

Hello, this is Jay from the Office of Teaching and Learning. Today I want to show you how you can upload your course materials to your CarmenCanvas course for your students.

I'm going to show you the following in this video:

1. How to upload files through the Files tool; currently this is the primary method that we recommend
2. How to provide a file to your student as a link in a module
3. How to provide a file to your student as a link in a content page
4. Lastly, I will also show you how to upload files using the Rich Content Editor;

An important thing to keep in mind is that keeping your course files organized in the Files tool not only makes it easy for you to find what you need, but also makes it more efficient for us to clean up and update your course templates between semesters.

As a reminder, if you need a refresher or if you want to learn more about what I'm about to show you here, please feel free to sign up for the Level Up Your Course professional development series using the links provided in our recent newsletter entries.

First, let's take a look at the Files tool. You can access it by clicking the "Files" link in the menu on the left hand side.

You would notice that, by default, the template provides 3 different folders: course information, which is for content such as your syllabus, schedule files, and so on; course materials, which is for content such as your slides, notes, and so on; lastly, the course media folder is for the pictures and videos that you might include in your course. We recommend using this tool mainly because you can organize your files by folders more easily, but also because this interface is drag-and-drop enabled.

For example, I'm going into the course materials folder, and I'm going to create a new folder called "upload demo." You would notice that some folders contain a file called "DELETEME.rtf" - this file is necessary for template copies to work correctly, but once you have uploaded your own file in a folder, feel free to delete it.

There are two ways I can upload a file - one way is to click the "Upload" button at the top right, but I can also simply find my file or files from my computer, and then simply drag and drop in the folder.

There are two things to note about how files work in CarmenCanvas:

1. By default, the CVM template disables student access to the Files tool; this gives you the ability to plan your course behind the scene without students having access to what they should not have access to.
2. Therefore, for a file to be accessible to your students, it must be linked somewhere, for example, in a lecture materials content page, or directly in a module. For most courses, we recommend organizing your lecture materials using content pages, because it gives you a lot more flexibility as to how you want to present them to your students, rather than just a simple file listing.

Now that I have uploaded the files I need, I can go ahead and link them somewhere so students can have access to them. I'm going to show you, for example, how to link your syllabus PDF on the Syllabus page. First, I would go to the Syllabus page by clicking the "Syllabus" link in the left menu; then, I will click the "Edit" button at the top right to start editing the page in the Rich Content Editor. In here, I can find my syllabus file using the Files tab at the right. Once I have found my file, I can do one of the following: I can place my blinking cursor where I want to insert the file, then click the file to insert the file with its original filename; alternative, I can enter and select the text that I want to present the file as, and then click the file to add a link to the selected text.

You have probably already noticed that there is a "Upload a new file" link in the Rich Content Editor as well. This might be a good alternative if you just have a single file to upload; for example, I can first put my blinking cursor where I want the file to be linked, click the "Upload a new file" link at the right, then the "Choose File" button to choose a file from my desktop, choose a folder where I want to upload the file to, and "Upload." The downside of this method is that it only allows you to upload one file at a time.

Let's practice this again. Now we want to link a course file in a content page in a module. First, we would go to the module by clicking the "Modules" link at the left. I have prepared a "Test Module" for demonstration purposes. For example, I would open the "Test Lecture Materials Page", click the "Edit Button" at the top right, find where I want to insert my file, give it a name, find the file using the Files tab, and link. To complete, I would click the "Save" button at the bottom.

We have prepared your masters so that most courses would use the content page presentation method because it allows for more robust set up; for example, for courses that are organized into units, courses that make use of learning outcomes, and so on. Some courses, however, are shorter and take more of a seminar form; for some of these courses, we have simply prepared modules where you can drop your files in, similar to what may have been done in the old Carmen D2L. To add a

file to a module, I can click the "Plus" icon at the top right, use the "Add" dropdown to find the File section, find the file and select, then "Add Item" to add it.

You have probably already noticed the shortcomings of this file adding method:

1. First, the file picker does not allow you to expand and collapse folders, which means that for courses with many files and folders, this is not an effectively way for you to find the files that you want to add to a module
2. Secondly, you might've noticed the "New File" that would allow you to upload files. We do not currently recommend this method because the folder picker, as you can see here, only allows you to pick folders at the root level and not any deeper, and it doesn't allow you to upload new files.

Again, in this video, I have shown you:

1. How to upload files through the Files tool; currently this is the primary method that we recommend
2. How to provide a file to your student as a link in a module
3. How to provide a file to your student as a link in a content page
4. Lastly, I will also show you how to upload files using the Rich Content Editor;

If you have any questions, please don't hesitate to contact us at the Office of Teaching and learning, and we encourage you to sign up for the Level Up online self-paced series. Thank you!