

HuskyCT User Guide: Adding a File to a Content Area or Folder

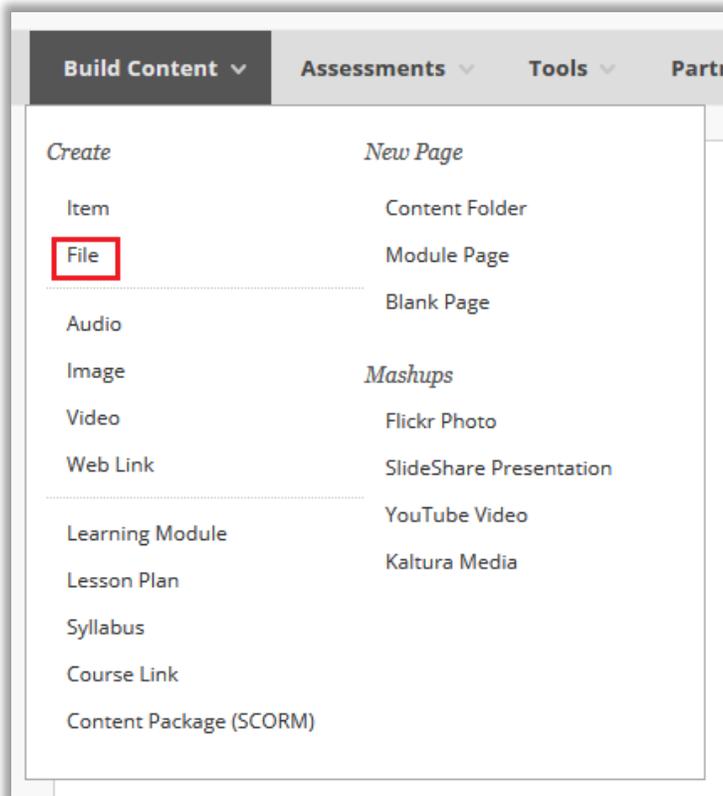
Navigate to the Content Area or Folder where the content will be added



Course Materials ▾

Course Overview and Syllabus [edit] [grid]

Course Materials [grid] ▾



To add a file that you have created, click on the "Build Content" button, then on "File"

Click on "Browse My Computer" and select the file to be added to the Content Area or Folder

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Yes to display it as a separate piece of content with no Course page heading.

* Name

Color of Name Black

* Find File

The file name will appear at the bottom. Enter a name for the link. This name does not need to match the file name

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse**. Yes to display it as a separate piece of content with no Course page heading.

* Name

Color of Name Black

* Find File

Selected File

File Name	New File.docx
File Type	DOCX

(Optional): Click on "Yes" next to "Open in New Window"

FILE OPTIONS

Open in New Window Yes No

Add alignment to content Yes No

Click Submit



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Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.