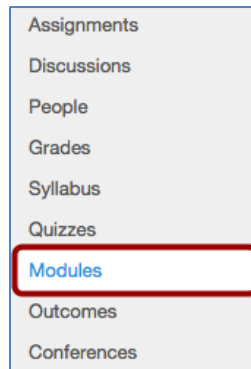


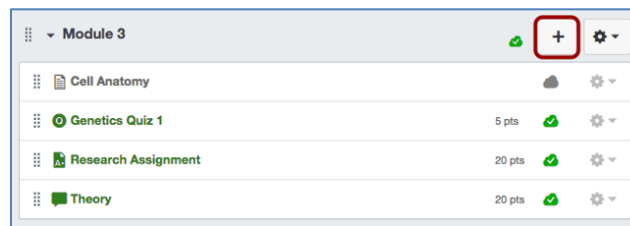
How do I add my file to a Module?

You can add an item to multiple modules or multiple iterations of an item to one module.

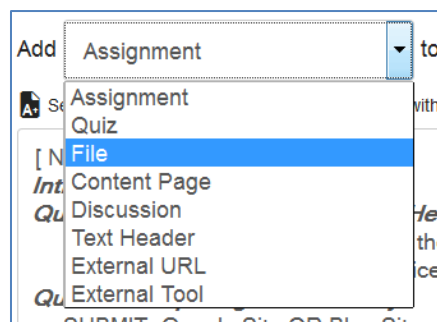
Open Modules - In Course Navigation, click the **Modules** link.



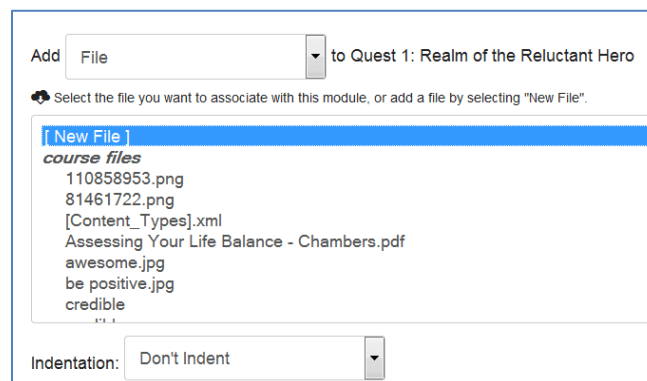
Add Content - Click the **Add Item** button. 



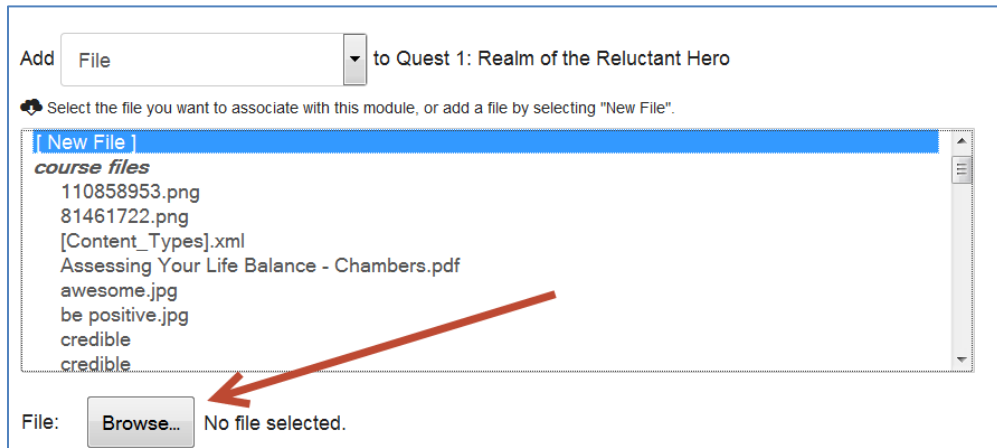
Add Item to Module – Use the dropdown box to select “file”



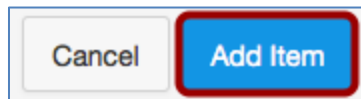
Select Item – select “new file”



Browse for your file (you will need to save any attachment received in email prior to this step)



Add Item – Click add item at the bottom of the box



View New Item in Module & publish it

View the selected module item [1]. To publish a new module item, click the unpublished icon [2]. The hover text will confirm you want to publish the module item [3].

