

# Canvas Tips for Faculty

## Add Files to File Manager

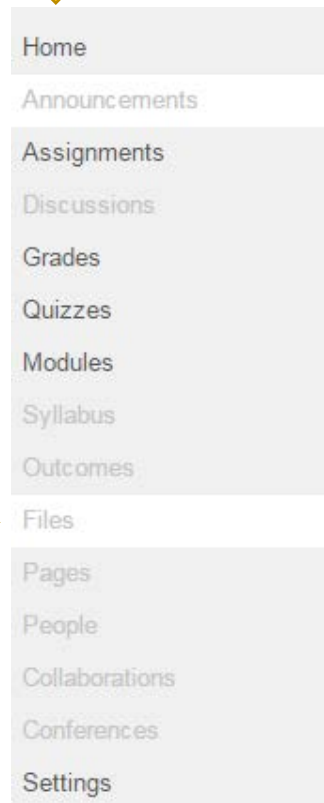
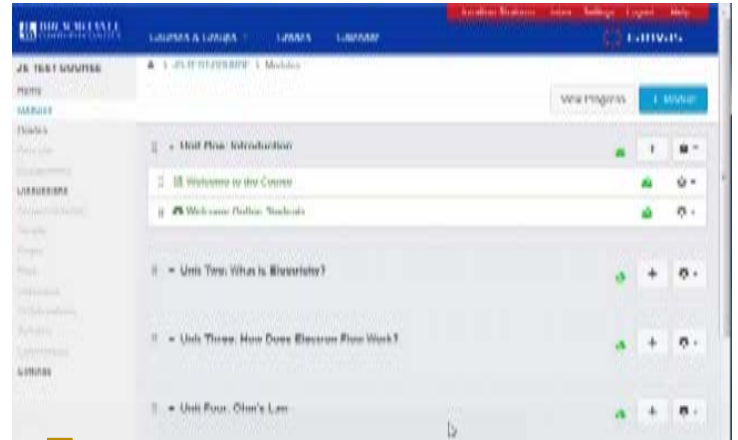
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Canvas allows you to add up to 2GB of web-ready media to the **File Manager**. This module will show you how to add media, create folders, and organize your media using the **File Manager**.

Canvas includes a **File Manager** that lets you upload files to your course or group.

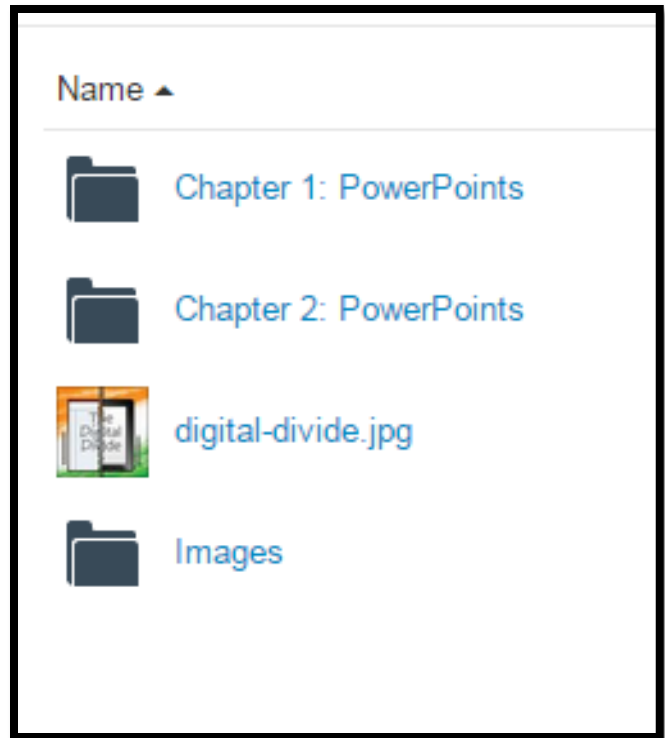
You have up to 2GB of available storage.

Any type of files that can be displayed on a web page can be seen in your course.



**1.)** To access the **File Manager**, click on **Files** in the left hand navigation bar.

2.) The files and folder associated with this Course or Group become visible.



3.) You can add additional files by clicking the **Upload** button at the top right hand corner of the screen.



4.) Browse the files that you wish to include and then click open.

A screenshot of a file list table. The table has four columns: file name, date, file type, and size. A yellow arrow points to the file 'Intro To Morse Code 2-1'.

after_effects_reference (1)	7/13/2015 11:41 AM	Adobe Acrobat D...	8,026 KB
Animation	7/13/2015 12:17 PM	Microsoft PowerP...	6,163 KB
Binary 2-1	7/20/2015 1:50 PM	Microsoft PowerP...	7,134 KB
Camera Workflow	7/13/2015 12:20 PM	Microsoft PowerP...	6,969 KB
DGMD 101 PREZI PROJECT #2	7/13/2015 11:33 AM	Microsoft Word 9...	33 KB
DGMD 101 WEBSITE PROJECT (1)	7/13/2015 11:33 AM	Microsoft Word D...	24 KB
digital-divide	7/23/2015 1:48 PM	JPEG image	32 KB
digital-divide-word-cloud2	7/23/2015 1:48 PM	PNG File	74 KB
flash_reference (1)	7/13/2015 11:43 AM	Adobe Acrobat D...	7,034 KB
indesign_reference (1)	7/13/2015 11:44 AM	Adobe Acrobat D...	11,207 KB
indesign_reference	7/13/2015 11:43 AM	Adobe Acrobat D...	11,207 KB
Internet Technologies	7/13/2015 12:22 PM	Microsoft PowerP...	596 KB
Intro To Audio	7/13/2015 11:52 AM	Microsoft PowerP...	2,550 KB
Intro To Imaging	7/13/2015 11:56 AM	Microsoft PowerP...	2,708 KB
Intro To Morse Code 2-1	7/20/2015 1:31 PM	Microsoft PowerP...	1,067 KB

5.) The files are then uploaded and added to your file manager.

6.) You can organize multiple files into folders within the file manager.

To do so, click the **+ Folder** icon to create and name a new folder.

7.) Click on the folder name that you wish to upload content to.

8.) Next, click the upload button to add content to this folder.

9.) The files you selected will be automatically stored in the folder that you created.

