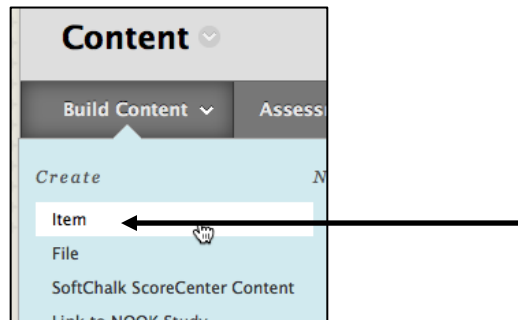


1. Make sure Edit Mode is ON

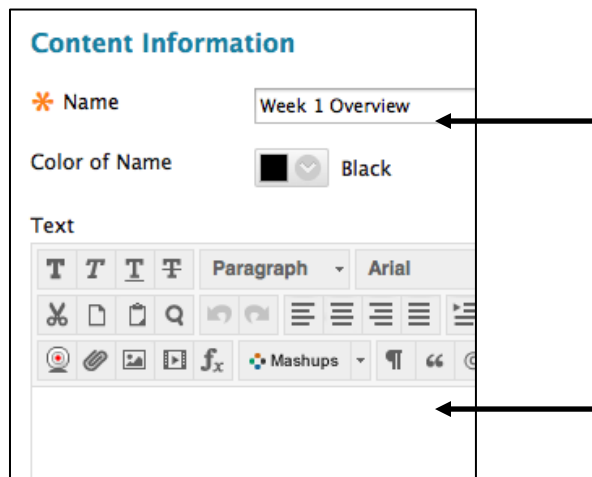


2. Navigate to the Content Area you want to add a File to from the Content Management System

3. Click on Build Content, then select Item



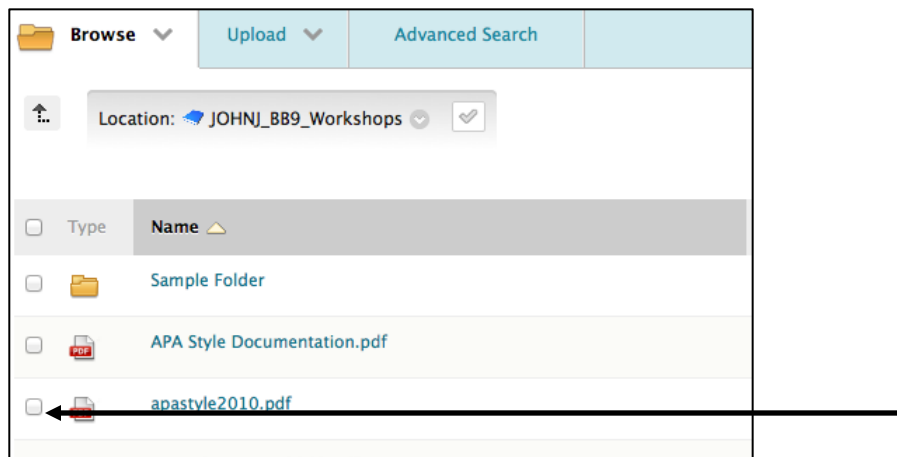
4. Fill in the required information for the Item including Name and if there is a description.



5. Next to Attach File, click Browse Course Files.



6. Select the check box next to the file to link to from the Content Collection.



7. Click Submit.



8. Review the Options for the item.

9. Then click Submit.

