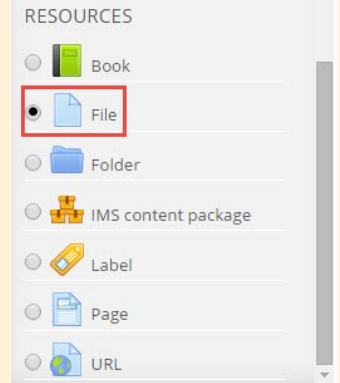


Uploading a File in EduCat

1. Turn editing on. From the **Add an activity or resource** link, choose **File**.

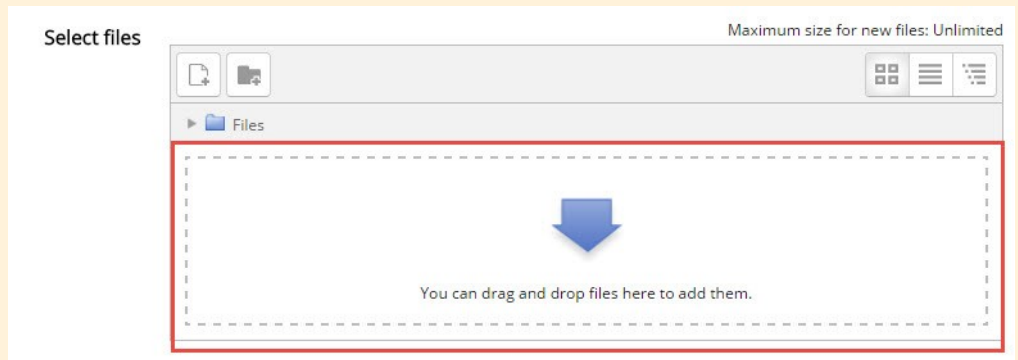
+ Add an activity or resource



2. In the **Adding a new file** screen that follows, give your file a name and a description.

A form titled 'General' with a 'Name' text field and a 'Description' text area. The description area has a rich text editor toolbar with icons for bold, italic, list, link, image, and other formatting options.

3. Drag and drop the file you want to add in the drag and drop content area (shown in red).



4. If it is a file that will open in EduCat, select **In Pop-up** in the **Display** menu. Adjust height and width of pop-up window if needed. If it is a downloadable file, select **Automatic**.

A form titled 'Appearance' with three settings: 'Display' set to 'Automatic', 'Show size' unchecked, and 'Show type' unchecked. There is a checked checkbox for 'Display resource description'.

Some files, such as PDF files, can open within EduCat. Others, such as MS Word documents, must be downloaded by the student to open.

5. Click on **Save and return to course** at the bottom of the screen.

