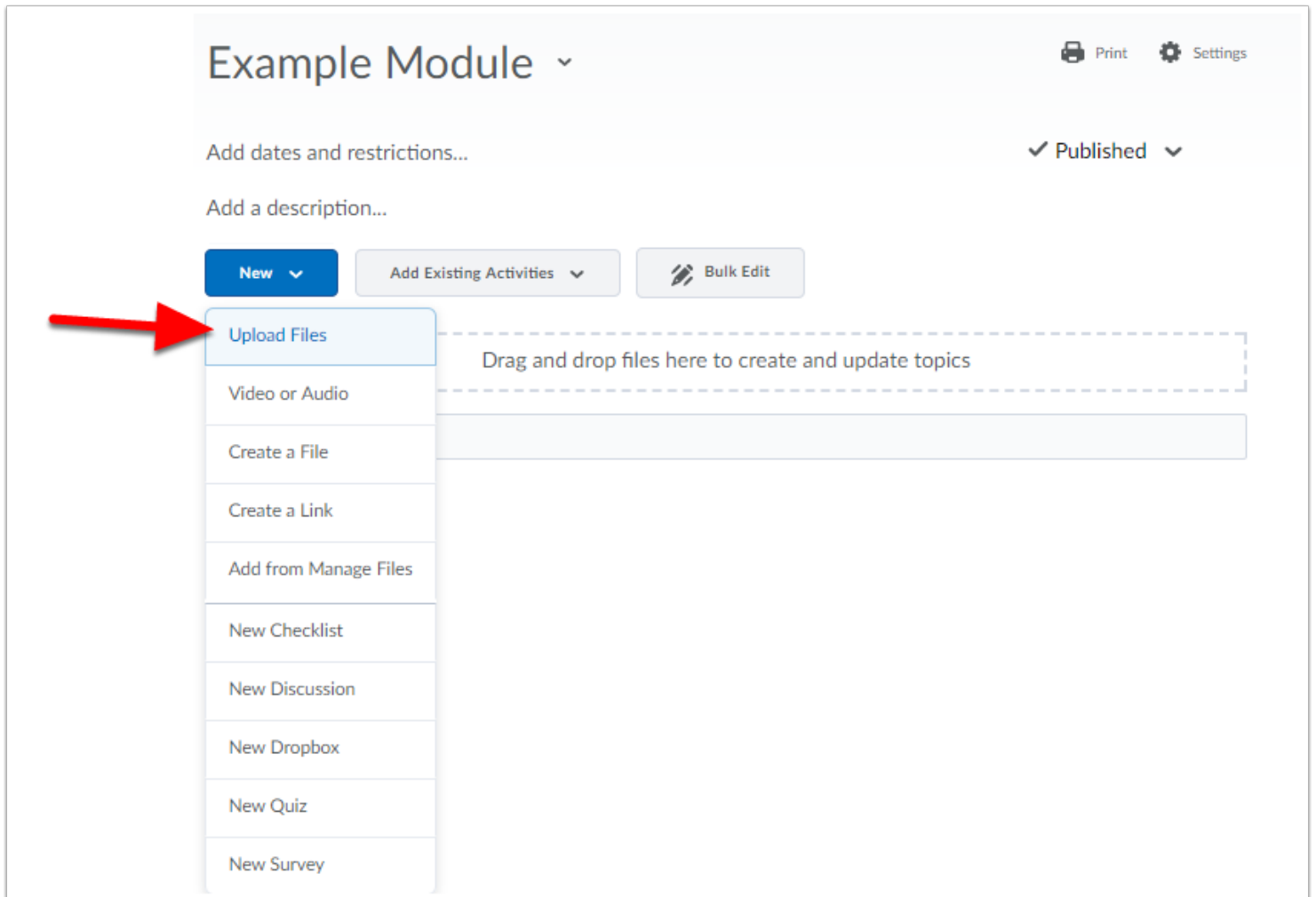
The main content area is titled "Example Module" and includes the following elements:

- A search bar labeled "Search Topics".
- A "Print" button and a "Settings" button.
- A "Published" status indicator with a dropdown arrow.
- Options to "Add dates and restrictions" and "Add a description".
- A "New" button (highlighted with a red arrow), an "Add Existing Activities" button, and a "Bulk Edit" button.
- A dashed box containing the text "Drag and drop files here to create and update topics".
- An "Add a sub-module..." input field.

The sidebar on the left contains the following navigation options:

- Overview
- Bookmarks
- Course Schedule (1)
- Table of Contents (7)
- Course Information (5)
- Module 1 (1)
- Module 2 (1)
- Example Module
- Add a module...

5. Click Upload Files

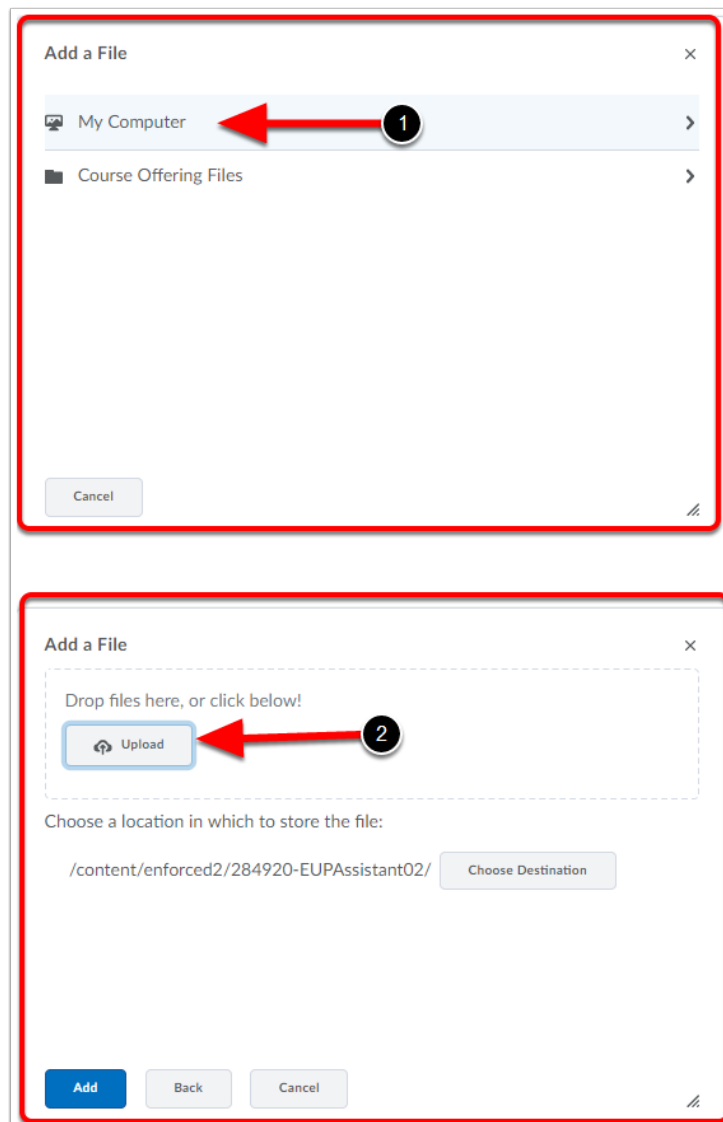


The screenshot shows a course management interface for an "Example Module". At the top right, there are "Print" and "Settings" icons. Below the module title, there are options to "Add dates and restrictions..." and "Add a description...". A status indicator shows "Published". A "New" dropdown menu is open, with a red arrow pointing to the "Upload Files" option. Other options in the menu include "Video or Audio", "Create a File", "Create a Link", "Add from Manage Files", "New Checklist", "New Discussion", "New Dropbox", "New Quiz", and "New Survey". A dashed box highlights a drag-and-drop area with the text "Drag and drop files here to create and update topics".

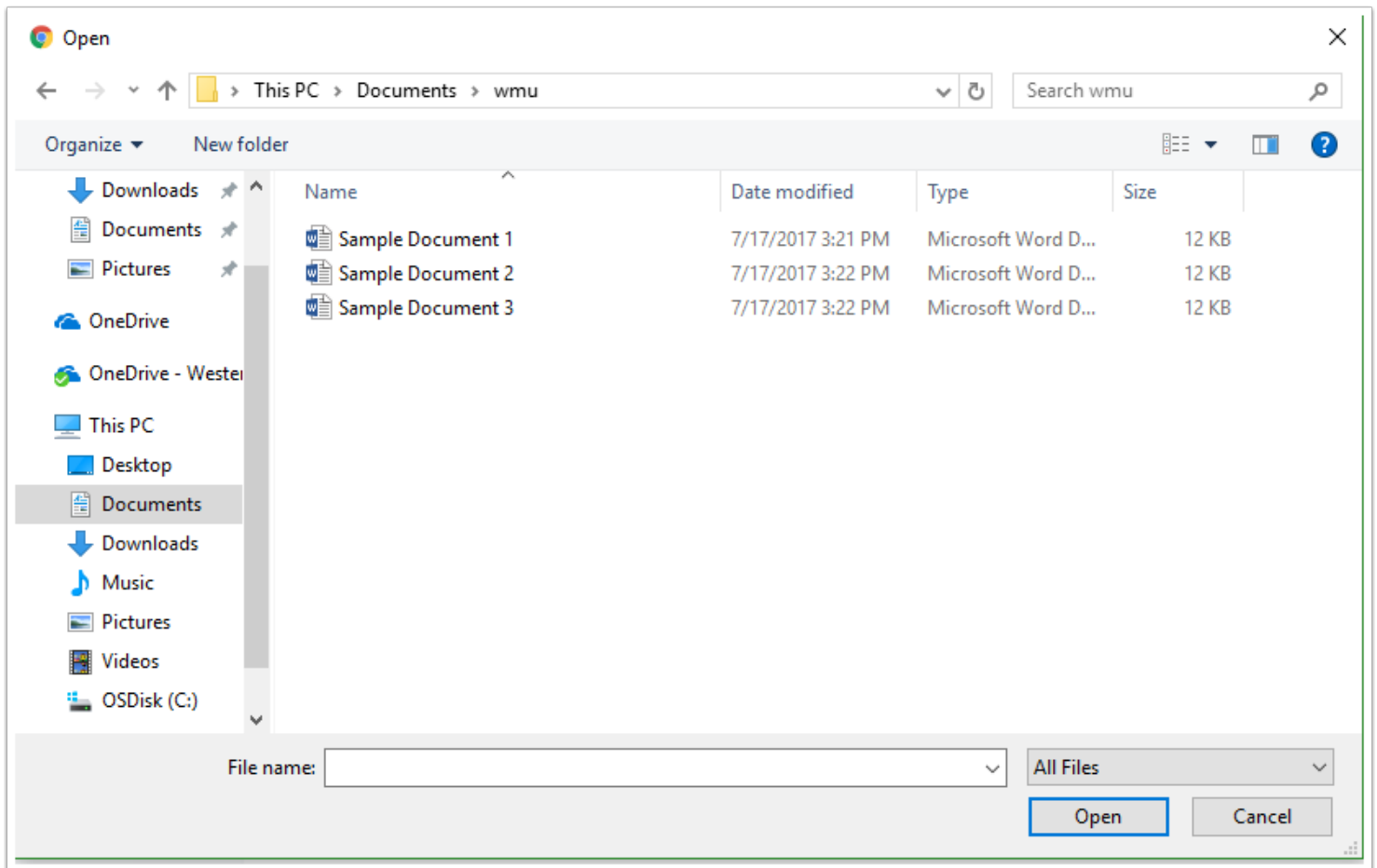
6. Click Upload

A new box will appear.

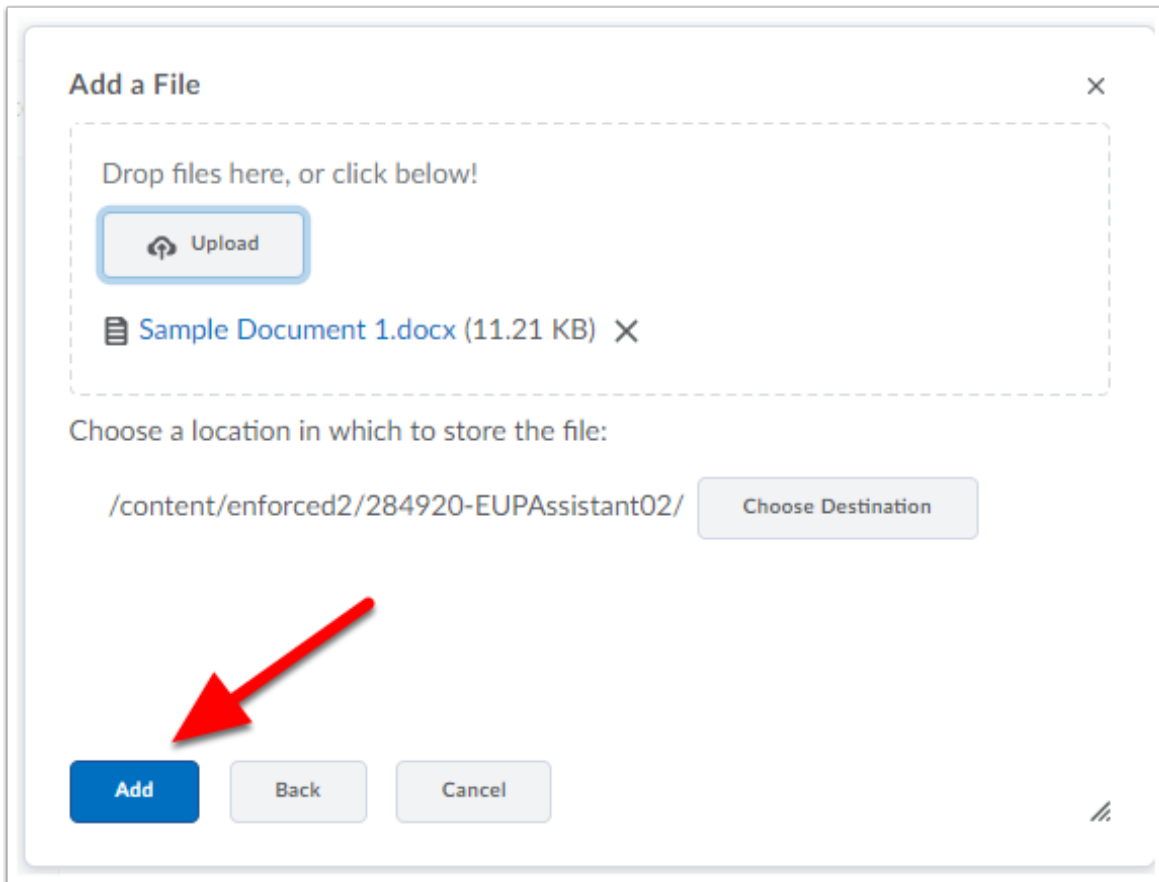
1. Choose the folder location from which you would like to upload
2. Click Upload



7. Select your file

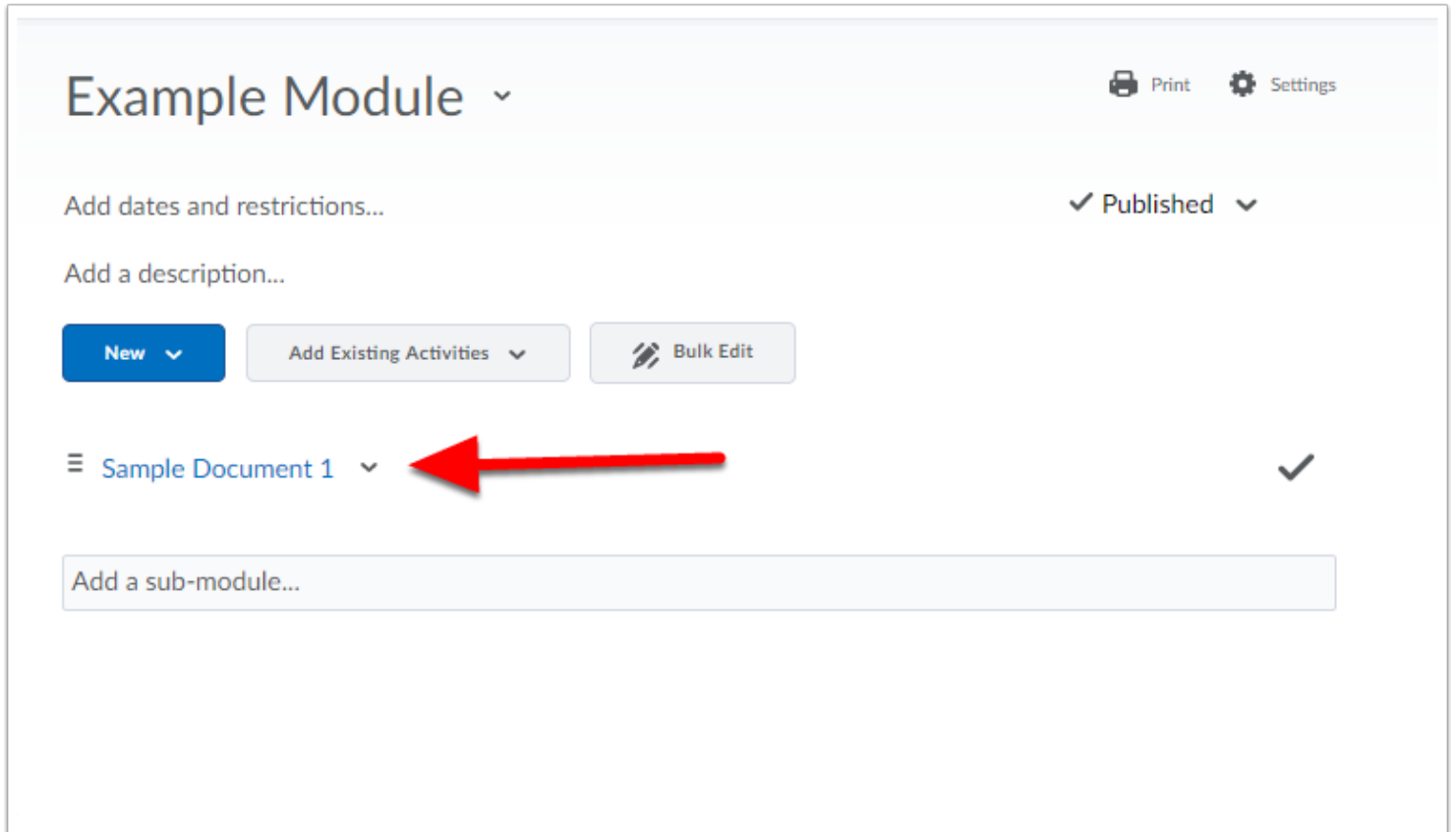


8. Click Add



9. Your file has been added.

Click the name of the file to view it



The screenshot displays a user interface for managing content. At the top left, the title "Example Module" is shown with a dropdown arrow. To the right are "Print" and "Settings" icons. Below the title, there are options to "Add dates and restrictions..." and "Add a description...". A status indicator shows "Published" with a checkmark and a dropdown arrow. A row of buttons includes "New" (blue), "Add Existing Activities" (grey), and "Bulk Edit" (grey). Below this, a list item "Sample Document 1" is shown with a menu icon on the left and a checkmark on the right. A large red arrow points to the text "Sample Document 1". At the bottom, there is a text input field labeled "Add a sub-module...".