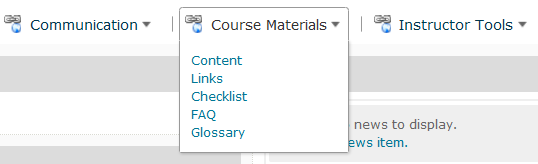
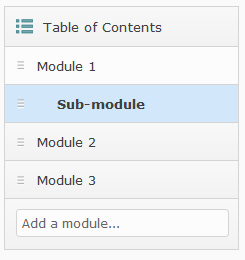
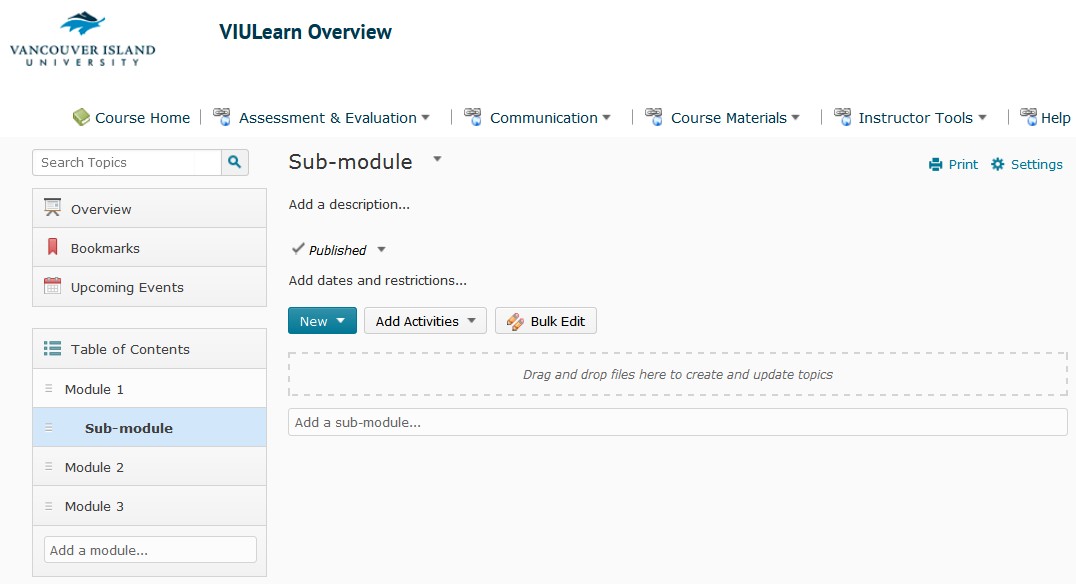
1. Go to **Course Materials** located in the course Navigation Bar and select **Content**



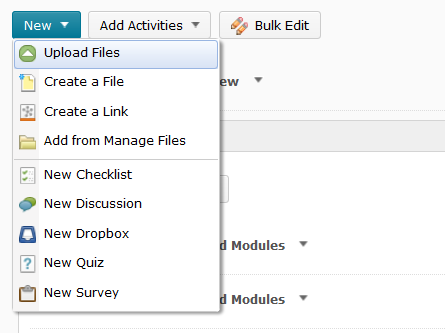
2. Under **Table of Contents**, select the **Module** where you want to create a **File**.



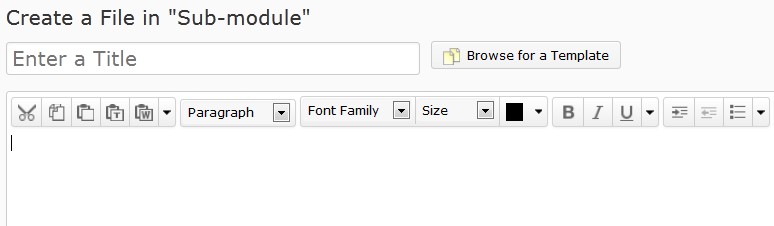
3. You should see a screen like this:



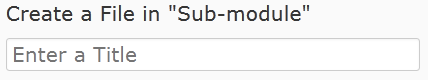
4. Click the **New** dropdown menu and select **Create a File**.



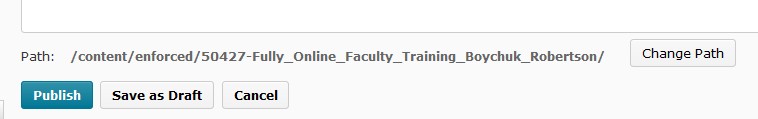
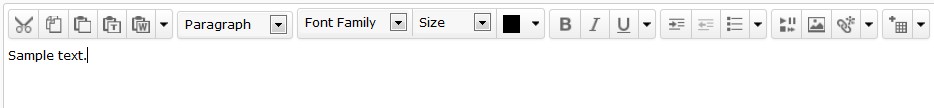
5. You should see a screen like this:



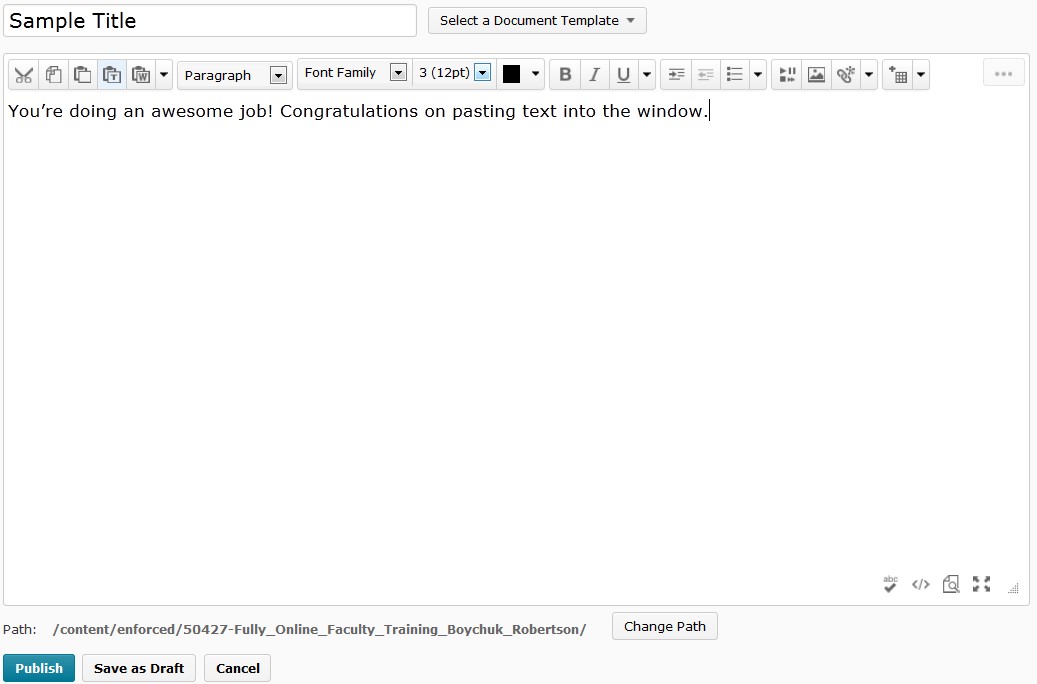
6. Enter your title into the “**Enter a Title”** field.



7. Enter your text. Use the **HTML** Editor to format your text.

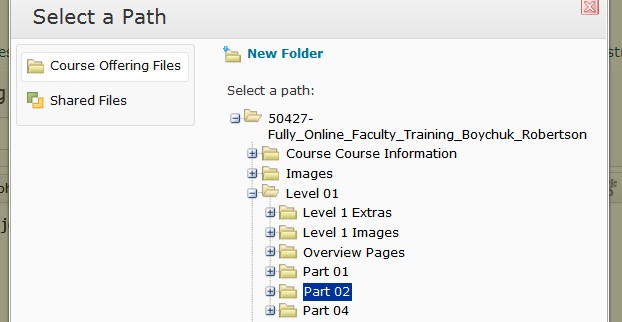


8. You should see a window like this.

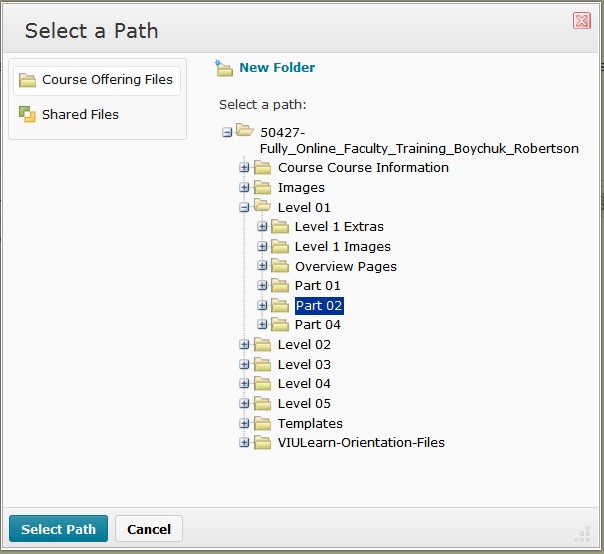


9. Select **Change Path** at the bottom of your screen.

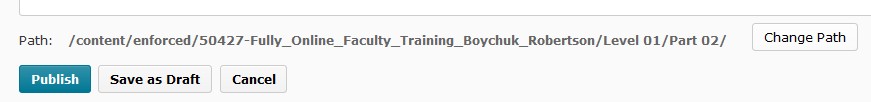
10. Select the folder where you want to store the **File**.



11. Click **Select Path**.



12. Now, you will see the updated path on your screen.



13. Review your content. If you are satisfied with your page, select **Publish**.

