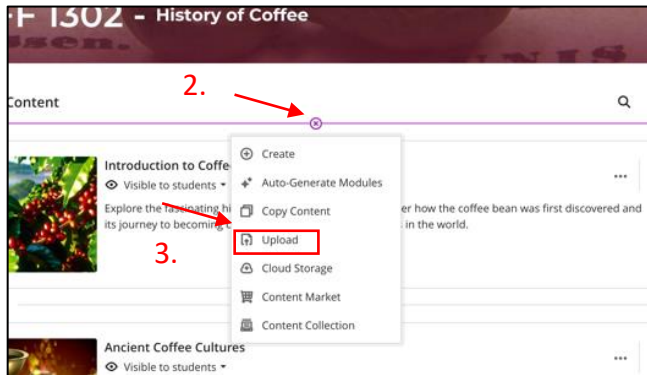
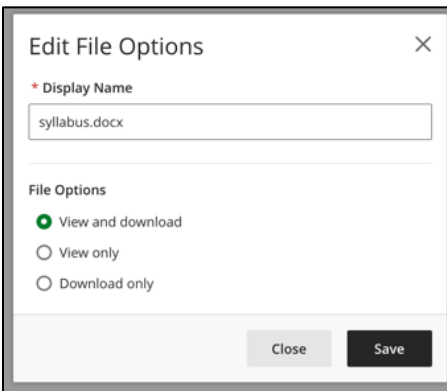


Uploading on the Content Page

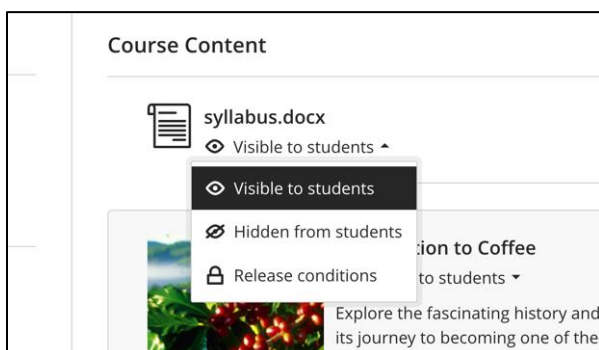
1. Hover over the area on the **Content** page.
2. Click the “+” icon.
3. Select Upload.



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

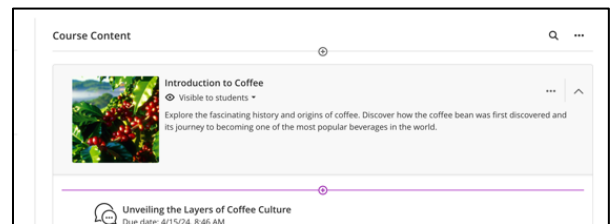


6. Once uploaded, ensure your file is available by setting it to be “visible to students.”

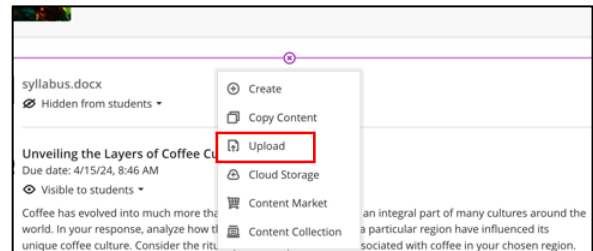


Uploading within a Module

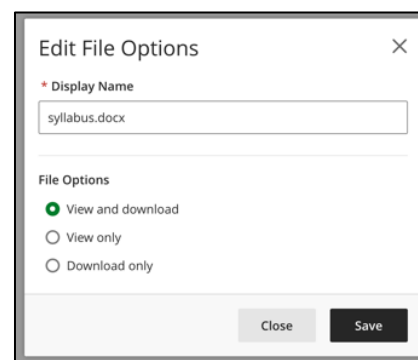
1. Click on the module to expand its contents.
2. Click “+” icon where you would like to save the file in the module.



3. Click “Upload”.



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

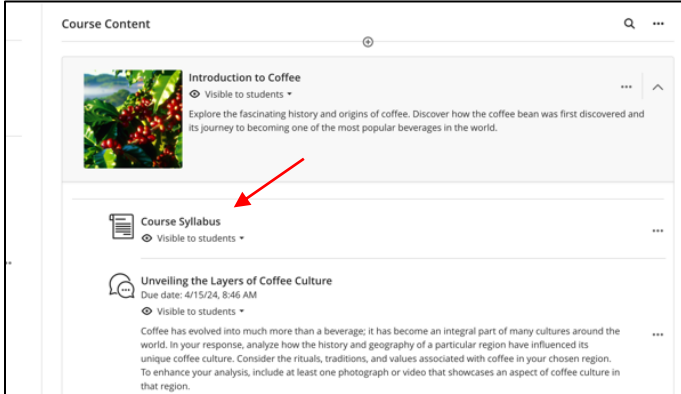


6. Your syllabus is now under a module. Ensure the content is “Visible to students.”



Updating an Ultra Document

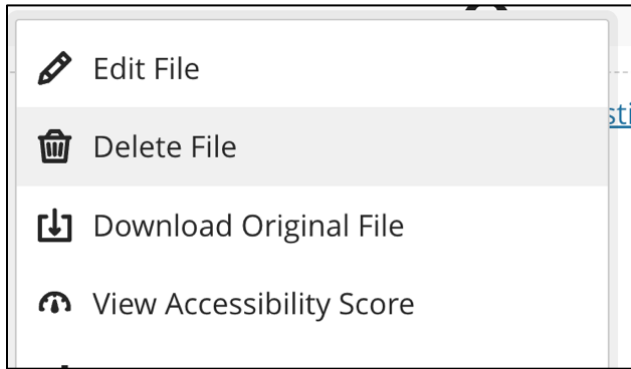
1. Go to where your document is located and click the Ultra document to view its contents.



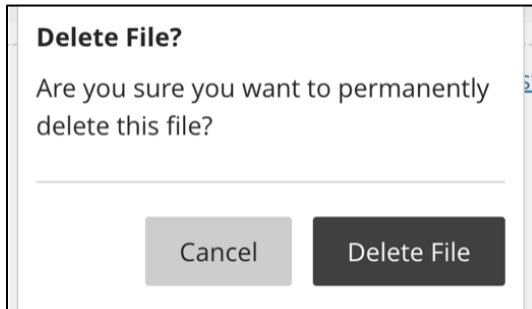
2. Locate any old files and select the ellipses (three dots) to access options for the file.



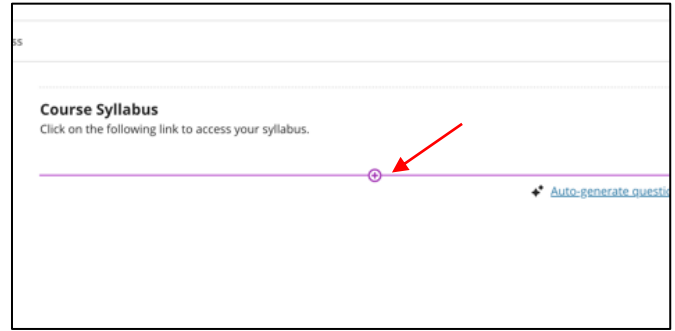
3. Select "Delete File" to remove the old file.



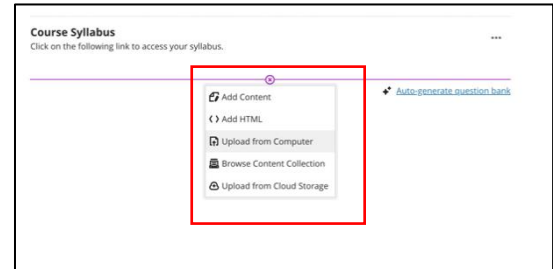
4. Press "Delete File" to complete the command.



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

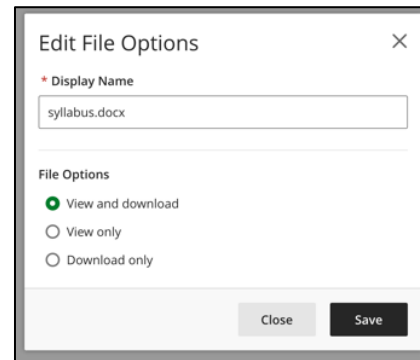


6. Upload your file from your computer or cloud storage.



7. Choose and open the file.

8. Save your preferred view and download settings.



For more support, contact the eLearning Team:

Email: elarning@tamiu.edu

Call: 956-326-2792

Visit: KLM 259, Monday to Friday, 8 AM to 6 PM