

## Uploading Content to Home Page in Online Course

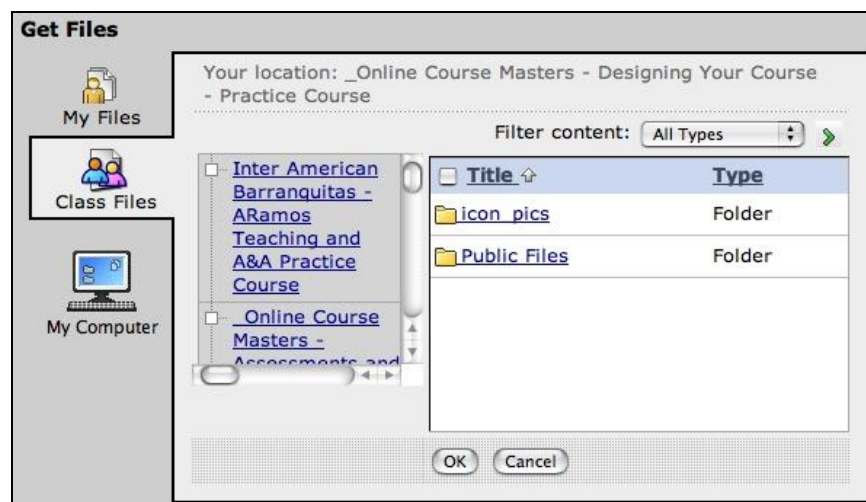
Any file type can be added, including HTML, word processing documents, text files, images, and PowerPoint® presentations. Your students may require appropriate software to view the file if it is not in HTML format.

⇒ To add a file to the Home Page:

1. From Home Page, click **Add File**. The Add File menu appears.



2. Choose *Browse for Files*. The File Manager appears.



3. Click **My Computer**. Your computer's file browser appears.

**Note:** You may also select files that already exist in File Manager rather than browsing your local computer.

4. Double-click the desired file (or select the file and click Open). The file automatically uploads and appears as a link on the Home Page.