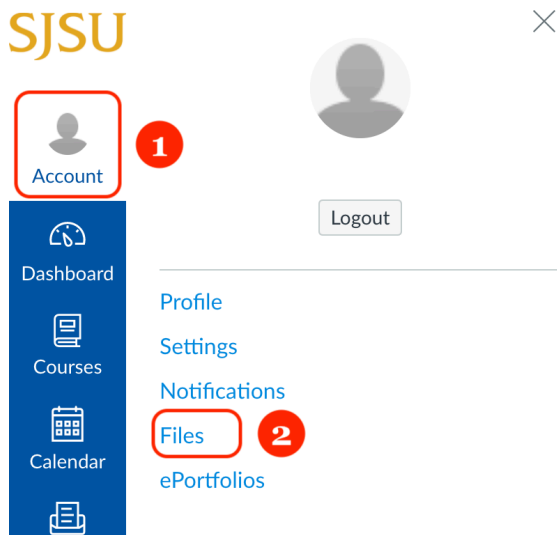


Upload Files

Upload Personal File

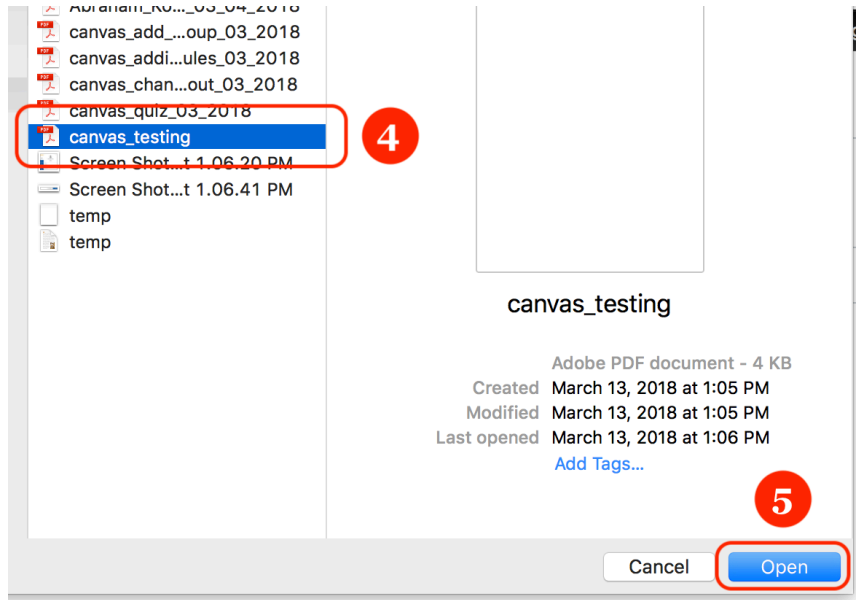
- Step 1: Choose Account on the left bar.
- Step 2: Click on “Files”.



- Step 3: Click “Edit Profile” on the top right corner.

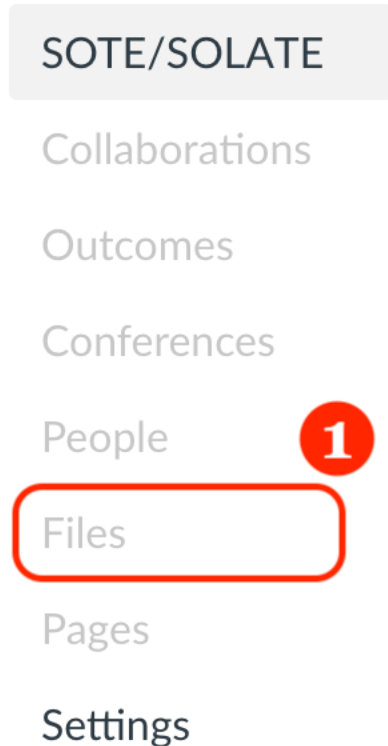


- Step 4: Pick the file you want to upload.
- Step 5: Click “Open”.



Upload Course File

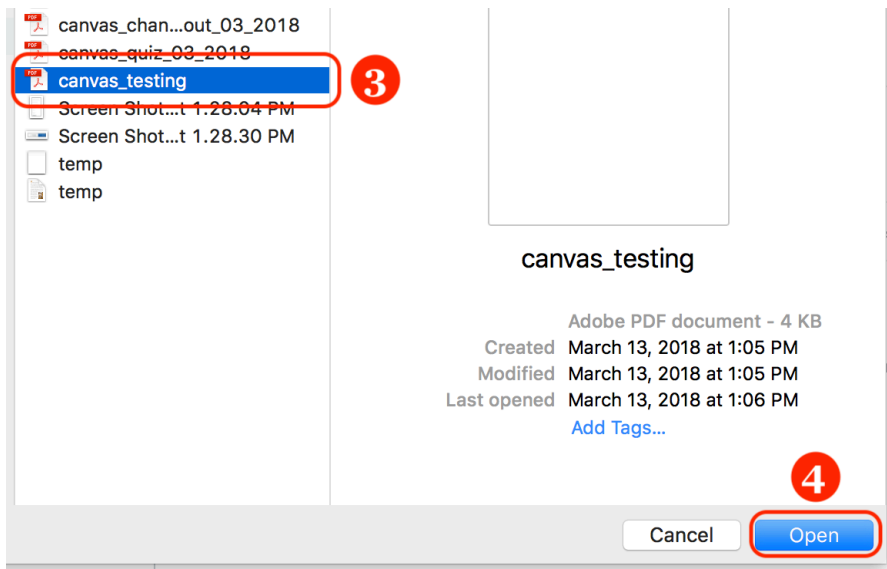
- Step 1: Choose Files on the second left bar.



- Step 2: Click the “Upload” button on the top right corner.



- Step 3: Pick the file you want to upload.
- Step 4: Click “Open”



Organize File

Instructors can choose course structures by weeks, units, or topics in Files. A well-organized files structure would benefit both students and instructors to add or to search files quickly.

