- Instructor Training -
Files (Add Course Content)

Step	Action	Script - Narration
1	First Screen - Course home	In this video, you will learn how to access and manage files in Canvas.
2		There are 3 different file storage areas in Canvas: Your User Files, Group Files, and Course Files.
3	Click Settings, Click Files	The first storage area is User Files. These files are accessible in your user settings.
4		This storage area is a great alternative to using a flash memory drive because your files will always be accessible any place where you have an internet connection! Just click a file to download it... work on it... then re-upload it into Canvas to always have the latest version of your document.
5	Point out folders	Here you will have a separate folder for user files (indicated by "My Files"), course files (indicated by the course name), and group files (indicated by the group name).
6	Open Group	The second file storage area can be found within a group. If you belong to a Group, you will have access to Files in the group navigation.
7	Open Files	This file storage area allows students to work on and share files with one another, which is great for collaborating on group projects and assignments.
8	Open Course >> Files	The last of the three file storage areas is the Course Files, which can be accessed through Course Navigation. This is a great place to start as you begin building a course in Canvas. Upload any files you might use when creating your course, including documents, handouts, slide decks, or study guides.
9	Type in Search field	In all these storage areas, there are options to manage files. Search for a specific file by typing in the field.
10	Hover buttons	Add a folder or upload files using the respective buttons.
11	Expand folders	This left panel shows all folders for quick navigation. Some folders may be housed within other folders. Click the arrows next to the folder name to expand all folders.
12	Click Folder	When you click the name of a folder, all contents within the folder you are viewing display in the right panel.
13	Click folder on right panel	You can also click folder names in the right panel to view folder content and to access the file toolbar.
14	Sort files, click column	By default, files are sorted alphabetically. To sort files another way, click the name of any column heading.
15	Click file line, hover toolbar options	To select a file, click the line the file name is on. You can also select multiple files at the same time by holding the command (MAC) or control (PC) key. When a file is selected, Files displays the file toolbar at the top of the window. The toolbar has options that allow you to: ● View the file ● Restrict access to the file ● Download the file ● Move the file ● Manage Usage Rights, and ● Delete the file Note that when selecting more than one file, the download option downloads the files as

		a zip file.
16	Click settings menu	You can also manage some or all options for a selected file within the file's Settings menu.
17	Click file name	Click the name of a file to see a preview. The preview displays the file and file information details, as well as a link to download the file. You can scroll through the document, zoom in and out, and view the document in full screen.
18	Click Add Folder	Your Files can be added to Folders to keep things organized. To add a folder, click the **Add Folder** button.
19	Type name, enter	Type the name of the new folder in the text field and press the Return or Enter key.
20	Drag and drop files into folder	You can then add files to your new folder, or any other folder, by clicking, dragging, and dropping...
21	Click settings >> Move for file	… Or by opening the settings for a file, clicking the **Move** button, and choosing where you would like the file to be located.
22	Select Upload files button and ctrl+click to add/select	Files can be uploaded from your computer individually or in bulk. You can upload files by clicking the **Upload** button and selecting one or more files.
23	Click Open	Click the **Open** button to complete the upload.
24	Demonstrate drag and drop	You can also drag and drop files from your computer into the folders in canvas.
25	Create zip file	Files can also be added from your computer in .zip format, which means that you can package multiple folders and/or files into one single zip file, and Canvas will unzip, or extract all of the folders and files so you don't have to do it manually.
26	Click file name to download	Your Canvas Files are also available for you to download to your computer. To download an individual file, select the file, and click the **Download** button.
27	Click Download button	Or, to download an entire folder to your computer, select the folder in the right pane, and click the **Download** button.
		You've now completed this tutorial video on *Files*.
		For additional information on this or any other topic about Canvas, just visit guides.canvaslms.com. You can also ask questions and engage with other Canvas users by visiting community.canvaslms.com.