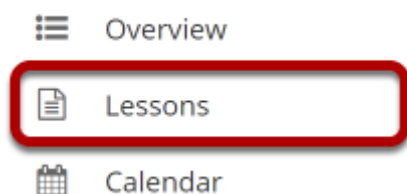


How do I add a file from Resources to a Lessons page?

Instructors can upload files or link to existing Resources on a Lessons page.

Go to Lessons.

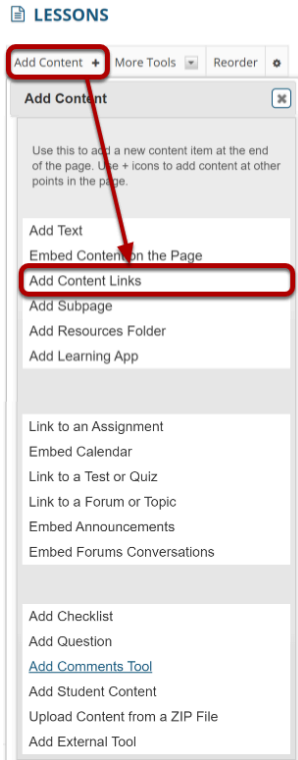


Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

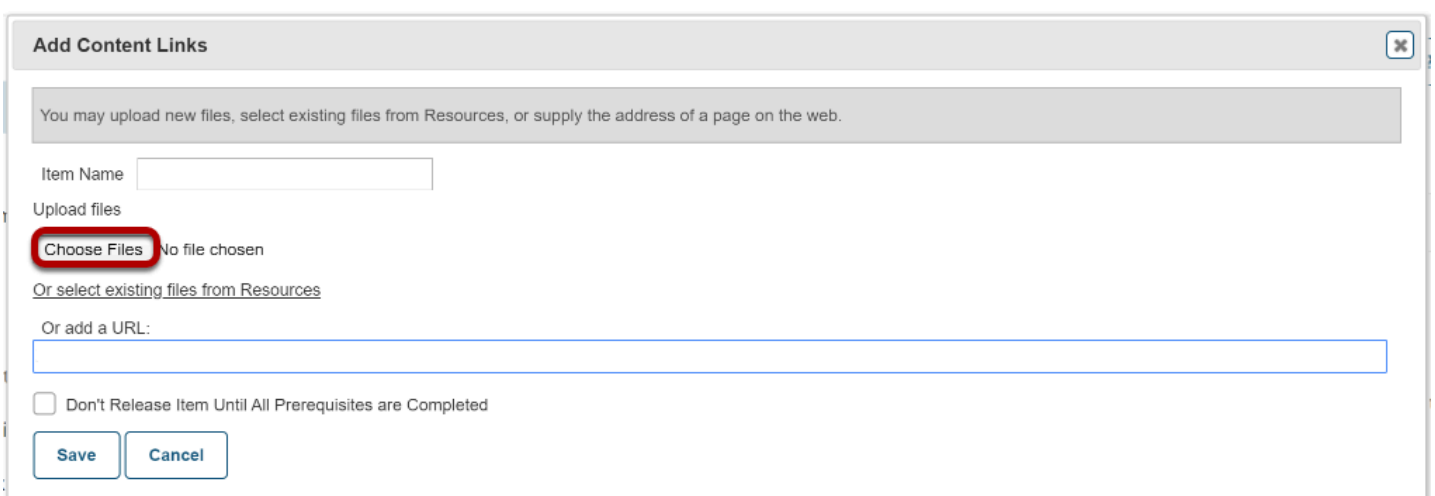
To upload a new file:

Click Add Content, and then select Add Content Links.

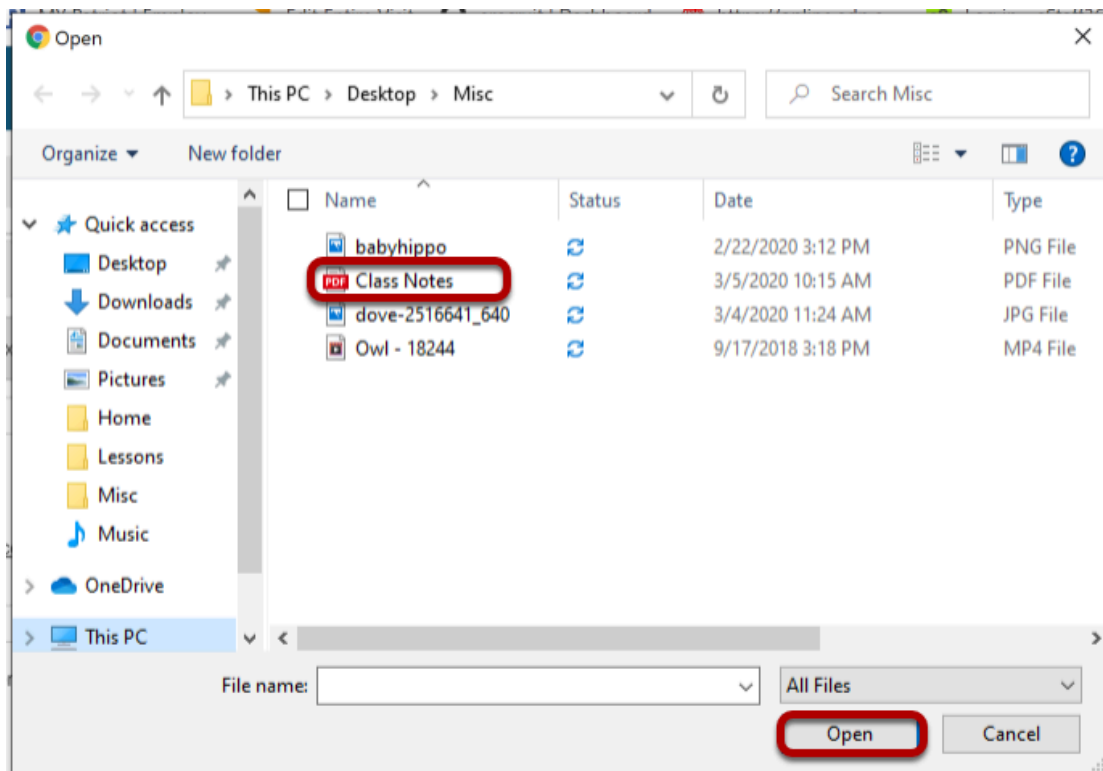


From the **Add Content** drop-down menu, select **Add Content Links**.

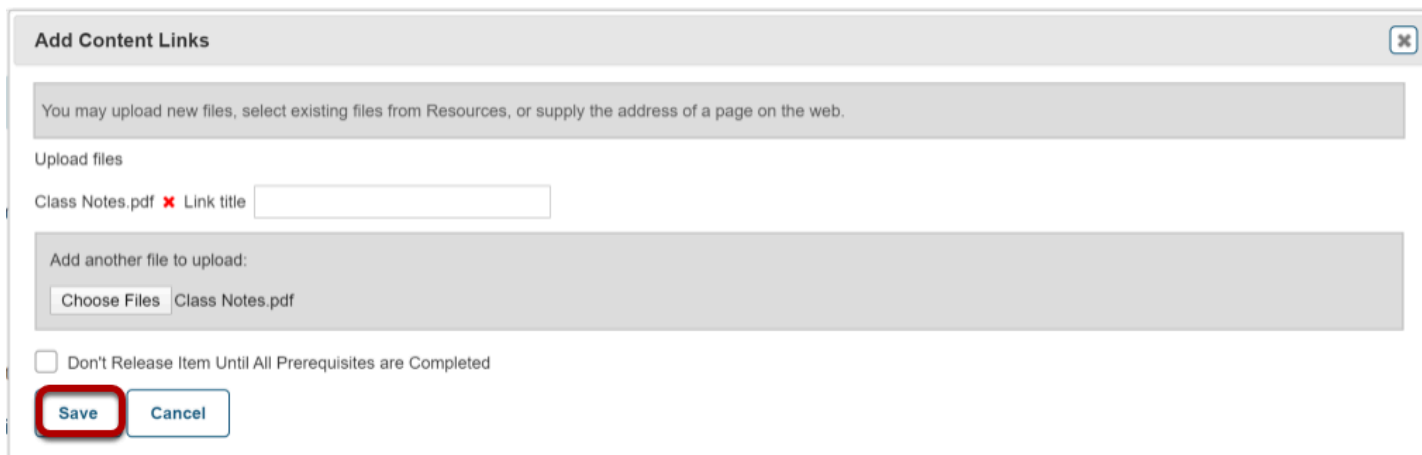
Click Choose Files.



Locate and select the file to upload, then click Open.



Click Save.

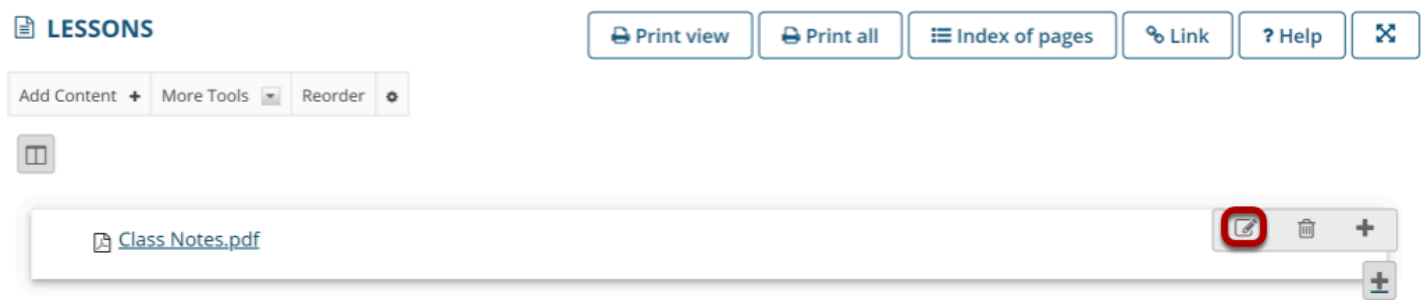


View file link on page.

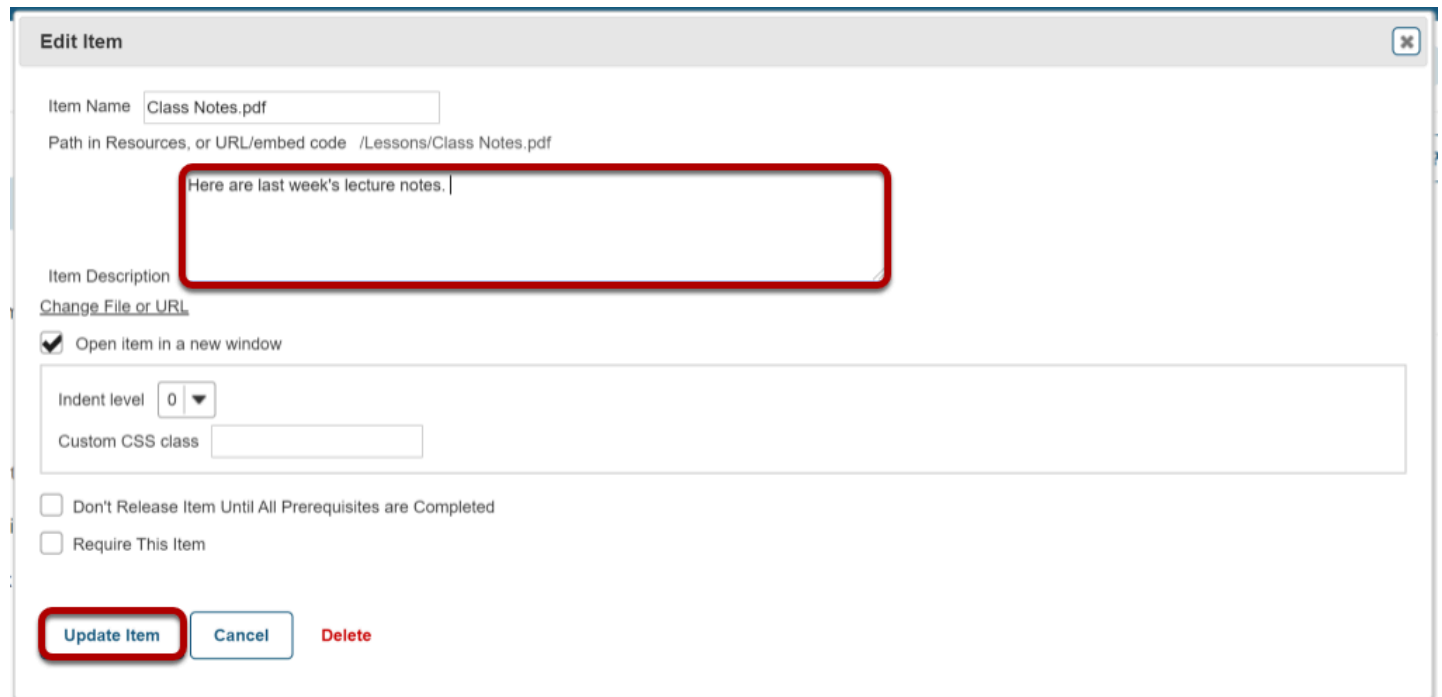


This returns the display to the Lessons page with a link to the uploaded file.

Click Edit. (Optional)



Add a description, then click Update Item.



Edit Item

Item Name

Path in Resources, or URL/embed code

Item Description

[Change File or URL](#)

☒ Open item in a new window

Indent level

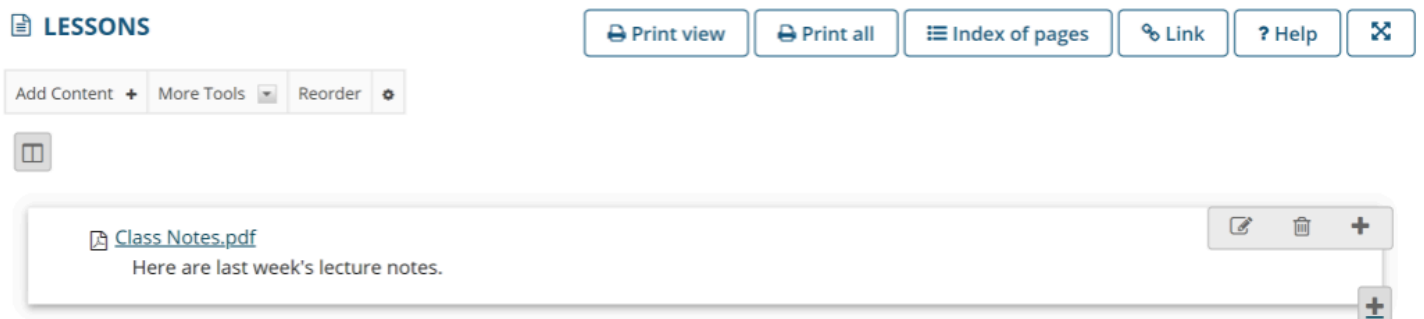
Custom CSS class

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

Update Item **Cancel** **Delete**


View updated item.



LESSONS

[Print view](#) [Print all](#) [Index of pages](#) [Link](#) [Help](#) [Close](#)

[Add Content +](#) [More Tools](#) [Reorder](#) [Settings](#)

 [Class Notes.pdf](#) Here are last week's lecture notes. [Edit](#) [Delete](#) [Add](#)

Updating returns the display to the Lessons page with a link to the uploaded file and a description.

Notice item location in Resources.

RESOURCES

Link

Help

Trash

Transfer Files

Permissions

Options

Check Quota

Site Resources

All site files / TEST 002 025 Spring 2020 Resources

Move

Copy

Move to Trash

Show

Hide

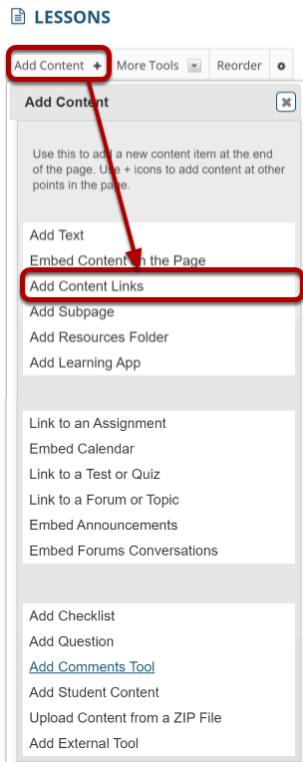
Display Columns

<input type="checkbox"/>	Title	Access	Created By	Modified	Size	
	TEST 002 025 Spring 2020 Resources	Actions				
<input type="checkbox"/>	Lessons	Actions	Entire site	Demo Instructor	Mar 4, 2020 11:27 am	3 items
<input type="checkbox"/>	Class Notes.pdf	Actions	Entire site	Demo Instructor	Mar 5, 2020 10:31 am	30.7 KB
<input type="checkbox"/>	dove-2516641_640.jpg	Actions	Entire site	Demo Instructor	Mar 4, 2020 12:44 pm	31.3 KB
<input type="checkbox"/>	Owl - 18244.mp4	Actions	Entire site	Demo Instructor	Mar 4, 2020 4:24 pm	1.5 MB
<input type="checkbox"/>	download.gif	Actions	Entire site	Demo Instructor	Feb 18, 2020 10:26 am	2 MB
<input type="checkbox"/>	rating-postem-test002025.csv	Actions	Entire site	Demo Instructor	Feb 7, 2020 1:59 pm	222 bytes
Copy Content from My Other Sites						

Notice that the uploaded file has been placed in the Lessons page folder in Resources.

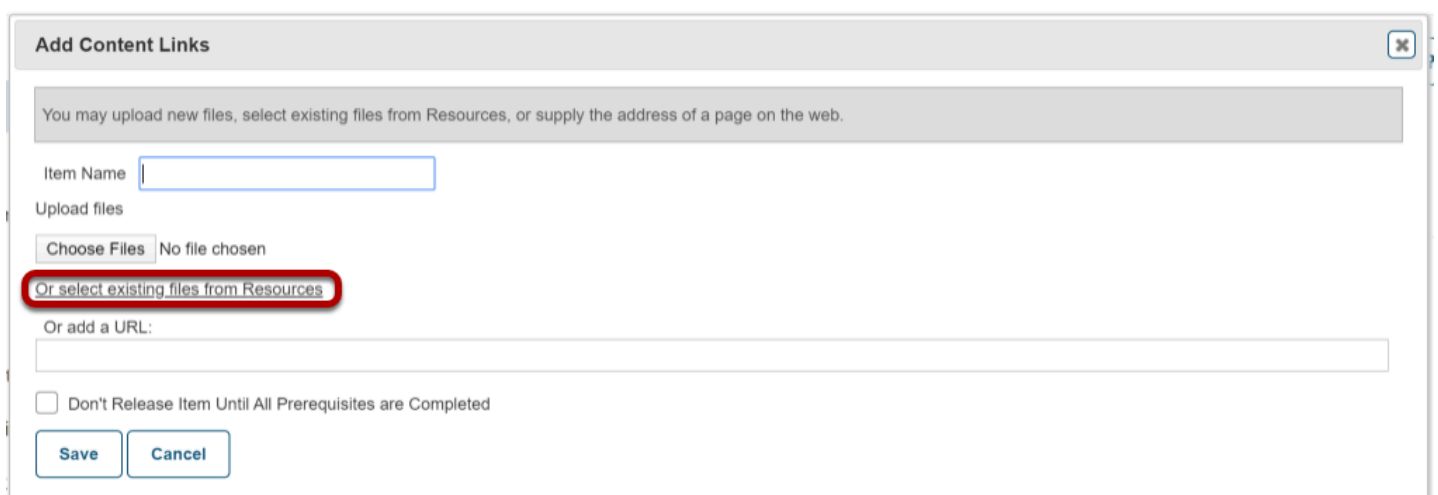
To link to an existing file:

Click **Add Content**, and then select **Add Content Links**.



From the **Add Content** drop-down menu, select **Add Content Links**.

Select your file.


A screenshot of the 'Add Content Links' dialog box. The dialog has a title bar 'Add Content Links' and a close button. Below the title bar, there is a text area with the instruction: 'You may upload new files, select existing files from Resources, or supply the address of a page on the web.' Below this, there is a text input field for 'Item Name'. Underneath, there is a section for 'Upload files' with a 'Choose Files' button and the text 'No file chosen'. Below this, there is a red box around the text 'Or select existing files from Resources'. Below that, there is a text input field for 'Or add a URL:'. At the bottom, there is a checkbox labeled 'Don't Release Item Until All Prerequisites are Completed' and two buttons: 'Save' and 'Cancel'.











Click the **Or select an existing files from Resources** link to choose from your Resources.

Locate the file, and then click Select.

Please Choose a File

Please select one or more files to add.

Location:  **TEST 002 025 Spring 2020 Resources**

 Title ▾	Actions
 TEST 002 025 Spring 2020	• Add 
 Lessons	• Add 
 Class Notes.pdf	Select
 dove-2516641_640.jpg	Select
 Owl - 18244.mp4	Select
 download.gif	Select
 rating-postem-test002025.csv	Select
▶ Show other sites	



Locate the file in Resources that you want to link to, then click the **Select** link (to the right of the file) to choose that file.

Click Continue.

LESSONS

Link

Help

Please Choose a File

Please select one or more files to add. Click "Continue" when done.

Items to attach	Remove?
Class Notes.pdf	Remove

CONTINUE

Cancel

Location: TEST 002 025 Spring 2020 Resources

Title	Actions
TEST 002 025 Spring 2020	<ul style="list-style-type: none">Add
Lessons	<ul style="list-style-type: none">Add
Class Notes.pdf	
dove-2516641_640.jpg	Select
Owl - 18244.mp4	Select
download.gif	Select
rating-postem-test002025.csv	Select
Show other sites	

CONTINUE

Cancel

The file you have selected will appear listed at the top of the screen. If this is the correct file, click **Continue**.

View item on page.

LESSONS

Print view

Print all

Index of pages

Link

Help

Add Content + More Tools Reorder

Class Notes.pdf

+

Click Edit. (Optional)

LESSONS

Print view

Print all

Index of pages

Link

Help

Add Content +

More Tools ▾

Reorder ⚙

Class Notes.pdf

+

Add a description, and then click Update Item.

Edit Item

Item Name

Class Notes.pdf

Path in Resources, or URL/embed code

/Lessons/Class Notes.pdf

Item Description

Here are last week's lecture notes.

Change File or URL

☒ Open item in a new window

Indent level

0 ▾

Custom CSS class

☐ Don't Release Item Until All Prerequisites are Completed

☐ Require This Item

Update Item

Cancel

Delete

View updated item.

LESSONS

Print view

Print all

Index of pages

Link

Help

Add Content +

More Tools ▾

Reorder ⚙

Class Notes.pdf

Here are last week's lecture notes.

+

This returns the display to the Lessons Page with a link to the file and a description.