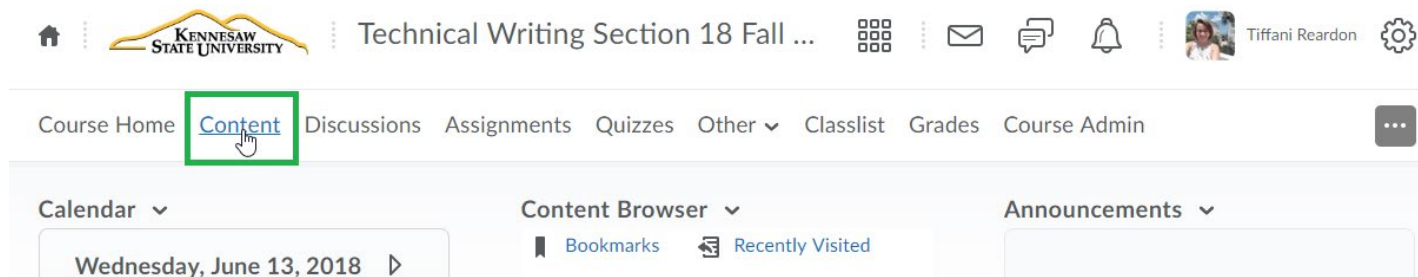
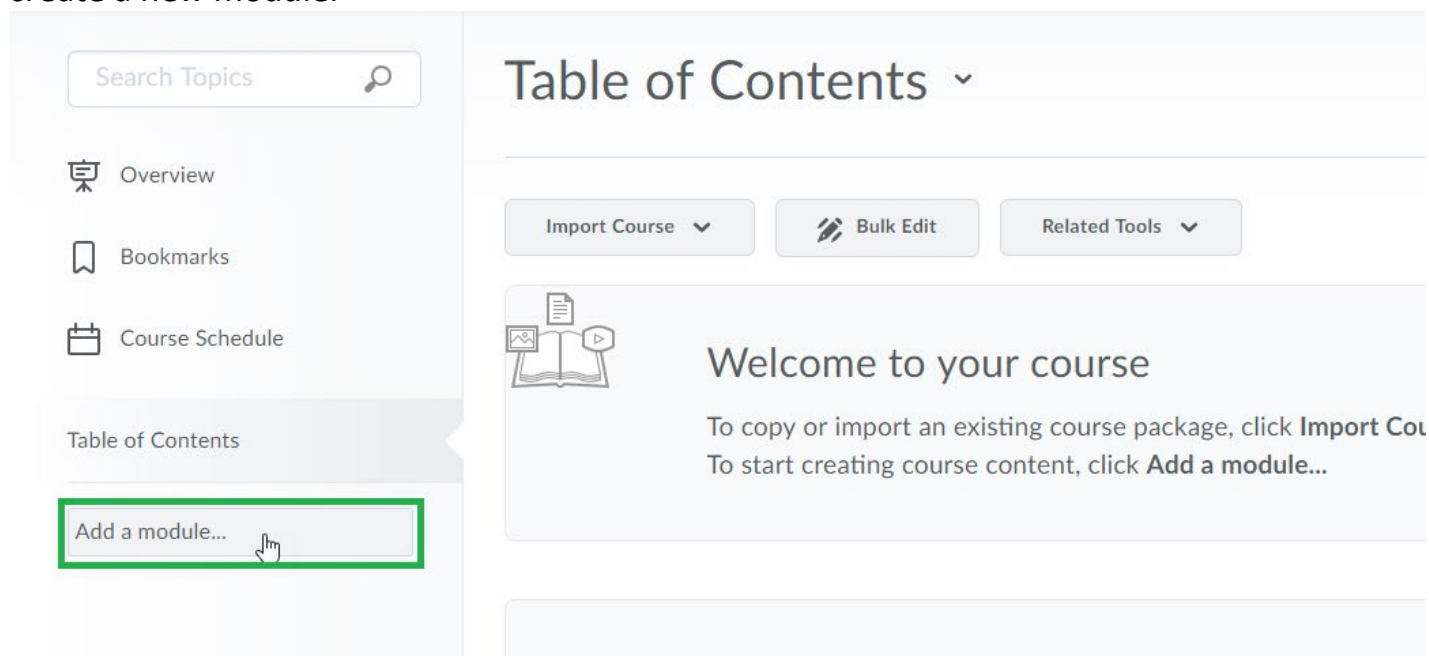


Adding/Uploading Documents to D2L

1. Go to your course and click “Content” in the navigation bar.

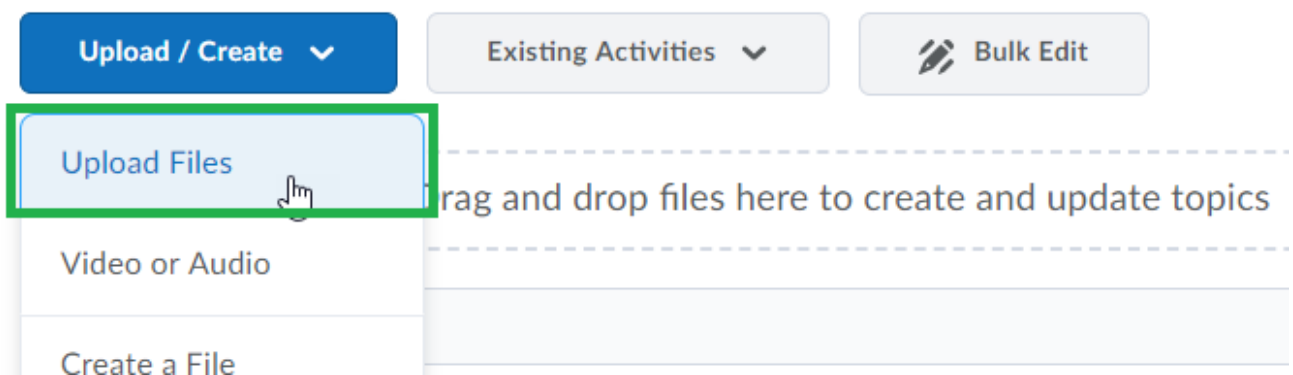


2. Click the module you would like your document to go in. If you do not have any modules, click “Add a module” on the left-hand menu, and then type a module name to create a new module.



3. Click “Upload/Create,” then “Upload Files.”

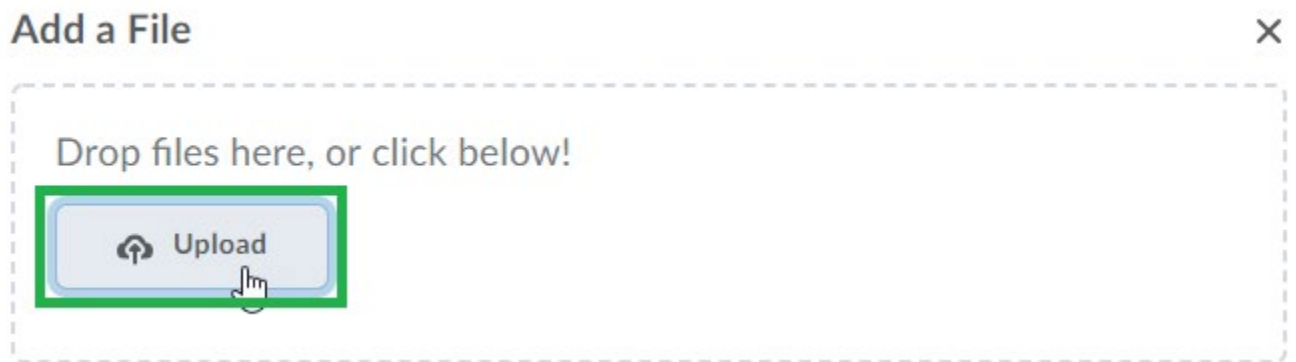
Add a description...



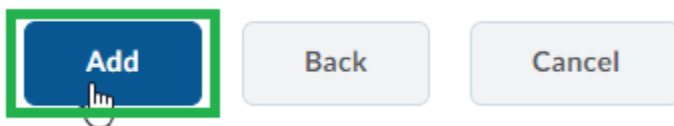
4. Click “My Computer.”



5. Click “Upload,” then find your file and select it.



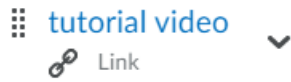
6. Click “Add.”



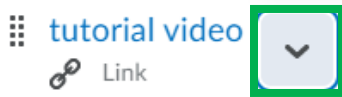
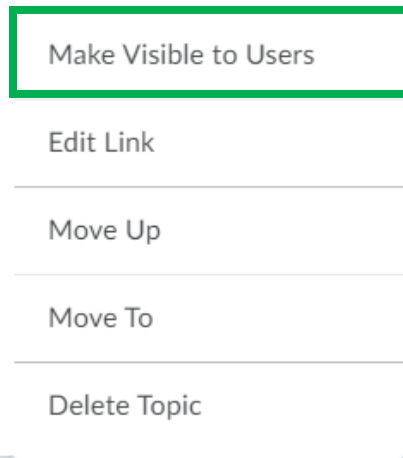
You will see your file in the module. If there were items in the module already, the new file will appear at the very bottom of the module.

Making Files Visible

If your students tell you they cannot see the file, make sure it is visible. The circled icon below indicates that the file is hidden.



To make the file visible, simply click the arrow next to the file name, and click **Make Visible to Users**.



Created by Tiffani Reardon, June 2018
Updated by Brayden Milam, March 2020