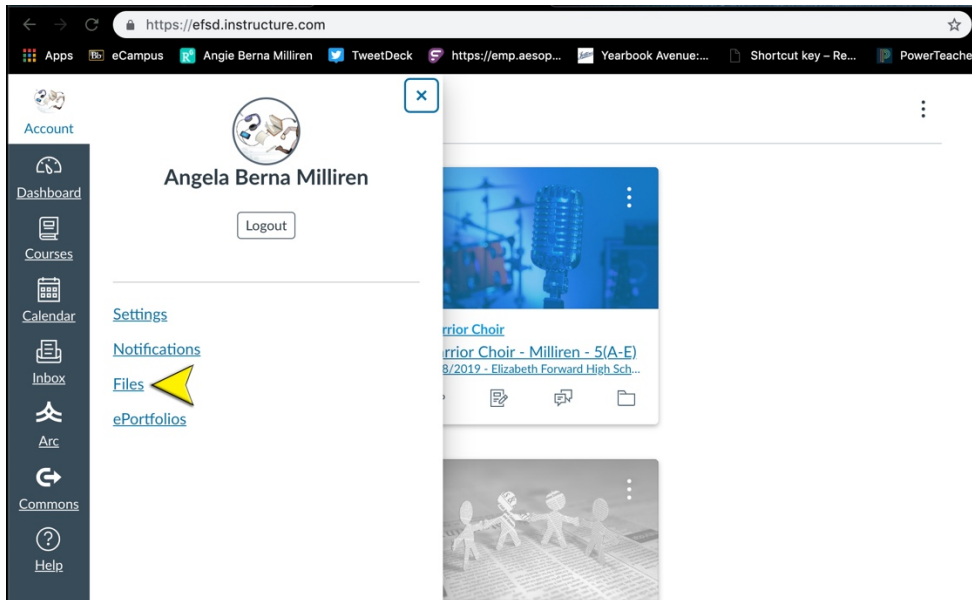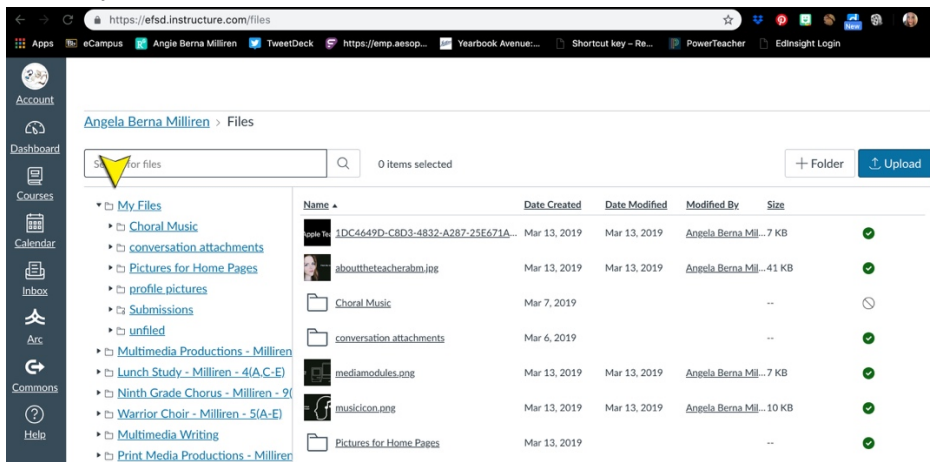How to upload a file to Canvas:
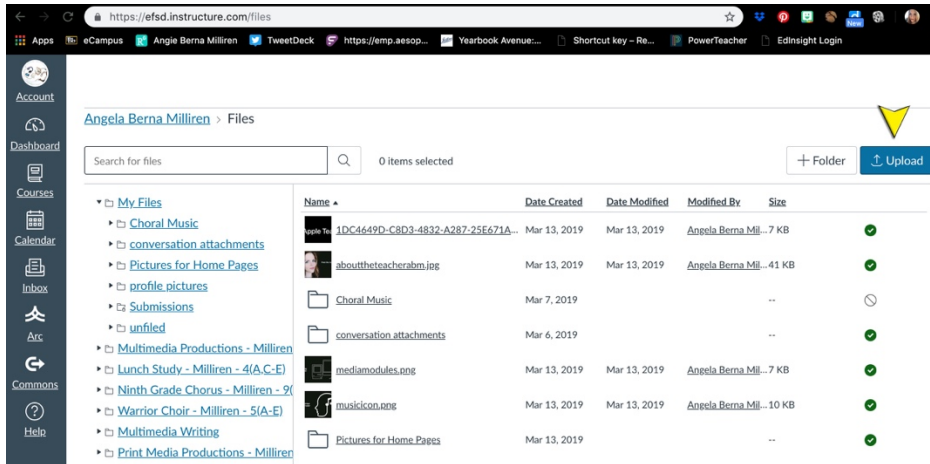
- Select the Account tab on the left bar
- Select "files"

- Select destination file by clicking on folder (To start, use "My Files")

- Select the "Upload button" on the right

- Find file on hard drive and select "open"
- If you want to modify your file, hover over it and select the three dots that appear on the far right. (There you can download it, rename it, move it, or delete it.) You can also drag a file into a different folder, if needed.
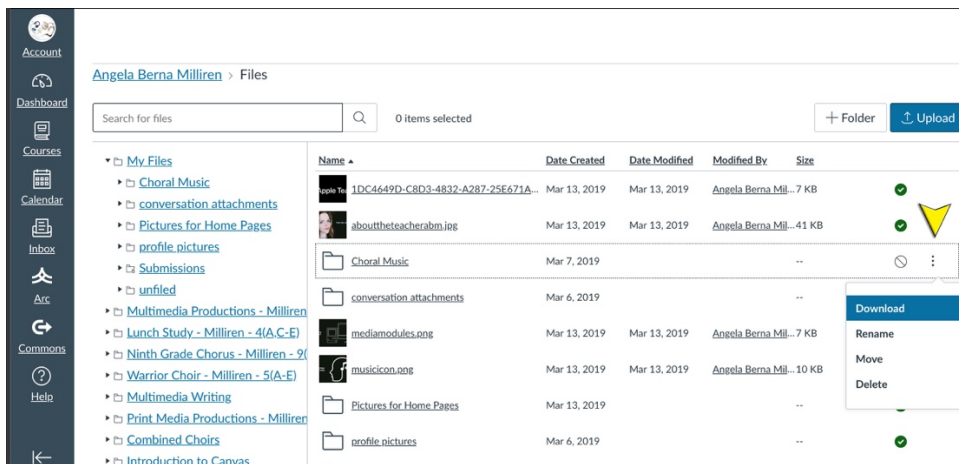
- To set permissions on a file, click on the file to highlight it and a new upper menu will appear. Click the "cloud with lock icon" to restrict access to any file.