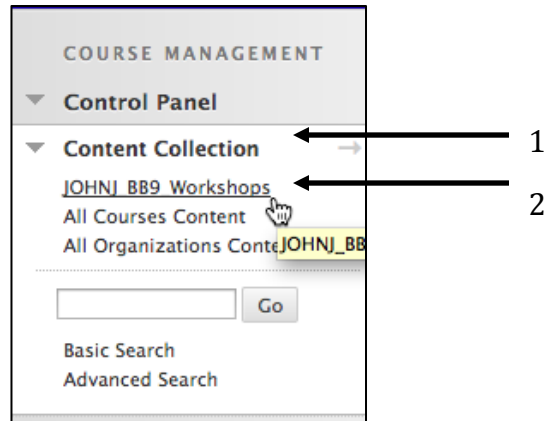
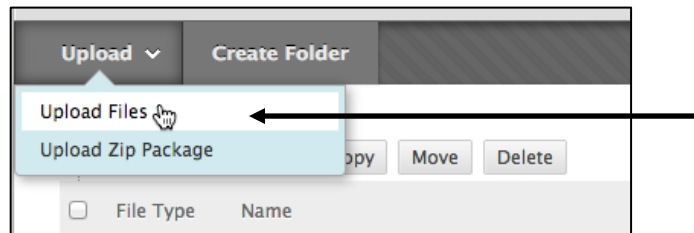


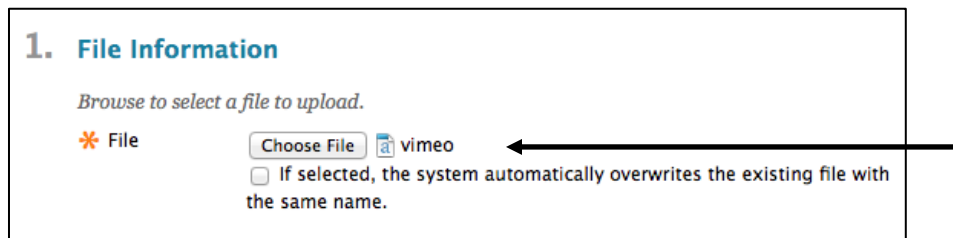
1. Click on the Content Collection in the Course Management Panel
2. Select the Course Name



3. Click on Upload, then select Upload Files



4. On the Upload Single page, click Choose File and then select the file



5. Select any of the options under Options

Options

Select Options

- Lock File
An item can be unlocked only by the person who locked it. Locking an item prevents other users from editing it and precludes overwriting and versioning.
- Share Comments
If Comments are Shared, users with Read permission may view and add Comments.
- Enable Versioning
If Versioning is enabled, overwriting or editing a file will create a new Version.
- Enable Tracking
If Tracking is enabled, each instance that a user interacts with an item is recorded.

6. Click Submit.

Cancel Submit

