

How to store documents in Files

An instructor uploads documents from their computer (or any external storage space) to the **Files** storage container within a course.

- At ISU, each course is allotted 5G of storage space.
- The Files link in the Course Menu is typically hidden to students to prevent direct access. **** This is recommended!**
 - **To edit visible Course Menu links**, go to Settings > Navigation tab on top menu bar > drag links between upper and lower tables such that links that should be visible to students are in top table > scroll to bottom of screen > click Save.



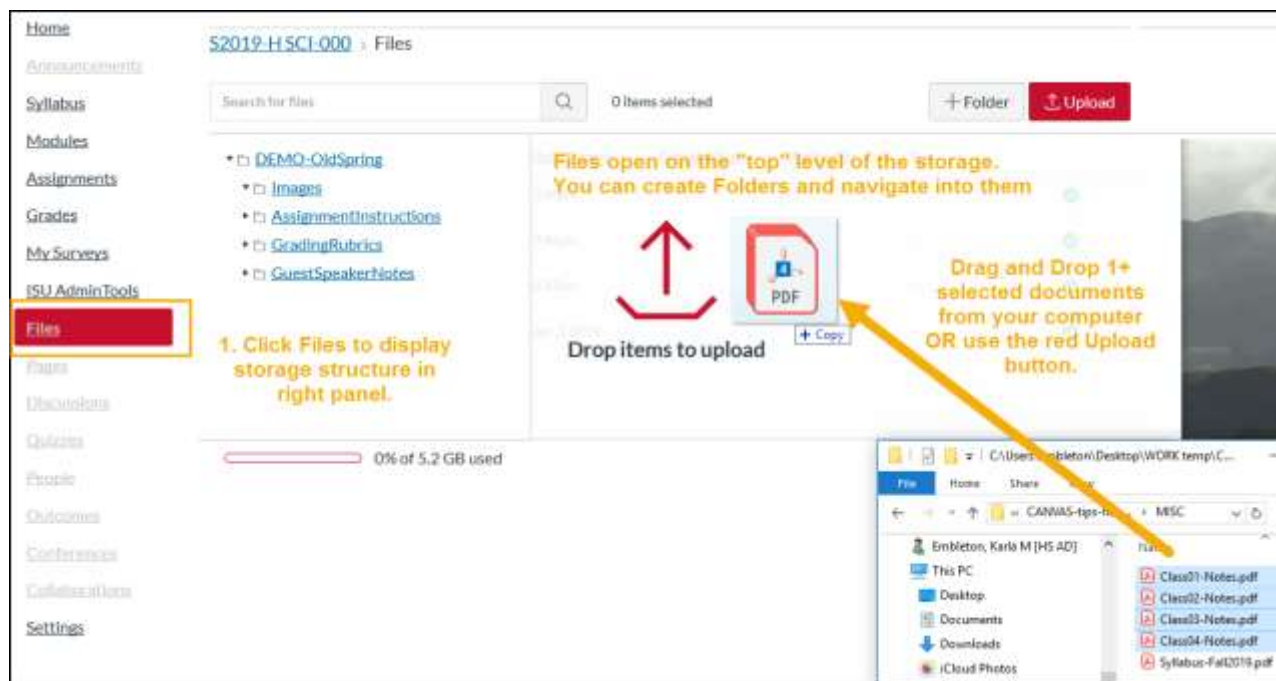
The instructor can add a link to a stored document any time the text editor is available (Page, an Assignment description, Announcement, Discussion, or Quiz question) and in a Module.

- A link to a document will only work if both the document and its storage Folder are published.
- Do not build links to documents stored in a different course's Files storages: such links will not work for students though they may appear to work for the instructor.
- If an instructor chooses to display the Files link in the Course Menu, they can selectively publish items or add a time based release rule to any file to restrict access.



How to store a document into Course Files:

1. Click the Files link in the Course Menu. The Files storage container opens in the right panel.
2. If desired, create one or more Folders within the storage space. A folder can have subfolders.
3. Either use the red Upload button to find and upload documents from your computer, or simply drag and drop the desired documents to the File storage space.
 - You may need to hover on the right panel for a few seconds, with the mouse in the center top of space, before the "Drop items to upload" icon appears. The drag/drop transfer will not work until this prompt appears.



Updating documents stored in Files:

You cannot edit the stored documents in Canvas. You must go back to the original document on your computer, edit and save it, then reload it.

In order to keep any course links to the stored document working and to reduce clutter in your Files storage are, follow these two rules:

1. Do not change the name of the document - the revised document must have **exactly** the same name as the original.
2. Upload and store the revised document in the **same location** as the one you are replacing.

If you have followed these 2 rules, then when you upload the revised file, you will be asked whether you wish to replace the original. ... If you are not asked this, stop the upload because you are adding a second copy, not overwriting the original file. This can lead to many errors and course management problems.