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

2. You should see a screen like this:

3. Select the **Module** where you want to add content under **Table of Contents.**

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4. Go to the **New** dropdown menu and select **Upload Files**.

5. You should see a screen like this:

6. Select **Upload**.

7. Choose the file from your computer and select **Open.**

8. Alternatively, drag and drop the file into the **Upload area**. When the **Upload area** turns green, the file is in the correct position.

9. Once your file is in the **Upload area**, select **Choose Destination**.

10. Select the folder where you want to store the file.

11. Click **Select Path**.

12. Select **Add**.

