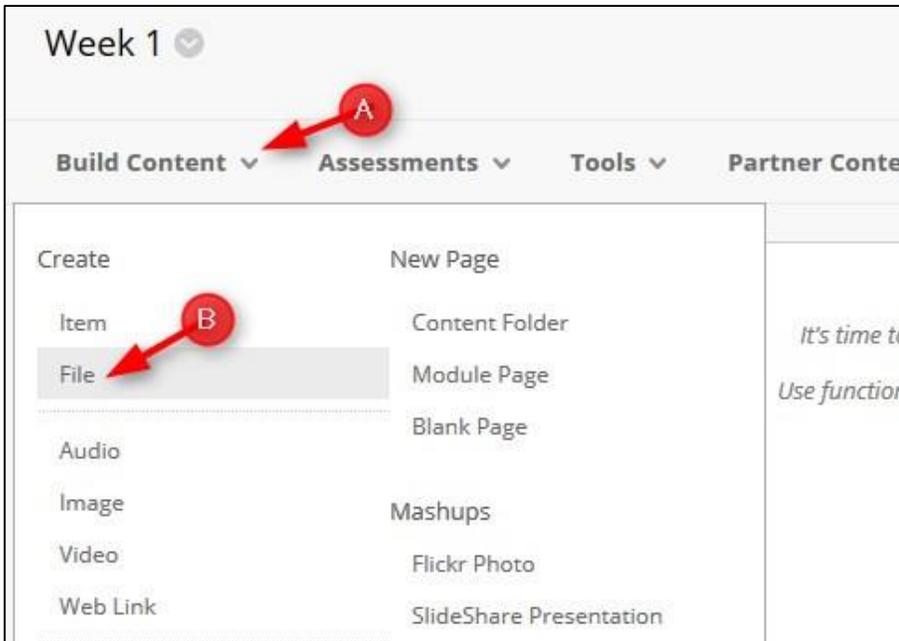# Adding Institution Files

You can add Institutional files to your course. Institutional files are files that are available to the entire college and can be added to any course. One example is the most current version of the master and course syllabi.
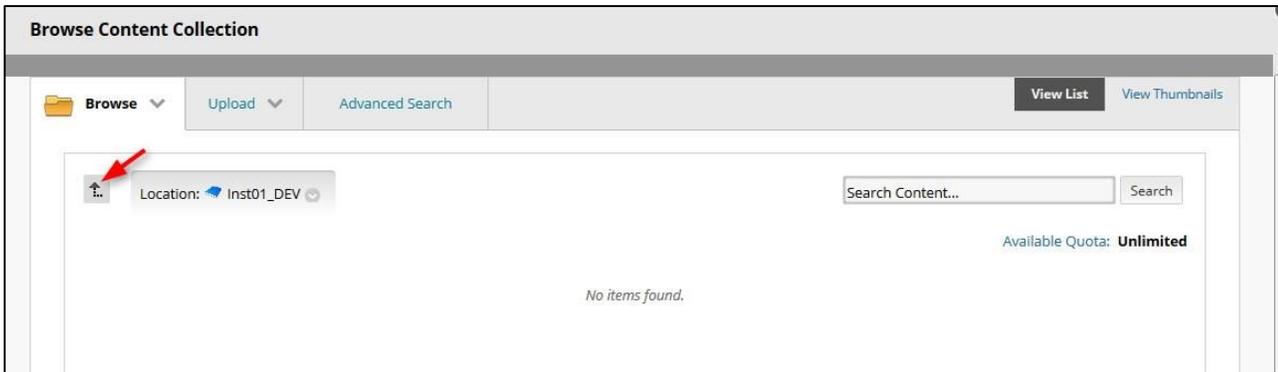
Directions:

1. Go to the location you want to place the file, click **Build Content** and then click **File**.
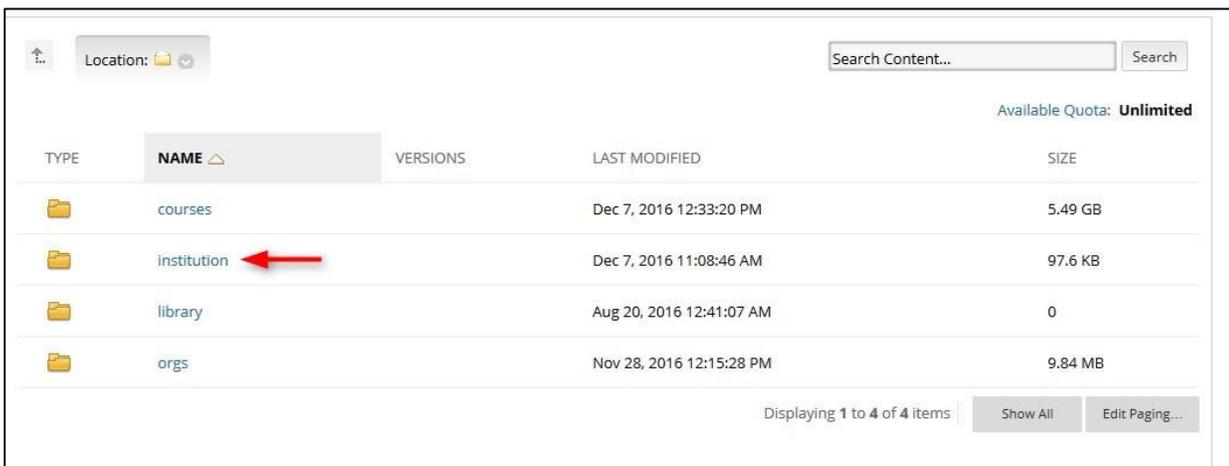

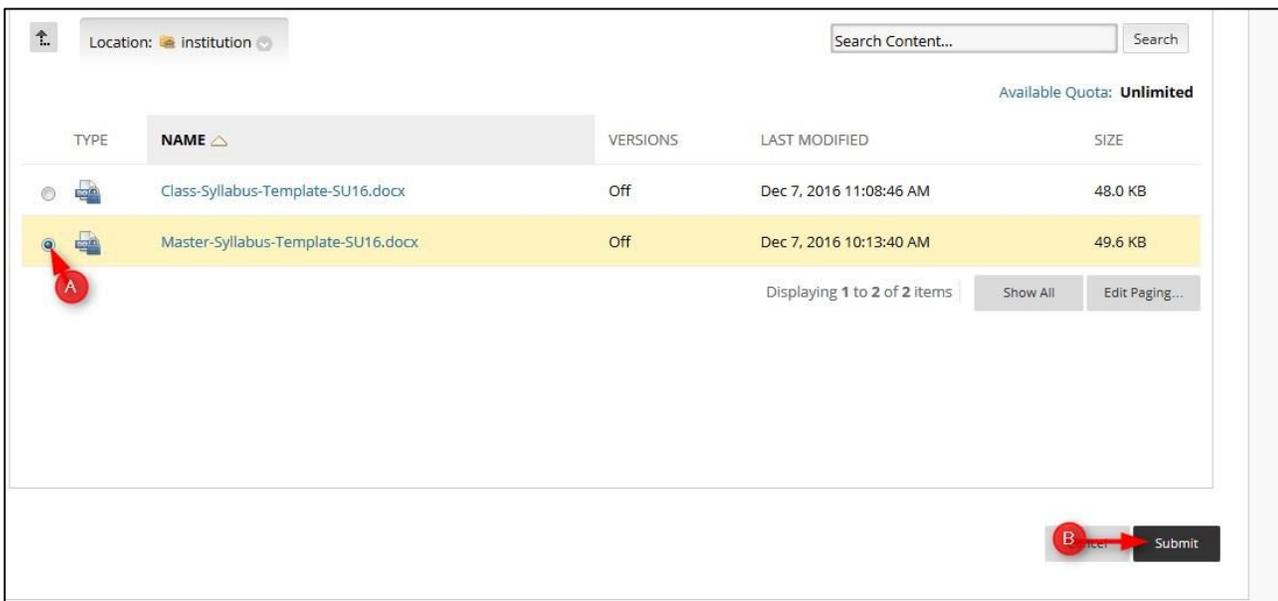**2.** Type the **name** for the file and then click **Browse Course.**
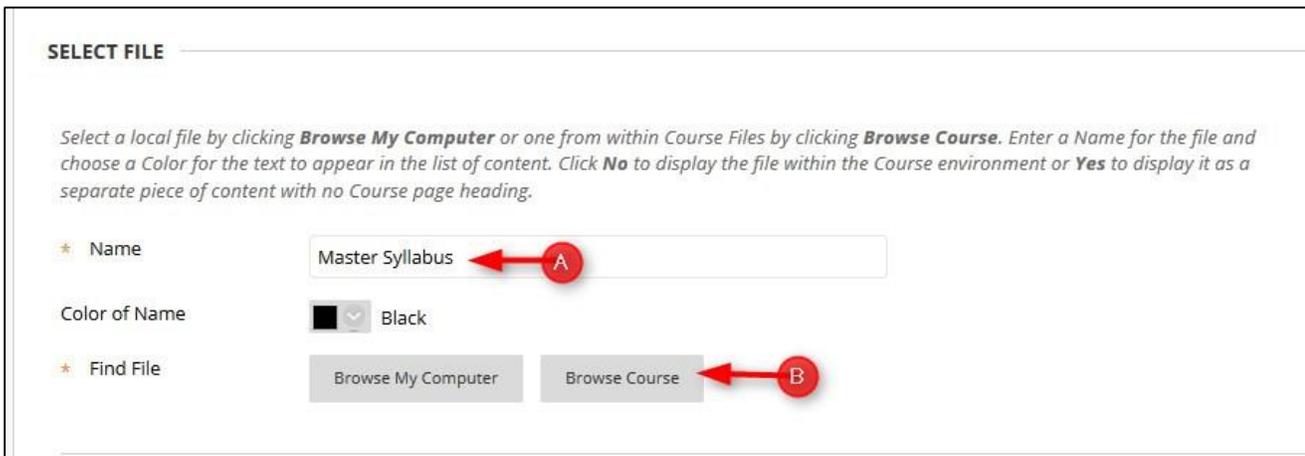
3. Click the **Up Arrow** <mark>TWICE</mark> to see the Institution Folder.

4. Click **institution.**

5. Click the **radio button next to the file** and then click **submit**

6. After you set all the options for this file and then click **Submit**

SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a Name for the file and choose a Color for the text to appear in the list of content. Click **No** to display the file within the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

* Name	Master Syllabus	
Color of Name	■ ⌄ Black	
* Find File	Browse My Computer	Browse Course
Selected File	File Name	**Master-Syllabus-Template-SU16.docx**
	File Type	**DOCX**
	Select a Different File	

FILE OPTIONS

Open in New Window	○ Yes ● No	
Add alignment to content	○ Yes ● No	

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel → Submit