# Upload a File

The process for uploading a file in most areas of AsULearn is the same. These steps are for adding a resource file to your course.

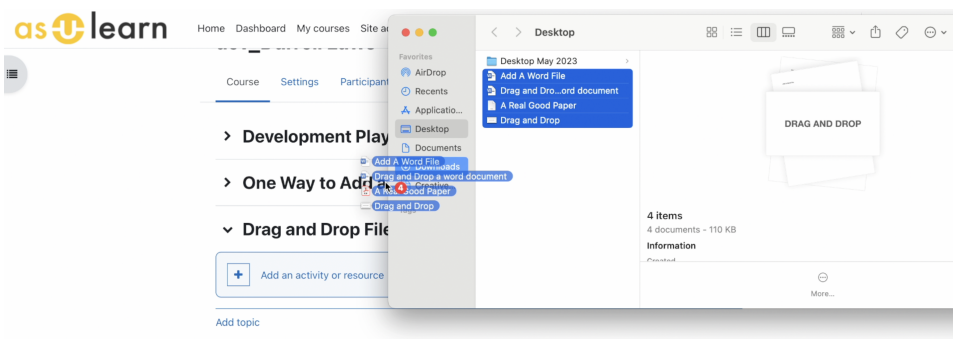See **Upload File from Google Drive** for those steps.

Step-by-step guide to Adding File

Method 1: Drag directly into your course | Quickest but will have to go into settings to add details

1. From the main course page click on the **Turn editing on** button (top right).
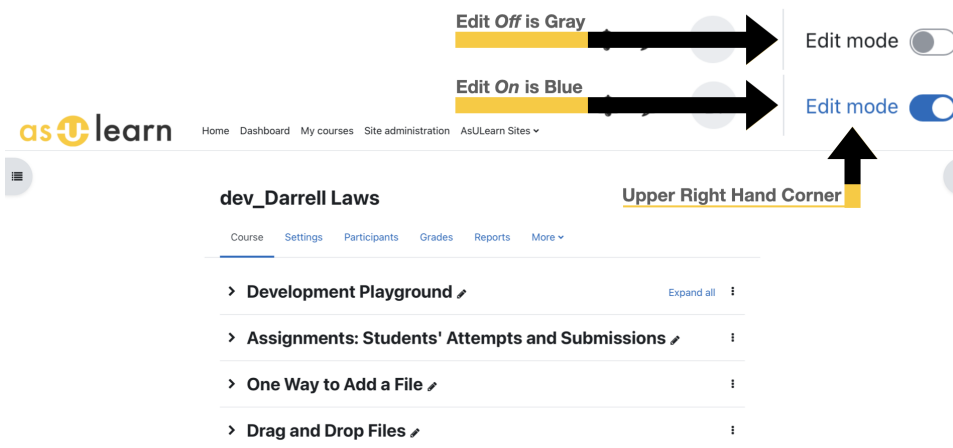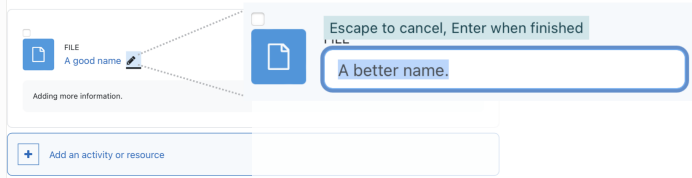

2. Browse your comptuer for the file, or files, you would like to use in the course | **NOTE**: Having the file(s) on your desktop can make this process quicker.
   - PC : right-click the **Windows** button in the lower left hand corner > **File Explorer** (or use any of the other ways to open the File Explorer)
   - Mac: from the dock, open a **Finder** window

3. Select a single file ,or multiple files, from your computer.

4. Drag the selected files to the topic section in AsULearn and release the mouse key. You may see a spinning icon as it transfers the file, but the file will soon appear on the AsUlearn page.
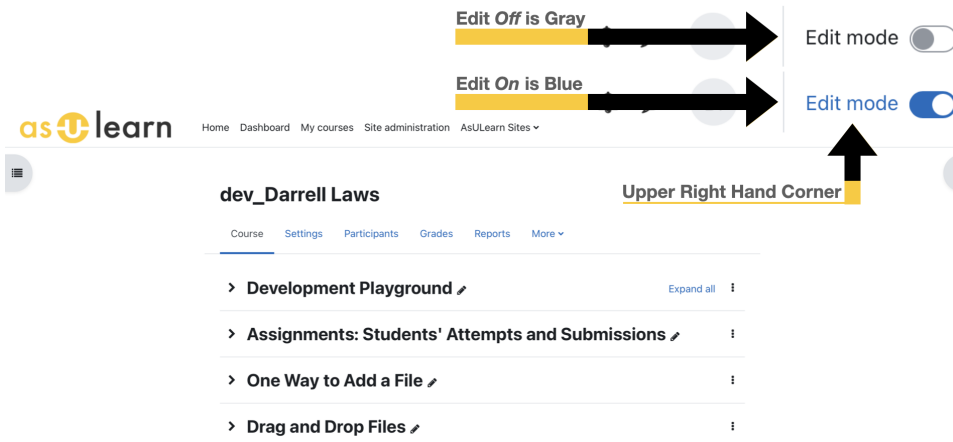
ⓘ You can edit the titles by clicking on the pencil icon and updating the title (press enter/return).

FILE
A good name ✎

Adding more information.

Escape to cancel, Enter when finished
FILE
A better name.
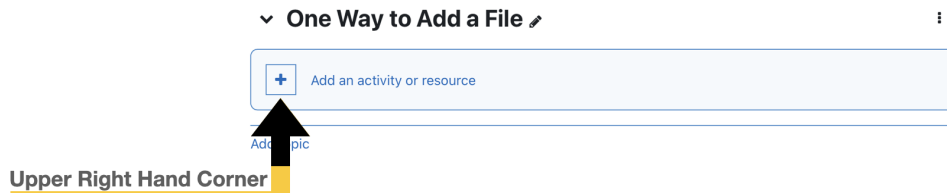
➕ Add an activity or resource

Method 2: Upload the file | Quick with the option to add more details

1. From the main course page click on the **Turn editing on** button (top right).

Edit *Off* is Gray ➡ Edit mode ⬜

Edit *On* is Blue ➡ Edit mode 🔵

as⬡learn   Home Dashboard My courses Site administration AsULearn Sites ⌄

dev_Darrell Laws   **Upper Right Hand Corner**

Course   Settings   Participants   Grades   Reports   More ⌄

> **Development Playground** ✎   Expand all ⋮

> **Assignments: Students' Attempts and Submissions** ✎   ⋮

> **One Way to Add a File** ✎   ⋮

> **Drag and Drop Files** ✎   ⋮

2. Click the **+Add an activity or resource** link in a topic section.

⌄ **One Way to Add a File** ✎   ⋮

➕ Add an activity or resource

Add topic

Upper Right Hand Corner

3. Under **All** or **Resources**, select **File**.
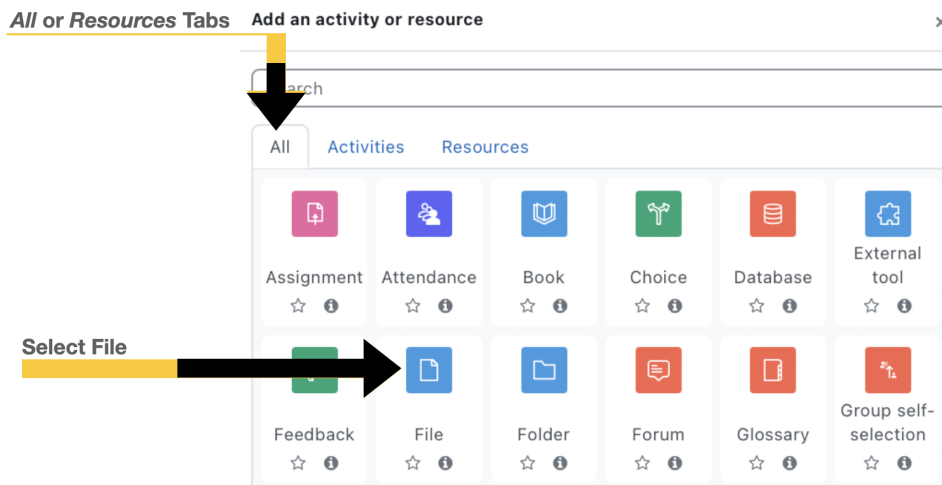
4. Enter a **Name** and any other **Description.** Beside **Select Files**, click on the paper icon (Add). The **File Picker** will open. Select **Choose File**, add a title for **Save As**, and select **Upload this file** | This is the part where you can add more details than the *Quickest* file upload option.
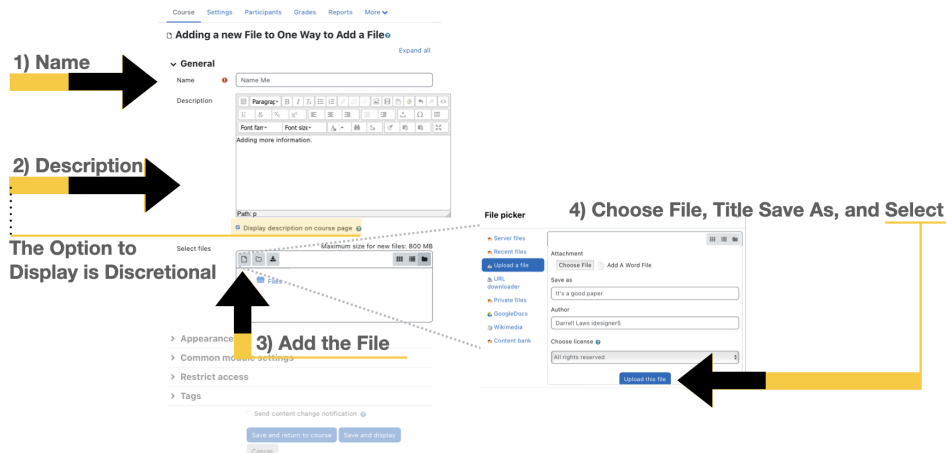
Video Tutorial on Adding a File

> ⓘ What happens when the file link is clicked depends on settings in the Appearance section as well as how the browser is set up to handle links. File types may be handled differently.
>
> For large files you may need to wait for the file to upload. When the upload is complete, the File picker window will close. For files dragged into the field, wait for the file name to appear in *blue text*.

Support category: Resources

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