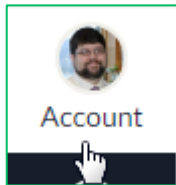


Folder and File Creation and Management in Canvas


Creating Folders

- A recognized best practice is to create a folder for each lecturer within your course folder



1. Click on  in the upper left hand corner of the page.

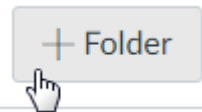


2. Select  to access folders to which you have access

3. Click on your Course Folder Example:




a. Your Course Folder contents will appear in the Window to the Right



4. To Create a New Folder within your Course Click 



a. You may then name your first folder  the click the Check Mark to finish its creation

b. Each lecturer should be encouraged to create folders within their own folder to hold their lecture, discussion, and reading material.

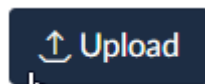
Pearl

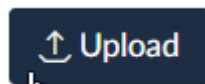
- If you are planning on uploading pictures for use on the creation of your Canvas Course you should place them in their own dedicated folder, these include pictures that you intend to use as buttons for links to pages, modules, files, etc.

File Upload

- There are two ways to upload files to your course folders for use on your canvas pages
- The best practice is to create a folder to contain all of your lecture material for one session and upload the files into that folder within the files section of Canvas
- There is also an “on the fly” way to upload files that will be covered

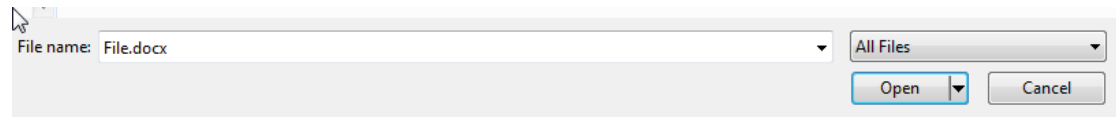
1. Select the folder you want to upload files into






2. Click on  in the upper right corner of the page

3. Find the file you want to upload and Click Open to upload it into the Folder

4.



5. Your file is now uploaded and you know where to find it when you start to create your lecture page.

Name	Date Created	Date Modified	Modified By	Size	
 File.docx	10:53am	10:53am		13 KB	 

Quick File Upload

- In order to do a quick file upload, you need to be Editing one of your Course Pages



- Click on to open the Rich Text Editor



- Select then for a file



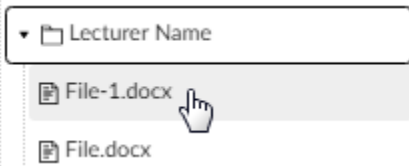
- OR Select then for an image

	<ul style="list-style-type: none"> Click on the Folder drop down menu and select a destination folder for your file Notice: files uploaded this way can ONLY be uploaded into the course The selected file will show next to Choose File Click Upload
--	---

- Notice your uploaded File or Image will be directly linked on the Rich Text Editor



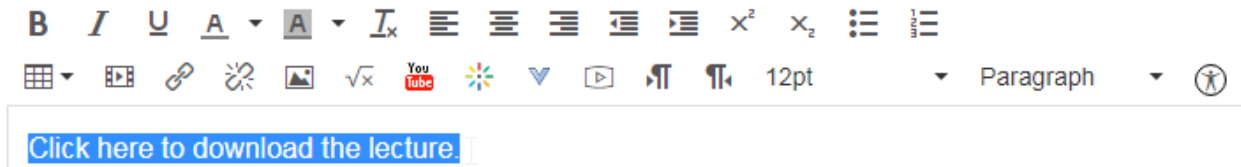
File-1.docx







- It's still in the folder (notice how it deals with duplicate)

- If you want to type something else in the RTE and instead link the file, then delete the file name
 - The point was to upload a file or image quickly when wanted to upload it
 - It's up to you whether you use that file or image in your current work or something else

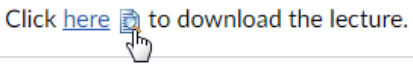
- You may prefer the following:



1. Type out a word or phrase
2. Use the mouse to select a word or the entire phrase

3. Go to the    tab, then select 
4. And you will create a link between the file/image and the word/phrase you selected.

5. Click    to make the Page available to students

6. If your student click on it and they will automatically download the file.
7. They will also have the option to preview the file. 

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<https://western.touro.edu/cilt/>