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**.

