

Upload and Organize Course Files

Stephanie Obodda - 2023-07-03 - Comments (0) - Designing and Building Your Course

Upload files to Canvas





1. Log in to Canvas at **canvas.brown.edu**.
2. Select a course in the Global Navigation menu on the left.
3. Click **Files** in the Course Navigation menu.
4. Click **Upload**.

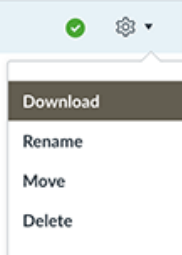


5. Select the file to be uploaded from your computer.
6. Click **Open**. The file will appear in the course folder.

Organize files

1. Click **+ Folder** to create a new folder.
2. Enter the name of the folder, then press the check box.
3. Drag and drop files and folders to organize them.
4. To download, delete a folder or file, hover your mouse over the right side of the item until the gear appears. Then, press the down arrow and choose your selection.


| Name ▲ | Date Created | Date Modified | Modified By | Size |
|--|--------------|---------------|-------------|------|
|  Course materials | 10:43am | | | -- |
|  images | Feb 8, 2018 | | | -- |
|  Images for Class | Dec 12, 2017 | | | -- |
|  Readings | Dec 12, 2017 | | | -- |

A context menu is open over the 'Course materials' folder. It contains a green checkmark icon, a gear icon, and a dropdown arrow. The dropdown menu is open, showing options: Download, Rename, Move, and Delete.

5. To select and edit multiple items at once, select your first item by clicking on the row of the item you would like to select rather than the name of the item. Then, hold the Ctrl key and click the row of the additional items you'd like to select. Once one or more items is selected, a toolbar will appear above the list of files and folders.



6. To change access permissions for a file or folder, click the **Manage Access** icon [1]. In the dialogue box you can unpublish the file completely, restrict access to students so that files are available with links, or restrict student availability with dates.



Publish

Unpublish

Restricted Access

Hidden, files inside will be available with links.

Schedule student availability

Available From

Available Until

7. To download a file or folder, click the **Download** icon [2].
8. To move a file or folder, click the **Move** icon [3].
9. To delete a file or folder, click the **Delete** icon [4].