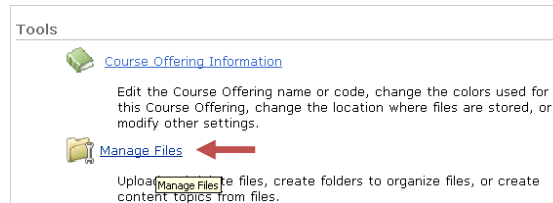
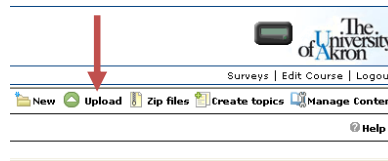


## Upload a Single File

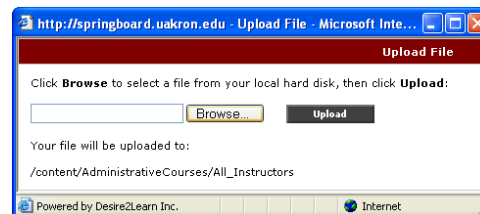
1. Go to Edit Course – Manage Files



2. Click **Upload** icon in the top right hand corner.

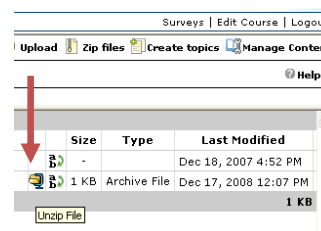


3. Click **Browse**, find the file and click **Upload**.

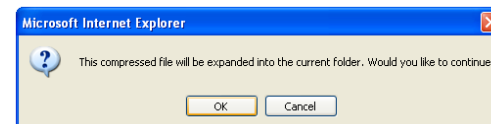


## Upload Multiple Files at once

1. On your computer, select all the files/folders you want to upload.
2. Right-click and select **Send to – Compressed Folder**.
3. Perform steps 1-3 under **Upload a Single File**
4. In **Manage Files**, find the .zip file you just uploaded. Click on the zip icon to the right of the filename.



5. Click **OK** in the dialog box that pops up.



6. Your files will be unzipped in the current directory.