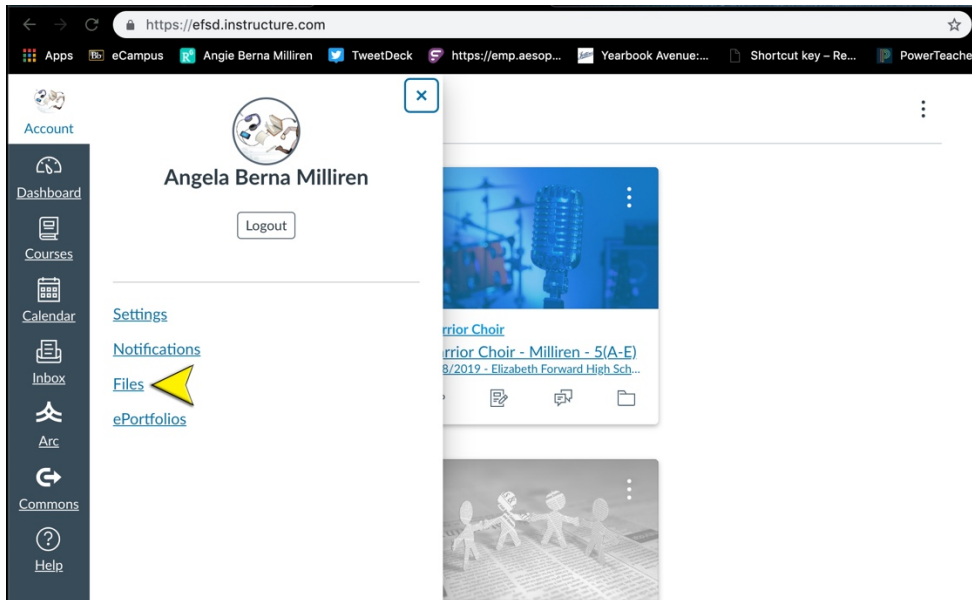
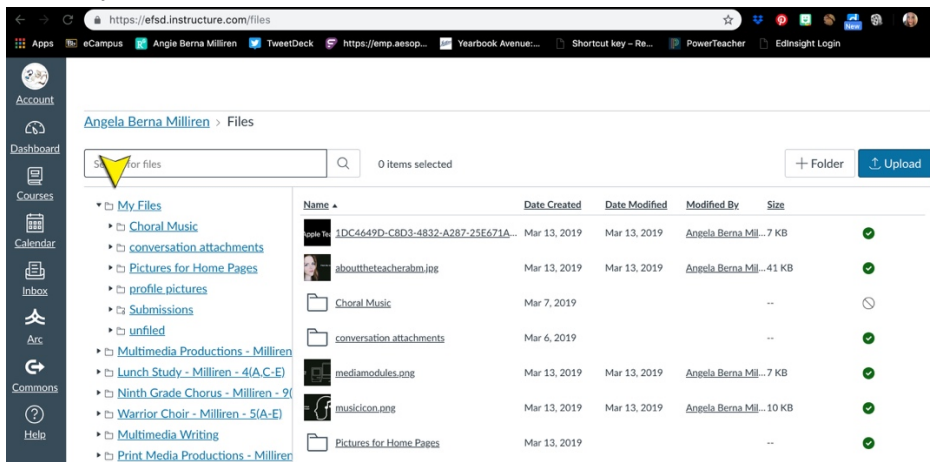


How to upload a file to Canvas:

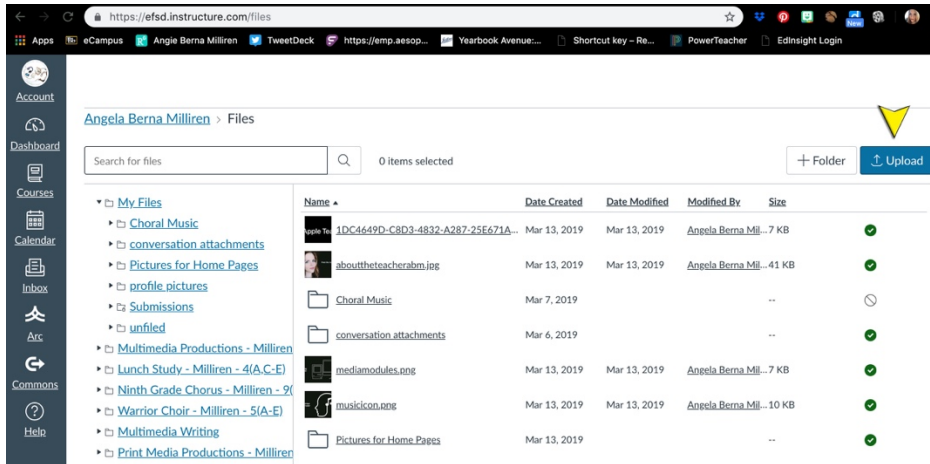
- Select the Account tab on the left bar
- Select “files”



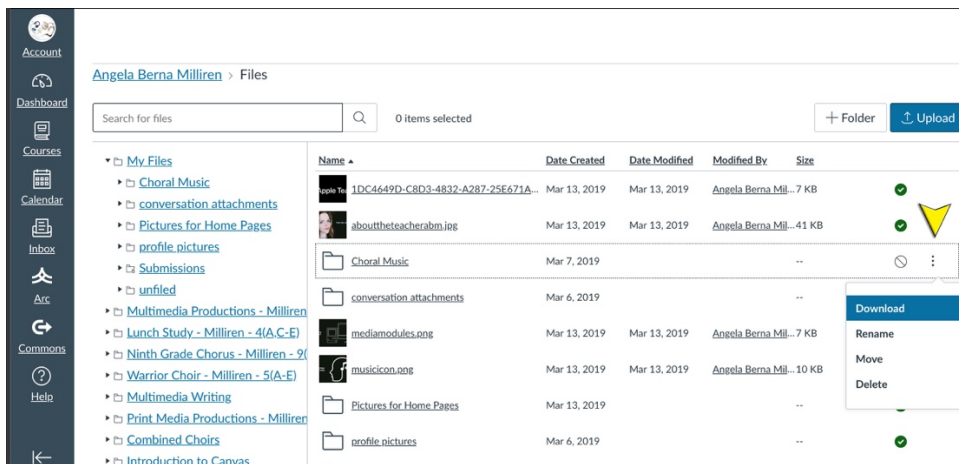
- Select destination file by clicking on folder (To start, use “My Files”)



- 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.

The screenshot shows a file management interface for Angela Berna Milliren. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, Arc, Commons, and Help. The main area displays a list of files and folders under 'My Files'. The 'Apple Test' file is selected, and a permissions menu is visible, showing a 'cloud with lock icon' option.

Name	Date Created	Date Modified	Modified By	Size	Permissions
Apple Test	Mar 13, 2019	Mar 13, 2019	Angela Berna Mill...	7 KB	Cloud with lock icon
abouttheteacherabm.jpg	Mar 13, 2019	Mar 13, 2019	Angela Berna Mill...	41 KB	Green checkmark
Choral Music	Mar 7, 2019		--	--	Cloud icon
conversation attachments	Mar 6, 2019		--	--	Green checkmark
mediamodules.png	Mar 13, 2019	Mar 13, 2019	Angela Berna Mill...	7 KB	Green checkmark
musicicon.png	Mar 13, 2019	Mar 13, 2019	Angela Berna Mill...	10 KB	Green checkmark
Pictures for Home Pages	Mar 13, 2019		--	--	Green checkmark
profile pictures	Mar 6, 2019		--	--	Green checkmark
Submissions	Mar 13, 2019		--	--	Green checkmark