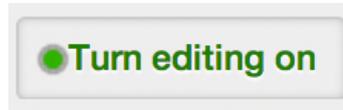


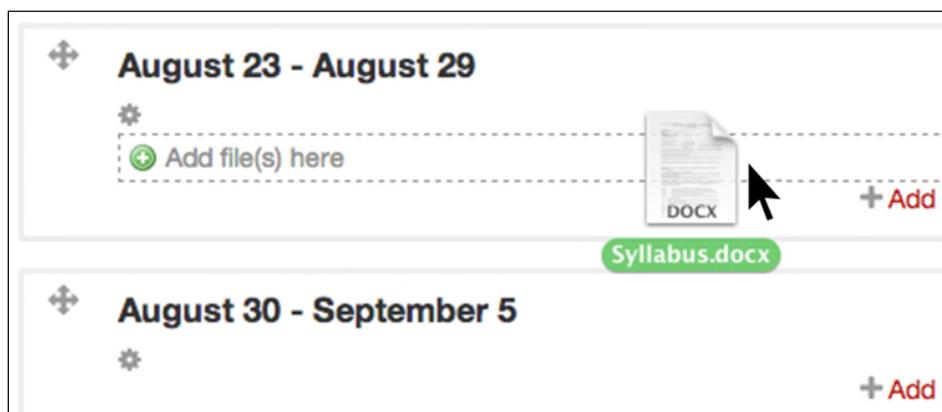
Sharing Files

Drag and Drop

1. Turn editing on



2. Drag the file to the area on Scholar where you want it to appear. The “Add file(s) here” box appears when the file is hovering over the webpage. Note that you can only drag and drop a file to the end of a section. Once it appears on the page, you can move it to a position higher up in the section.



Alternative:

1. Turn editing on

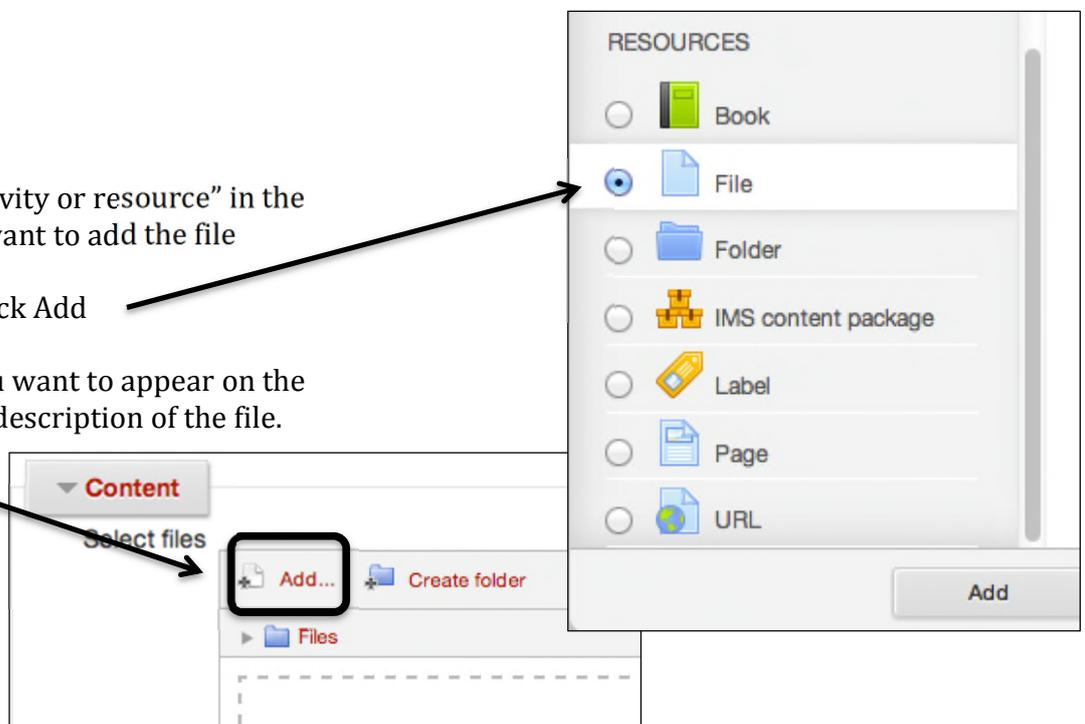
2. Click “Add an activity or resource” in the area in which you want to add the file

3. Select File and click Add

4. Enter the text you want to appear on the Scholar page and a description of the file.

5. Click “Add...”

6. Make sure “Upload a file” is selected on the left. Click “Choose File” in the center.



Tips for Sharing Files

Remember that in order for students to be able to open a file, they usually need the same program that was used to create it. That is, if you share your syllabus as a Word file and one of your students does not have a version of Word that's as recent as yours, that student will not be able to open the file.

Consider saving Word documents as PDF files. To do this, use the "Save as" option instead of "Save." Then change the format of the file from "Word" to "PDF."

If you want students to be able to edit Word documents that you have uploaded to Scholar, consider first saving the file as a .doc file rather than a .docx file. That will save the file so that it can be opened by older versions of Word.

PowerPoint files *can* be uploaded as ppt files. If students do not have a copy of PowerPoint, they can download the free PowerPoint Viewer. The viewer lets people open, view, and print PowerPoint files, but does not let them edit those files.