

## Upload and Organize Course Files

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### 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			--	<div><div>Download</div><div>Rename</div><div>Move</div><div>Delete</div></div>
 Images for Class	Dec 12, 2017			--	
 Readings	Dec 12, 2017			--	



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.

Edit permissions for 4 items ×



- ☒ Publish
- ☐ Unpublish
- ☒ Restricted Access
  - ☐ Hidden, files inside will be available with links.
  - ☒ Schedule student availability
    - Available From  
    - Available Until  

Cancel Update

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].