

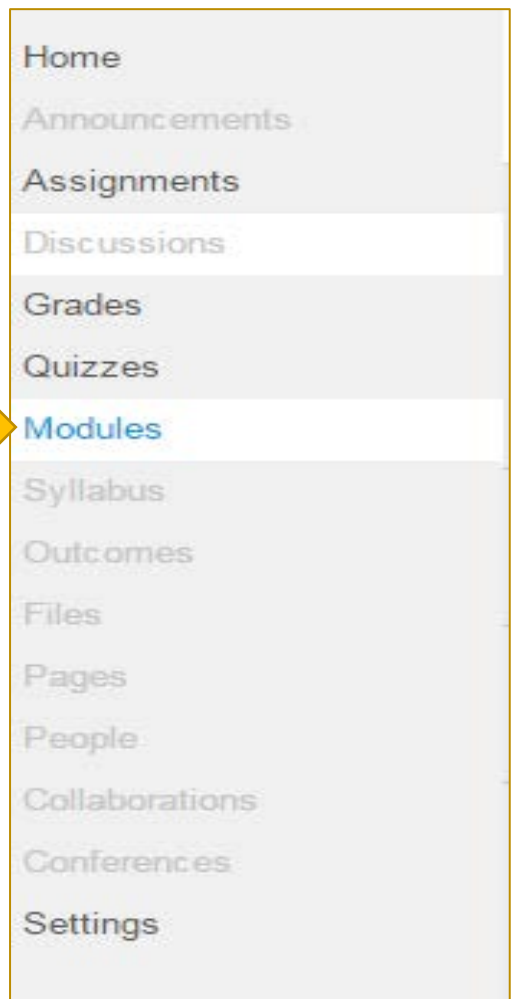
# Canvas Tips for Faculty

## Adding a File to a Module

---

Canvas allows you to add documents to your course. Canvas will convert those documents into web pages. This enables the student to view a file in the course, even if they do not have the program associated with it. This example will show you the steps of how to add a file to a Module.

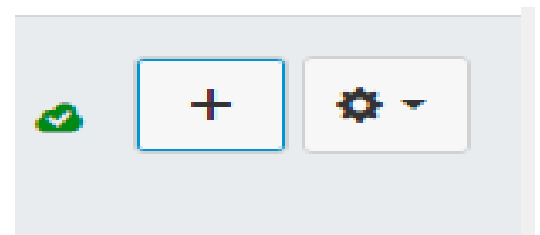
1.) Locate the **Module** in the course you are working in.



Canvas allows you to add many different types of files to your module including:

- PowerPoint presentations
- PDFs
- Microsoft Word Documents
- Other Microsoft file formats

2.) In the upper right hand corner, click on the **“+” button** to add new content.

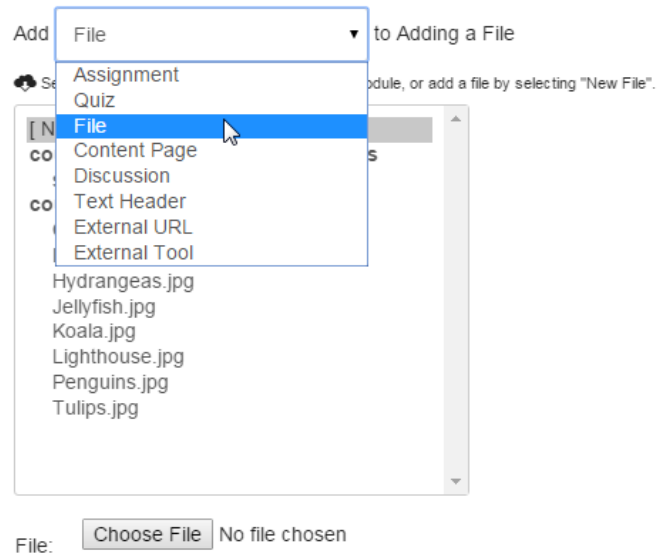


---

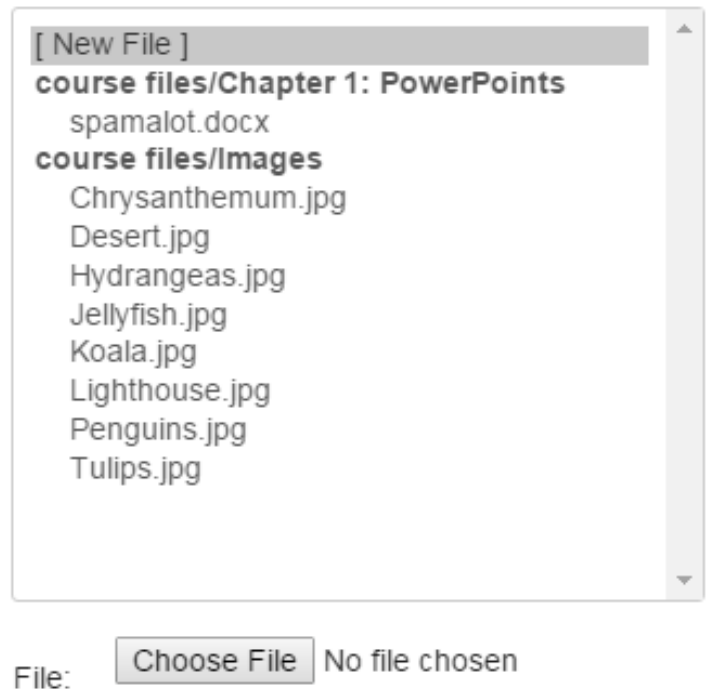
## Add Item to Adding a File

---

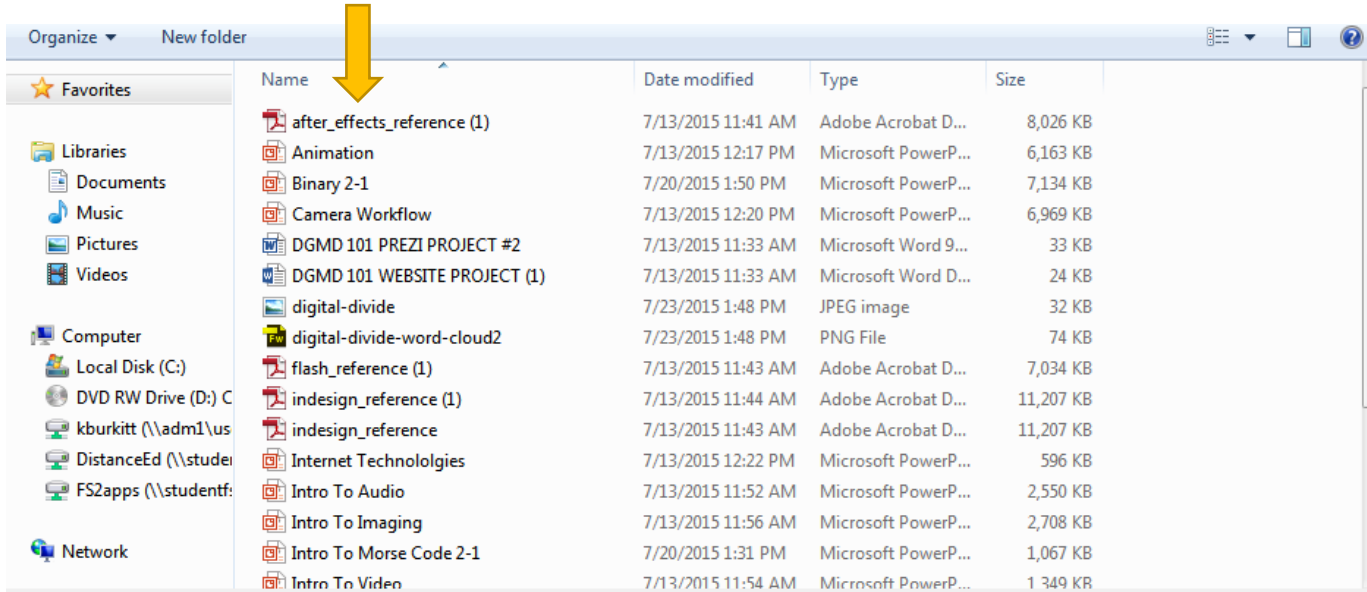
3.) Select **“File”** from the drop down menu.



4.) With **“New File”** highlighted, choose your file by selecting the **“Choose File”** button at the bottom of the window.

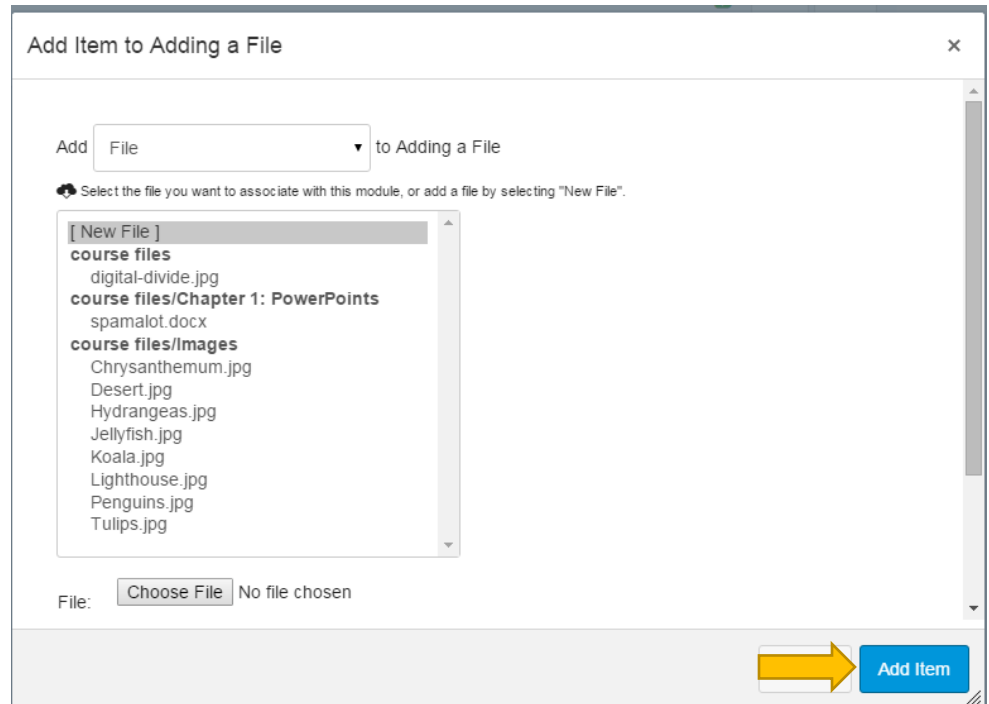


5.) Locate the file on your computer that you want to use and select it to import it into your Canvas Module.



6.) Once selected, click on the blue “Add Item” button, which is located at the bottom right hand corner of the file adding window.

The file you selected is automatically added to the module you are working in.

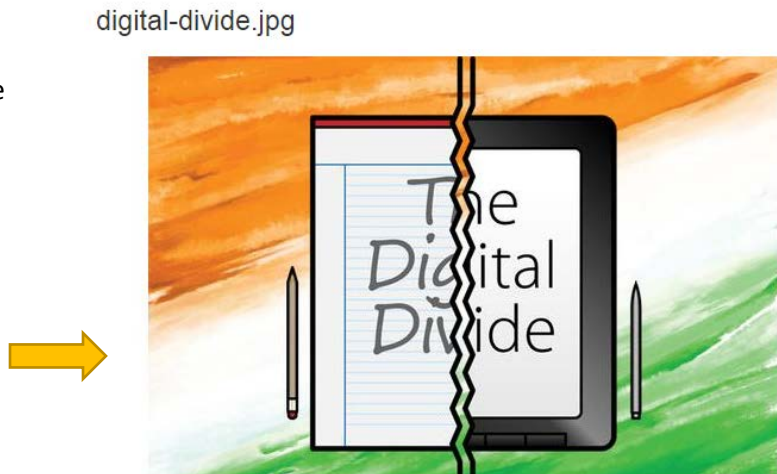


7.) After your file is added to the module, make sure that you publish the file by clicking the **publish icon** next to the file that you want to make active.



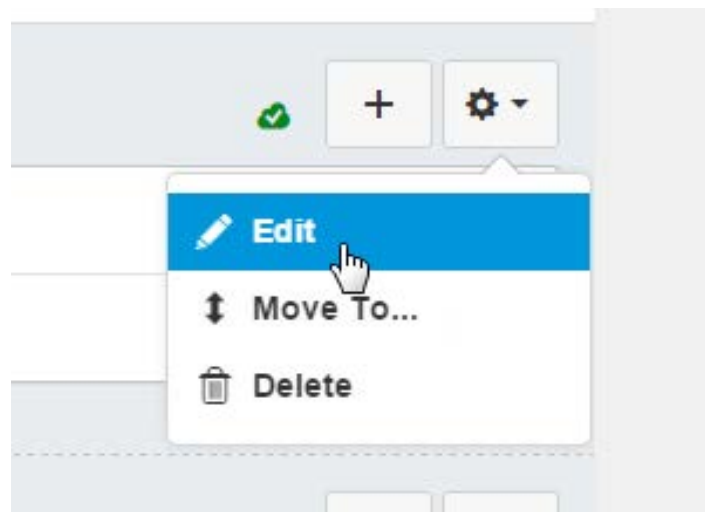
8.) Once published, you can preview the file by double clicking the on the file name.

9.) A preview window of your file will be automatically generated in Canvas.

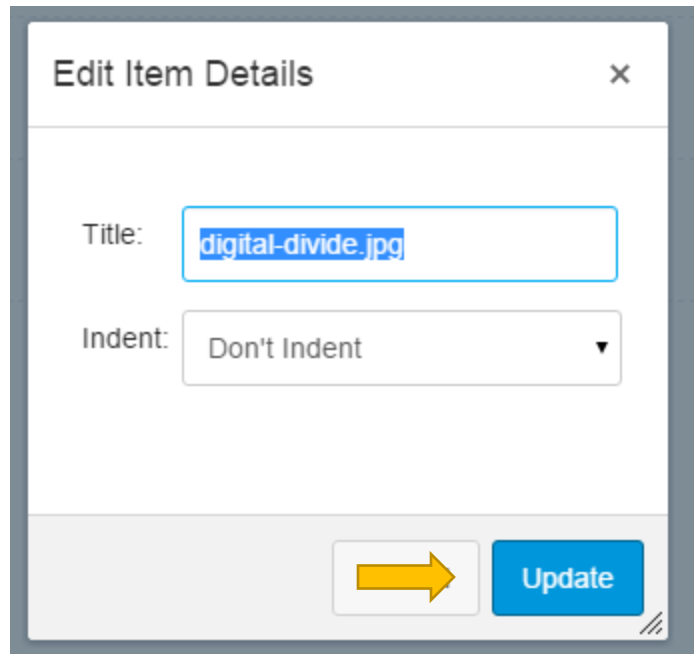


10.) You can change the name of the file you are uploading by clicking the **gear icon** and selecting **Edit**.

11.) Select the file name that you wish to change by highlighting the name in the text box.



12.) Change the name of your file and select "Update."



The image shows a dialog box titled "Edit Item Details" with a close button (X) in the top right corner. Inside the dialog, there are two fields: "Title:" with a text input field containing "digital-divide.jpg" and "Indent:" with a dropdown menu currently showing "Don't Indent". At the bottom right of the dialog, there is a yellow arrow button pointing to a blue "Update" button.

13.) Your file name will be saved in the module tab.

