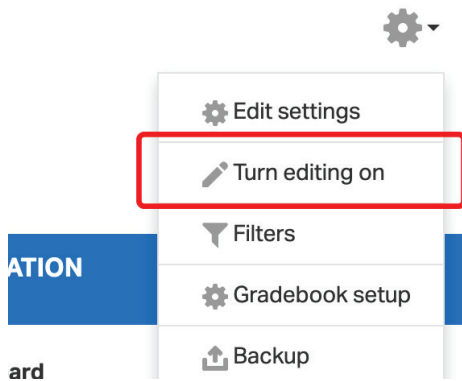


Uploading Files

The easiest way to start using **DotED** is to upload your syllabus and a few files that you think might be useful to your students. Many of our users utilize the 24/7 availability of the platform to provide an easily accessible library of course related content.

- a. Click the **Gear Icon** and select **Turn Editing On** from the dropdown menu. You can also press the **Turn On Editing** link located under **Course Administration** in the sidebar.



- b. Drag the file from your computer and drop it into the section that you would like it added to.



- c. Repeat the process to add any additional files to your DotED Course.
- d. Click the **Gear Icon** and Select **Turn Editing Off** from the dropdown menu. You can also press the **Turn Editing Off** link located under **Course Administration** in the sidebar.

