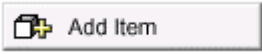



Posting a File

Posting a Word Document

1. Go to the Control Panel.
2. Click the Course Documents link.
3. Click the Add Item button. A rectangular button with a light gray background, a small icon of a document with a plus sign on the left, and the text "Add Item" on the right.
4. Type in an item name.
5. Scroll down the page to "File to Attach".
6. Click the browse button. A rectangular button with a light gray background and the text "Browse..." in a dark font.
7. Find the file on your computer and click open.
8. Scroll down the page.
9. Click the Submit button.

Posting a PowerPoint File

1. Follow the same procedure described above.

Posting a Sound File

1. Follow steps 1-7 above.
2. Next to Special Action, select "Display Media File Within Page."
3. Click the Submit button.
4. Click OK.