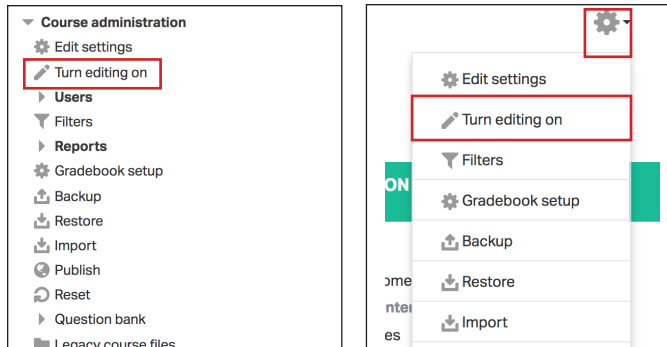


Using Dot Ed

Adding Files

Method 01: Drag and Drop

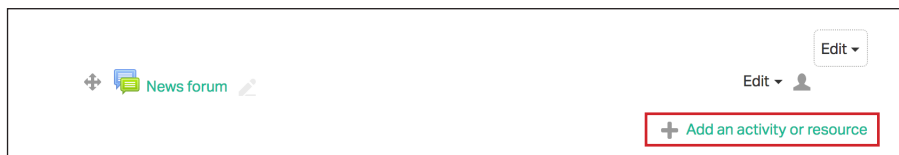
Click the **Turn On Editing** link in the **Administration block** or from the **Settings Gear** drop down menu.



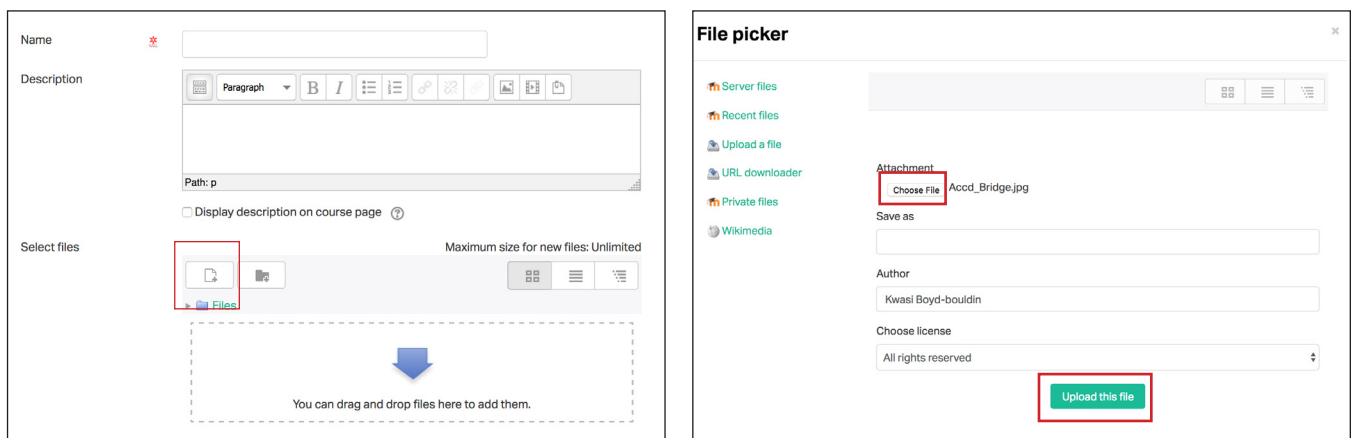
Next, simply Drag your File from your computer and drop it into the **Section** that you would like it to be added to. The file is automatically added to the section when you release the mouse.

Method 02: File Picker

Click the **Add an Activity or Resource** link, Select **File** from the **Resources** list and press **Add**.



Enter the name of your file and any other relevant information. Press the **Add File** button, select your file and press **Upload this File**.



Press **Save and Return to Course** to save changes.