Uploading/Updating a Syllabus

*e*Learning

Uploading on the Content Page

- 1. Hover over the area on the **Content** page.
- 2. Click the "+" icon.
- 3. Select Upload.

Content	2		٩
© Visil Explore	uction to Coffe ble to students • the fastionting h ney to becoming 3.) Create Auto-Generate Modules Copy Content Upload Gloud Storage	er how the coffee bean was first discovered and in the world.
		Content Collection	

- 4. Choose and open the file.
- 5. Save your preferred view and download settings.

Edit File Options		×
* Display Name		
syllabus.docx		
File Options		
View and download		
O View only		
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	Close	Save
	_	

6. Once uploaded, ensure your file is available by setting it to be "visible to students."

Course Content
syllabus.docx Visible to students *
♥ Visible to students
Hidden from students :ion to Coffee
A Release conditions to students - Explore the fascinating history and its journey to becoming one of the

Uploading within a Module

1. Click on the module to expand its contents.

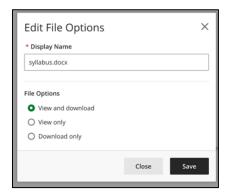
2. Click "+" icon where you would like to save the file in the module.

Course Content	۲		
	Introduction to Coffee @ Visible to students ~ Explore the factoring biasry and origins of coffee. Discover how the coffee bean was first discover its journey to becoming one of the most popular beverages in the world.	•••	
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3. Click "Upload".

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Plidden from students *	٥	Copy Content	
Unveiling the Layers of Coffee Cu	(₁)	Upload	
Due date: 4/15/24, 8:46 AM	۲	Cloud Storage	
 Visible to students - Coffee has evolved into much more that 	買	Content Market	an integral part of many cultures around t
world. In your response, analyze how the unique coffee culture. Consider the ritu	₫	Content Collection	a particular region have influenced its sociated with coffee in your chosen region

- 4. Choose and open the file.
- 5. Save your preferred view and download settings.



6. Your syllabus is now under a module. Ensure the content is "Visible to students."

Introduction to Coffee So Visible to students - Explore the fascinating history and origins of coffee. Discover how its journey to becoming one of the most popular beverages in the
 udocx e to students * ig the Layers of Coffee Culture

Updating an Ultra Document

1. Go to where your document is located and click the Ultra document to view its contents.

Course Content Q	••
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Introduction to Coffee	
Visible to students *	
Explore the fascinating history and origins of coffee. Discover how the coffee bean was first discovered and its journey to becoming one of the most popular beverages in the world.	
Course Syllabus © Visible to students •	
Unveiling the Layers of Coffee Culture	
Coffee has evolved into much more than a beverage; it has become an integral part of many cultures around the world. In your response, analyze how the history and geography of a particular region have influenced its unique coffee culture. Consider the rituals, traditions, and values associated with coffee in your chosen region. To enhance your analysis, include at least one photograph or vide on tas thowcases an aspect of coffee culture in	

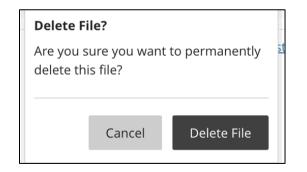
2. Locate any old files and select the ellipses (three dots) to access options for the file.

Course Syllabus Click on the following link to access you	r syllabus.	
Syllabus		∞ ≮ ∨
	۲	 Auto-generate question back

3. Select "Delete File" to remove the old file.

-	Ø	Edit File
	圙	Delete File
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4. Press "Delete File" to complete the command.



5. To upload your new file, hover over the grey line and press the "+" icon.



6. Upload your file from your computer or cloud storage.

🗗 Add Content	 Auto-generate question bank
() Add HTML	
DUpload from Computer	
Browse Content Collection	
Upload from Cloud Storage	

- 7. Choose and open the file.
- 8. Save your preferred view and download settings.

Edit File Options		×
* Display Name		
syllabus.docx		
File Options View and download View only Download only		
	Close	Save



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