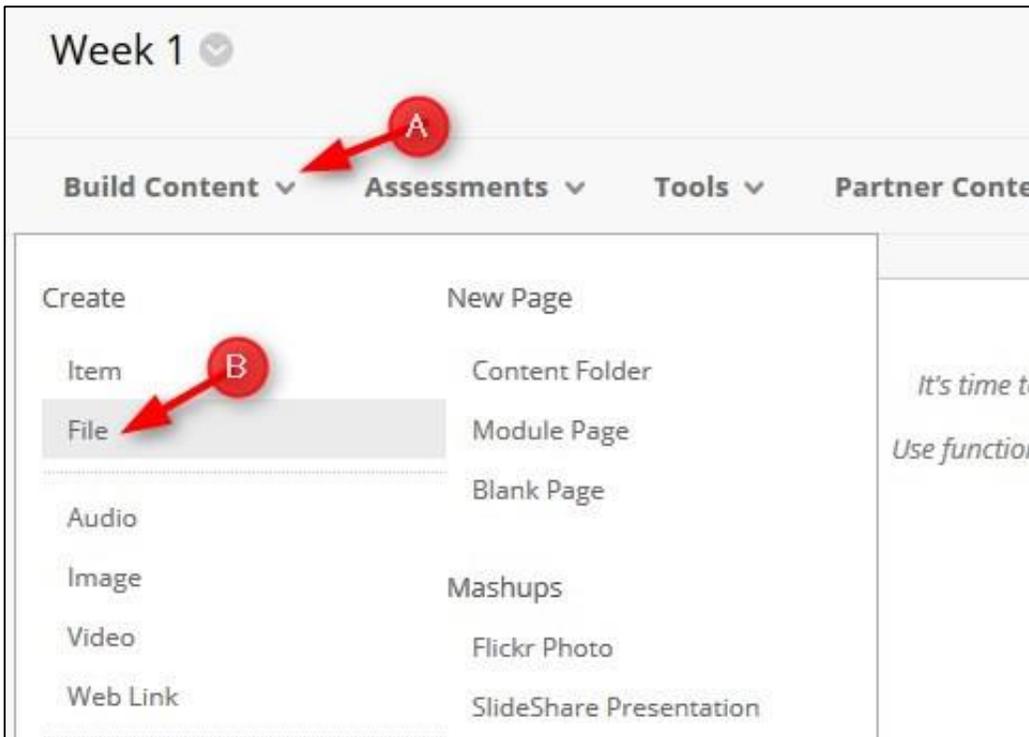


Adding a File from Another Course

You can add content from another course.

Directions:

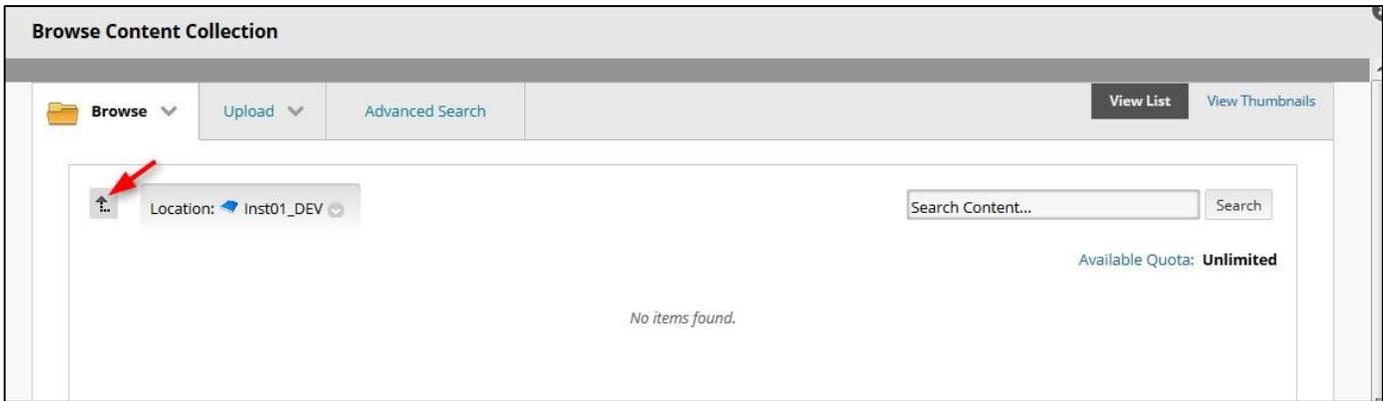
1. Go to the location you want to place the file, click **Build Content** and then click **File**.



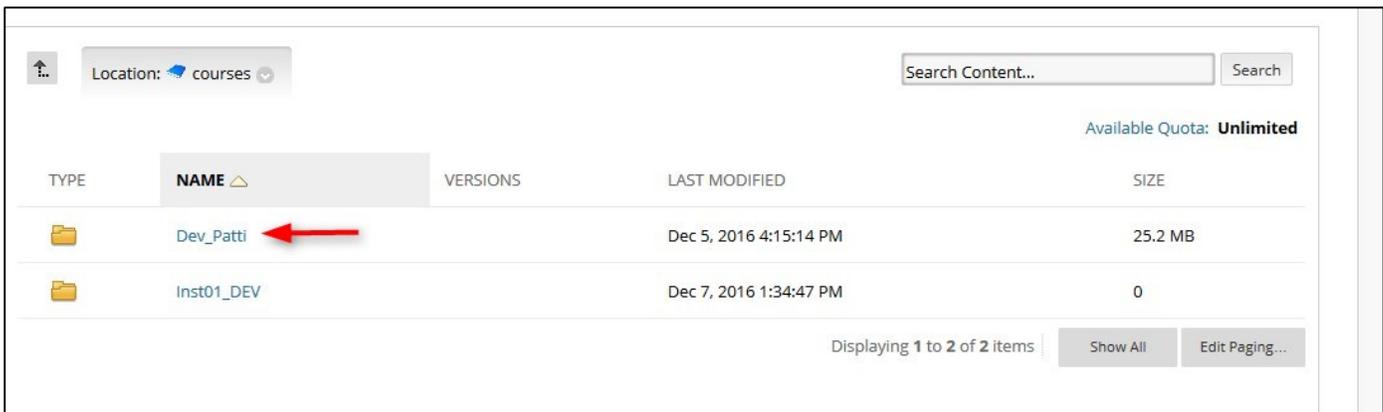
2. Type the **name** for the file and then click **Browse Course**.

A screenshot of a "SELECT FILE" form. At the top, it says "SELECT FILE" followed by a horizontal line. Below that is a paragraph of instructions: "Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter a color for the text to appear in the list of content. Click **No** to display the file within the Course environment separate piece of content with no Course page heading." Below the instructions are three fields: "Name" with a text input field containing "Chapter 1 PDF File" and a red circle labeled "A" pointing to it; "Color of Name" with a color selection dropdown menu set to "Black"; and "Find File" with two buttons: "Browse My Computer" and "Browse Course", with a red circle labeled "B" pointing to the "Browse Course" button.

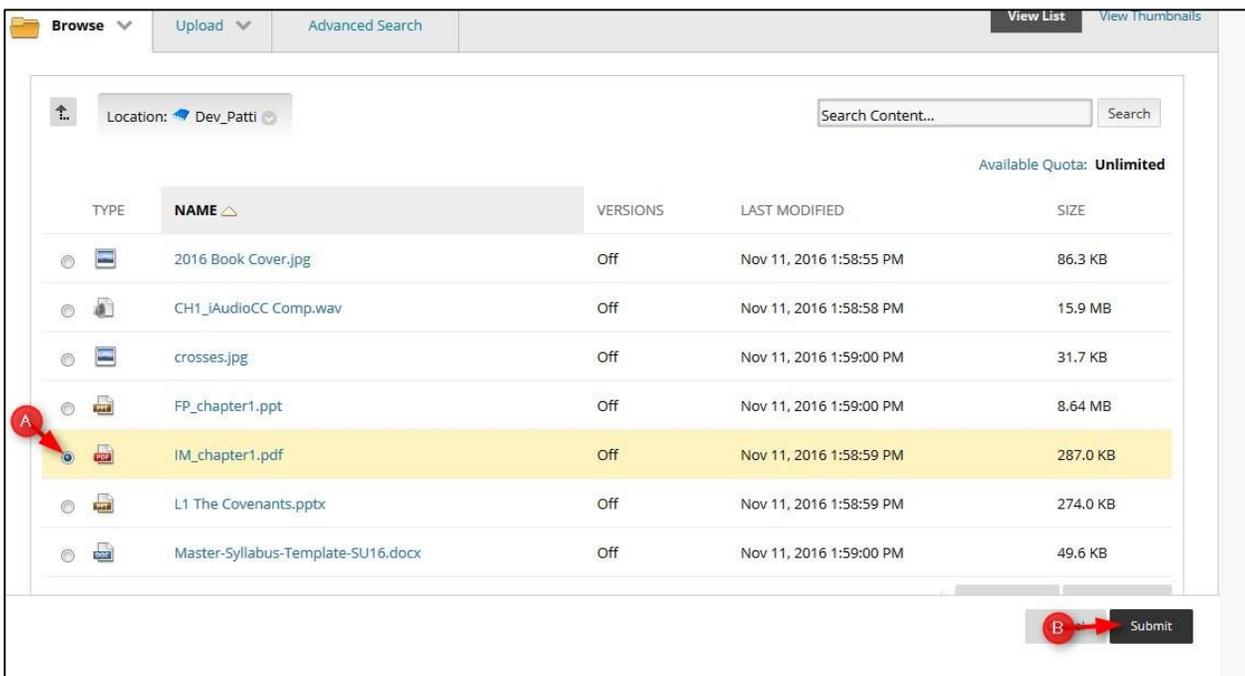
3. Click the **Up Arrow** to see the list of all your courses.



4. Click the **course** that has the content you want.



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



6. After you set all the options for this content item, 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

Color of Name Black

* Find File

Selected File

| | |
|-----------|------------------------|
| File Name | IM_chapter1.pdf |
| File Type | PDF |

FILE OPTIONS

Open in New Window Yes No

Add alignment to content Yes No

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