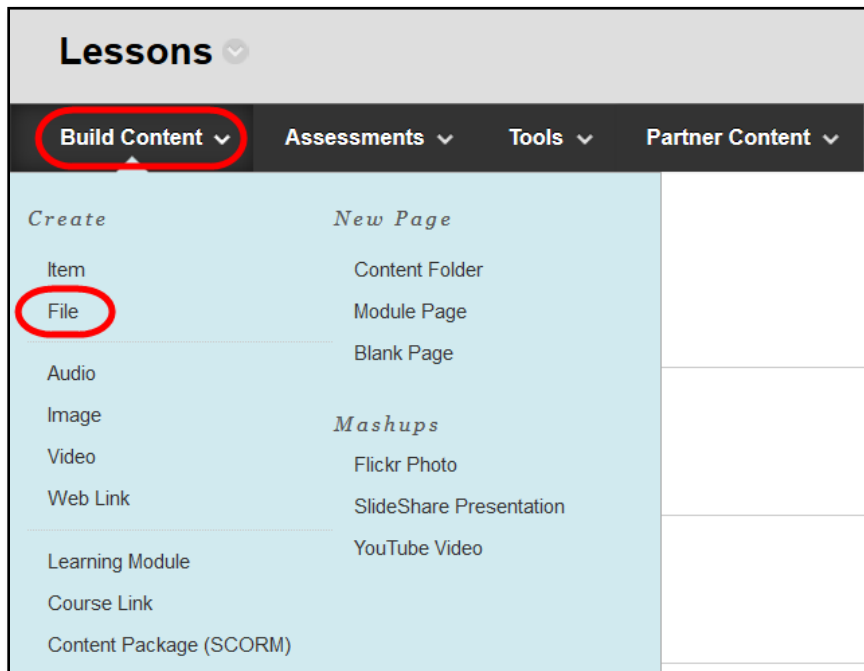


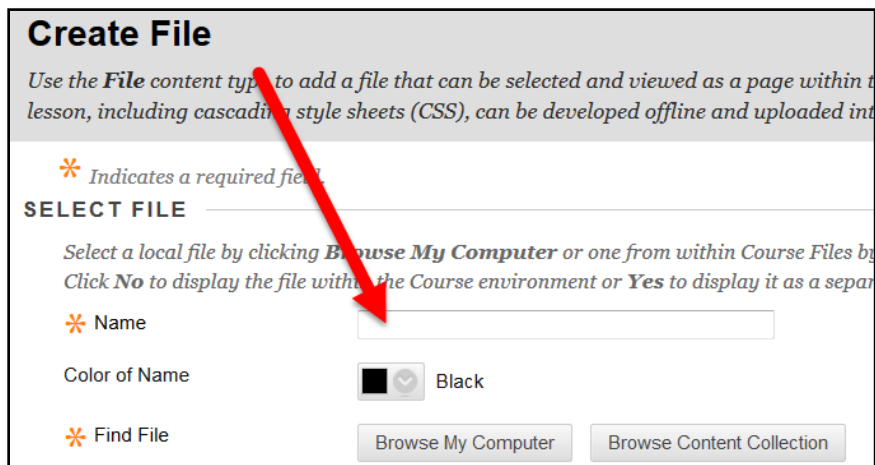
## CONNECTING FILES IN YOUR PERSONAL CONTENT COLLECTION TO A COURSE

These directions assume that you have already uploaded your files into your Personal Content Collection.

1. Within the course you want to connect content to, go to the location of you want your students to access your file.
2. Move your mouse over the **Build content** item on the action bar, and select **File**.



3. Enter a **Name** for your file.



The screenshot shows the 'Create File' form. A red arrow points to the 'Name' field, which is marked with an asterisk to indicate it is a required field. The form includes a 'SELECT FILE' section with instructions on how to choose a file, a 'Color of Name' dropdown menu set to 'Black', and two buttons: 'Browse My Computer' and 'Browse Content Collection'.

4. Click the **Browse Content Collection** button.

**SELECT FILE**

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **No** to display the file within the Course environment or **Yes** to display it as a separate file.

\* Name

Color of Name  Black

\* Find File

5. The Browse Content Collection page opens to the course Content Collection. To change to your Personal Content Collection, move your mouse over **Browse**, and select **My Content**.

**Browse Content Collection**

**Browse** Upload Add

**My Content** 6317\_00354

DEV\_NURS\_6317\_0035456

Course Content

Organization Content

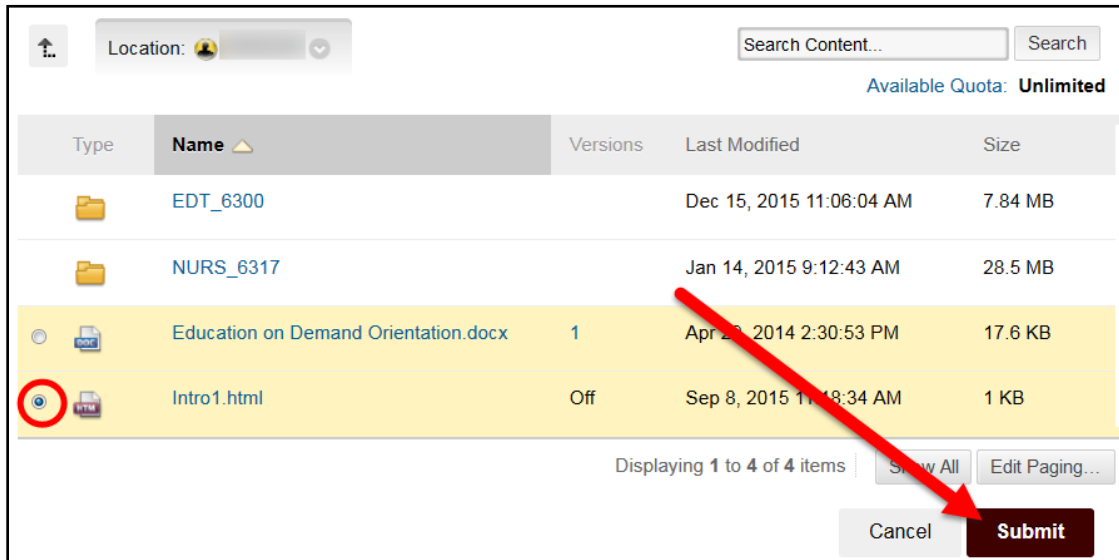
Institution Content

Library Content

Bookmarks

All Content

6. Locate the file you want students to access and select the option for it, and click **Submit**.



Location: [User Icon] [Dropdown Arrow] Search Content... Search

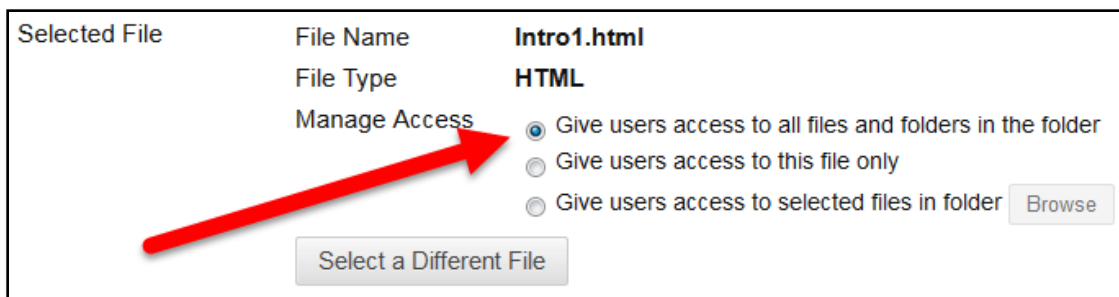
Available Quota: **Unlimited**

Type	Name ▲	Versions	Last Modified	Size
Folder	EDT_6300		Dec 15, 2015 11:06:04 AM	7.84 MB
Folder	NURS_6317		Jan 14, 2015 9:12:43 AM	28.5 MB
Document	Education on Demand Orientation.docx	1	Apr 29, 2014 2:30:53 PM	17.6 KB
HTML	Intro1.html	Off	Sep 8, 2015 11:18:34 AM	1 KB

Displaying 1 to 4 of 4 items | Show All | Edit Paging...

Cancel **Submit**

7. Select the option for “Give users access to all files and folders in the folder.”



Selected File

File Name **Intro1.html**

File Type **HTML**

Manage Access

- Give users access to all files and folders in the folder
- Give users access to this file only
- Give users access to selected files in folder

Browse

Select a Different File

8. Click **Submit**.