



# iLearn: Updating a File in Content through Manage Files

Center for Innovation in Teaching and Learning

## Updating a File in Content through Manage Files

Updating a file through the Manage Files folder rather than replacing it directly in Content will maintain any existing links to that file. For example, if a file is linked in an Announcement, replacing it in Manage Files will automatically update the link in the Announcement.

*Note: The updated file must have the exact same name and file format as the original uploaded to iLearn.*

In this example, the file is titled "Original File 02.03.2025."



Figure: Original File Example

1. Click **Course Management** on the course navigation bar.
2. Select **Manage Files**.
3. Navigate to the folder where the original file was uploaded, click **Upload**, and select the updated file from device/computer.

In this example, the original file is located in the “/content/enforced/...” folder, which is where most files uploaded through Content are stored. *(Reminder: The updated file must have the **exact same name and file format** as the original file uploaded to Brightspace)*

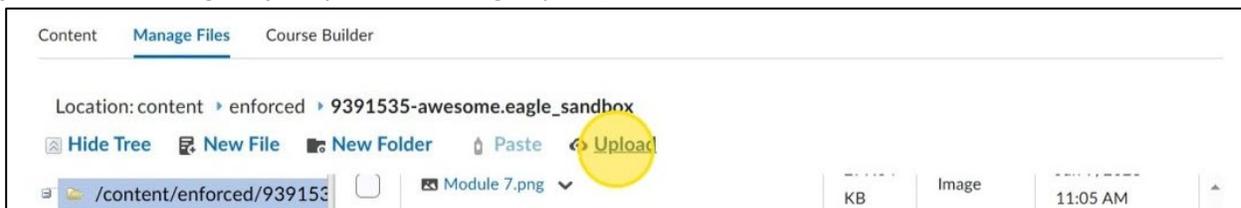


Figure: Under the Manage Files tab, upload the updated file.

4. Drag and drop or upload the new document, then click **Save**.

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5. Click the checkbox to confirm file replacement.

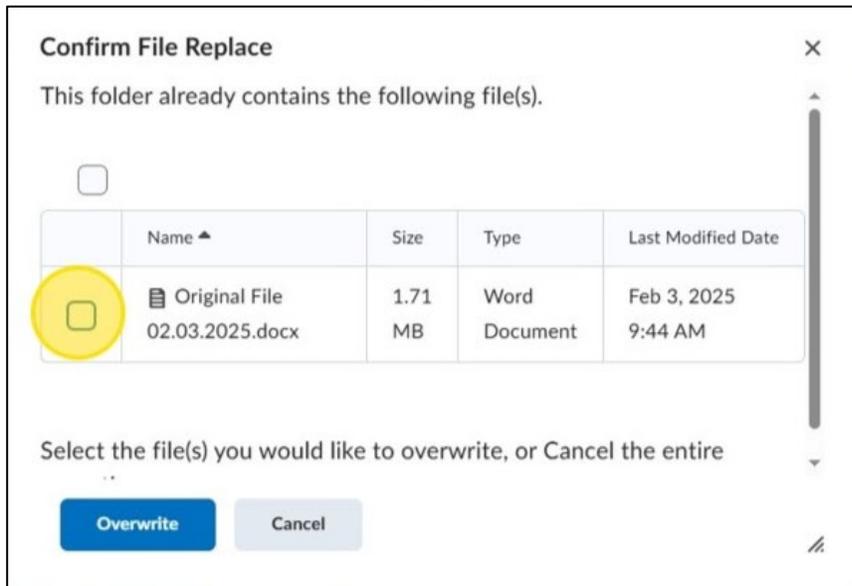


Figure: Acknowledgement of file replacement

6. Click **Overwrite**.  
*Note: By choosing Overwrite you are deleting the original version of the file from the Manage Files folder. We recommend saving a backup of the original file in case you ever need it.*
7. Click **Content** to return to the module content.
8. Click topic link.
9. The file and all associated links now open the updated version.

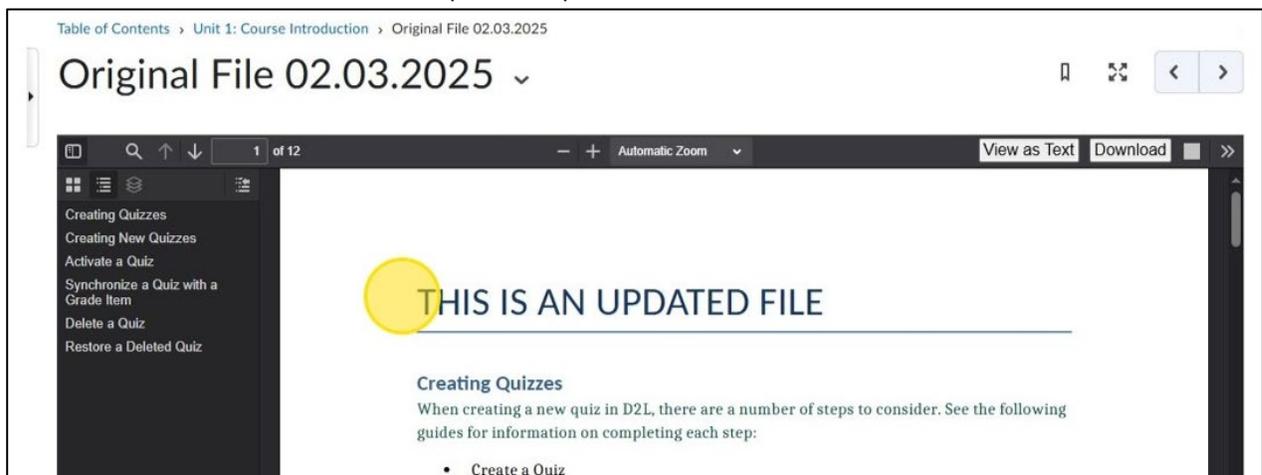


Figure: Example of updated file