



iLearn: Uploading Files

Center for Innovation in Teaching and Learning

Uploading Files in Content

Files uploaded to Content can be viewed and downloaded by users. D2L supports common file types like PDF, DOC, DOCX, PPT, and PPTX, which are displayed in a built-in document viewer.

Note: A module *must* be created before files can be added.

Upload Files

Drag and Drop from Device

1. Click **Content** in the course navigation bar.
2. Navigate to the module/submodule the file will be located.
3. Drag the file from your device and drop it in the Content section.

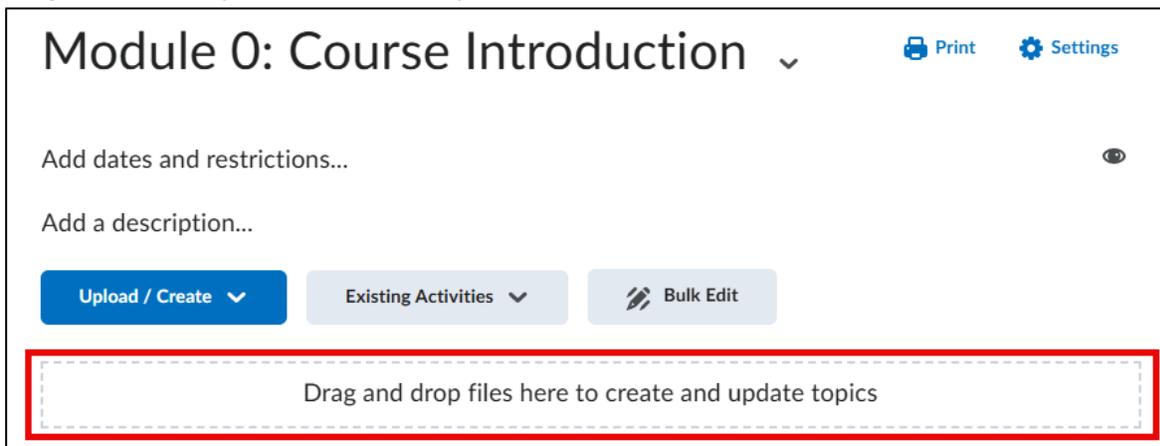


Figure: Drag and drop files under a module to create and update topics.

4. The file will immediately be added as a topic. Click the topic's title to view the file, or click the down arrow to edit, hide, change, download, move, or delete the file.

Upload/Create

1. Click **Content** in the course navigation bar.
2. Navigate to the module/submodule the file will be located.
3. Click **Upload/Create** [1].
4. Select **Upload Files** [2].

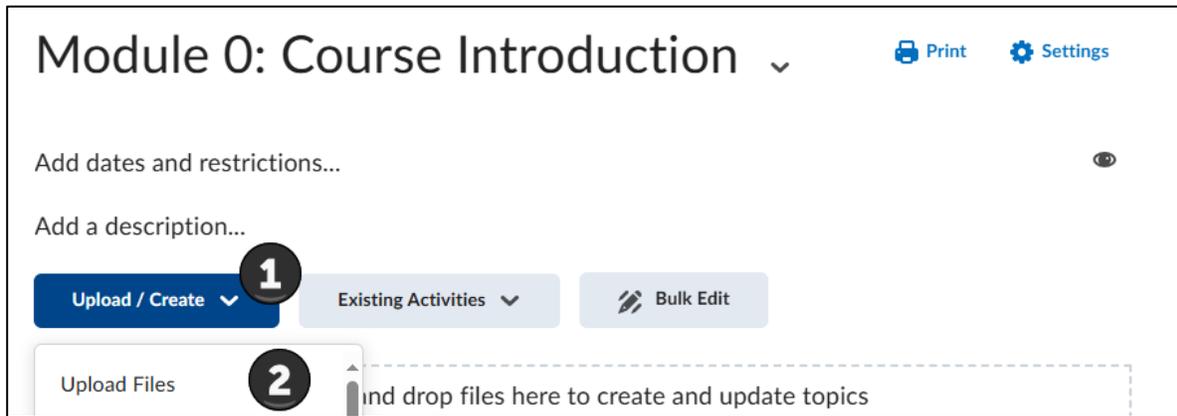


Figure: Select Upload Files under Upload/Create.

5. Choose the device/software where the file is located.
 - **My Computer:** Files located on your device (Option to drag and drop)
 - **Course Offering Files:** Files currently stored in the course's files
 - **Public Files:** Files available for the entire university
 - **Google Drive:** Linked to the instructor's Google Drive (requires log-in)

Note: Instructors are able to add more than one file at a time.

6. Click **Add**.

Upload Files from Microsoft OneDrive

Files can be uploaded from Microsoft OneDrive directly into a module, creating a live link to the web-based version of the document. Any changes made in Microsoft are instantly reflected in the linked file within the course. A Microsoft account is required to use OneDrive, so a TnTech email address can be used for access.

1. Click **Content** in the course navigation bar.
2. Navigate to the module/submodule the file will be located.
3. Click **Existing Activities** [1].
4. Select **OneDrive** [2].

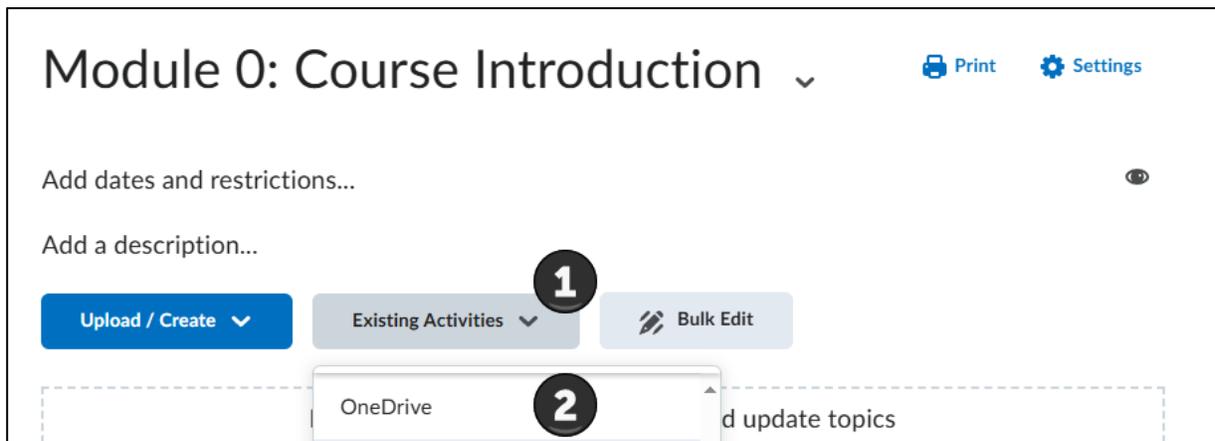


Figure: To use OneDrive files, click Existing Activities.

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5. Click **Continue to OneDrive** and log in with your SSO (if prompted).
6. Select the file to add.
7. Click **Select**.

Notes for OneDrive:

- *To link a OneDrive file, instructors must be the file's **original owner**. If the file was shared or downloaded, OneDrive will instead link to the entire folder, respecting its sharing permissions.*
- *By default, files are set to "Read Only."*
- *Topics/Files added by OneDrive will open as an external resource in a new tab.*