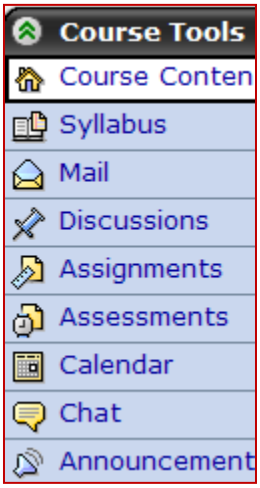
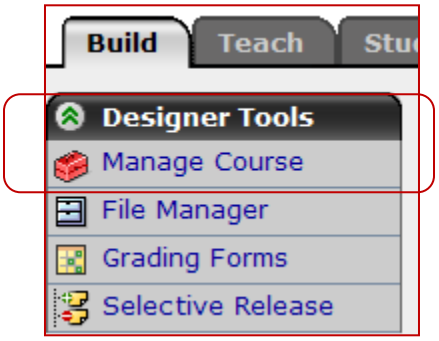
eLearning - Uploading a file (.ppt or .doc or .pdf)

Log into myRedDragon; click on the Faculty Online tab and then My eLearning courses. Select your course from the current semester (Please note that if you have not created a course shell then you should follow the directions found here: http://blog.cortland.edu/techinfo/wp-content/uploads/2009/09/Set-upBlankCourse.pdf

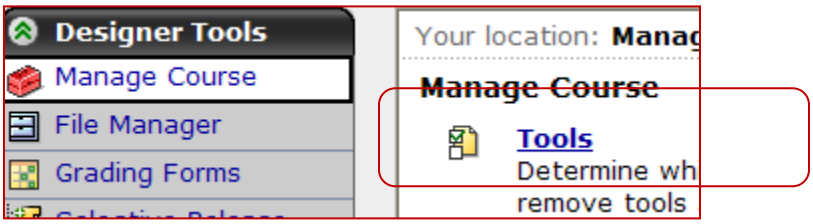
You should have Learning Module listed under the Course Tools area;



If not then we will need to add the tool. Click on Manage Course (on the Build Tab under Designer Tools):



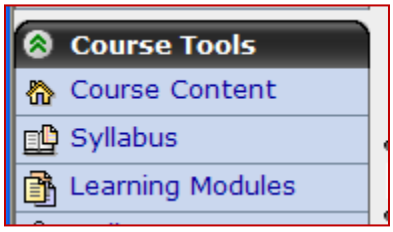
On the Manage Course page click on Tools:



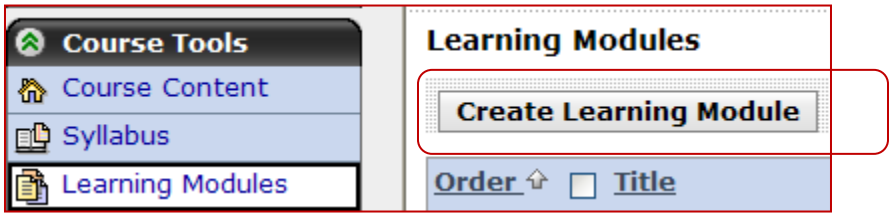
Scroll down to Content Tools and make sure that the Learning Modules tool is checked.

SUNY Cortland eLearning

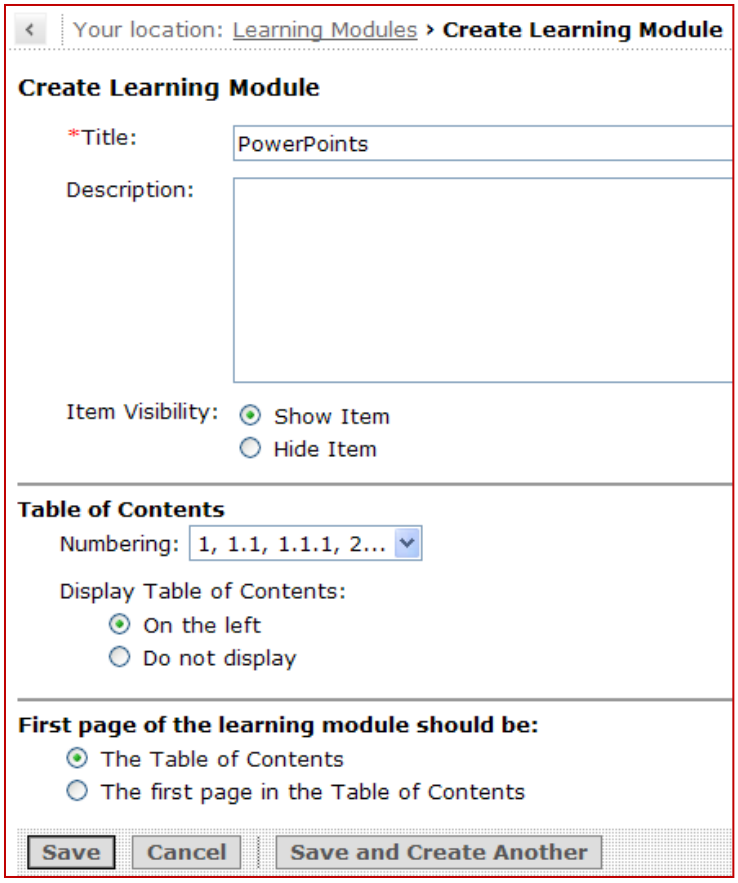
Scroll down and click on SAVE. You will now see the Learning Modules tool listed under Course Tools:



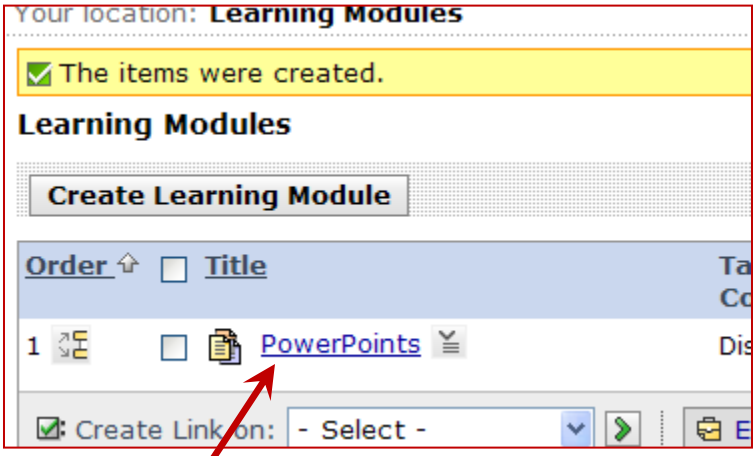
Click on Learning Modules and then on Create Learning Module:



You will then Title your Learning Module (in this case PowerPoints); enter a description if necessary; leave the Table of Contents numbering as the default and check the button next to The Table of Contents; then click on Save.

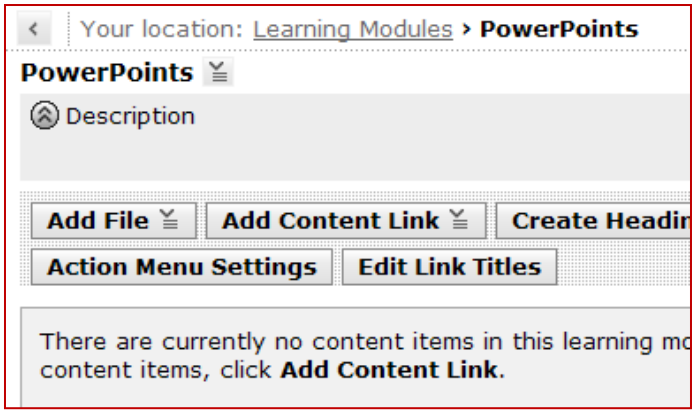


You will receive confirmation that the Learning Module has been created:

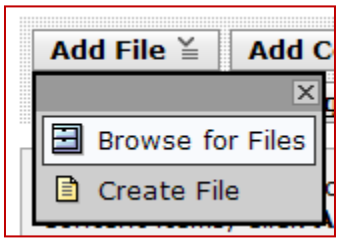


Click on the title of the Learning Module to enter that area.

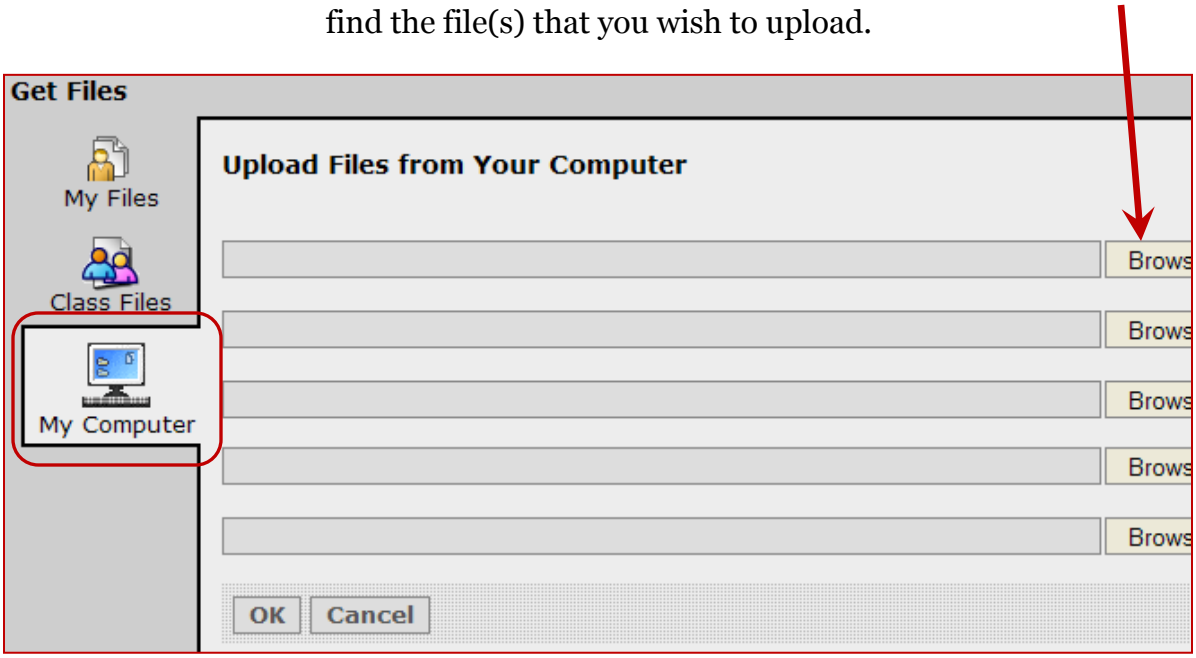
eLearning - Uploading a file (.ppt or .doc or .pdf)



Click on Add File then Browse for Files in order to browse for the PowerPoint files (or .doc; .pdf) on your computer.



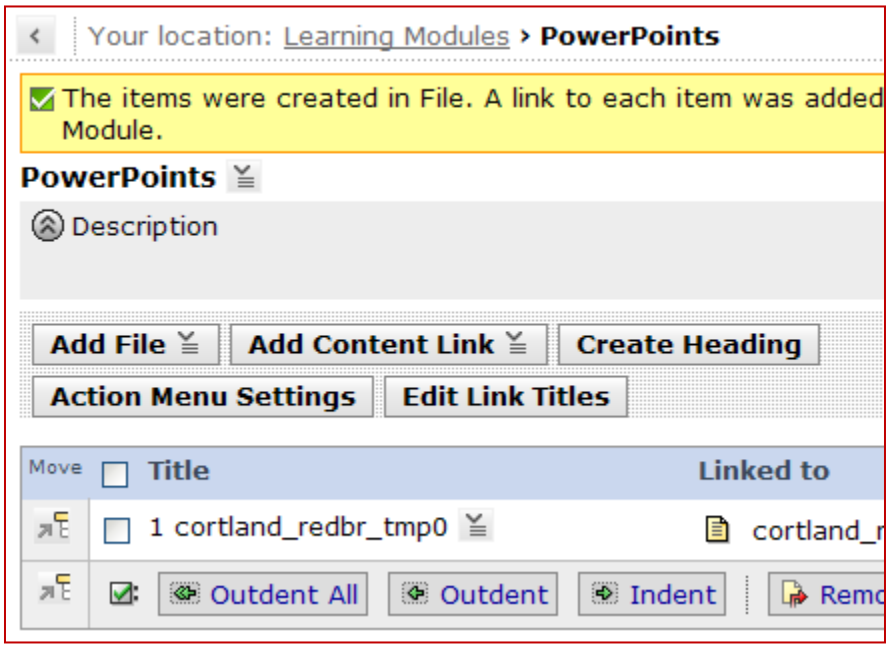
You will select My Computer on the left side of the screen and then click on Browse to find the file(s) that you wish to upload.



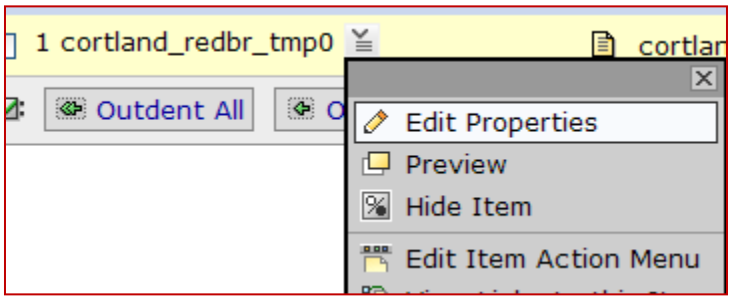
You may upload multiple files at one time. Once you have the files that you want click on OK.

SUNY Cortland eLearning

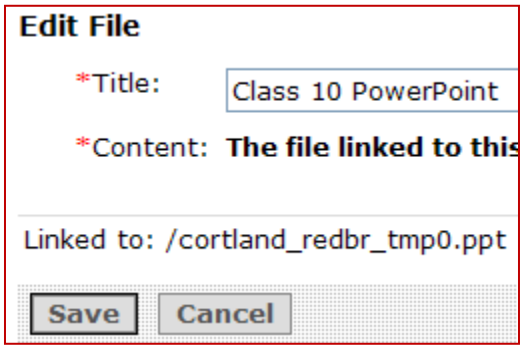
You will receive confirmation that your file(s) has been uploaded to the room.



If you want to rename the title of the file (the title is pulled from the file name so it could be confusing) click on the Action Menu to the right of the Title and then click on Edit Properties:

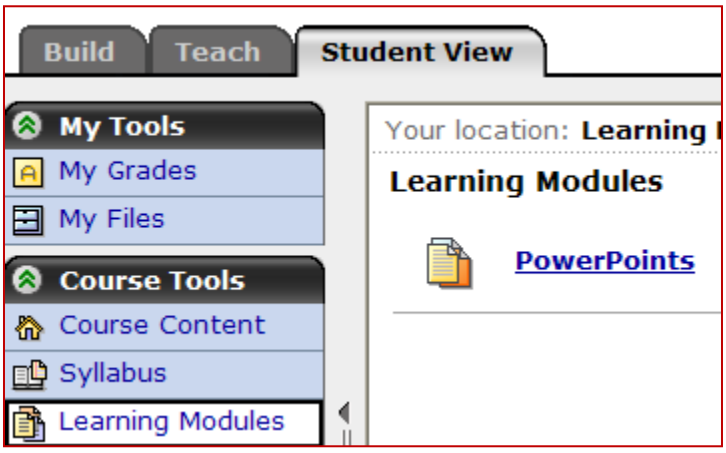


You may rename the Title to whatever you want without changing the file itself. Make sure you click on SAVE:

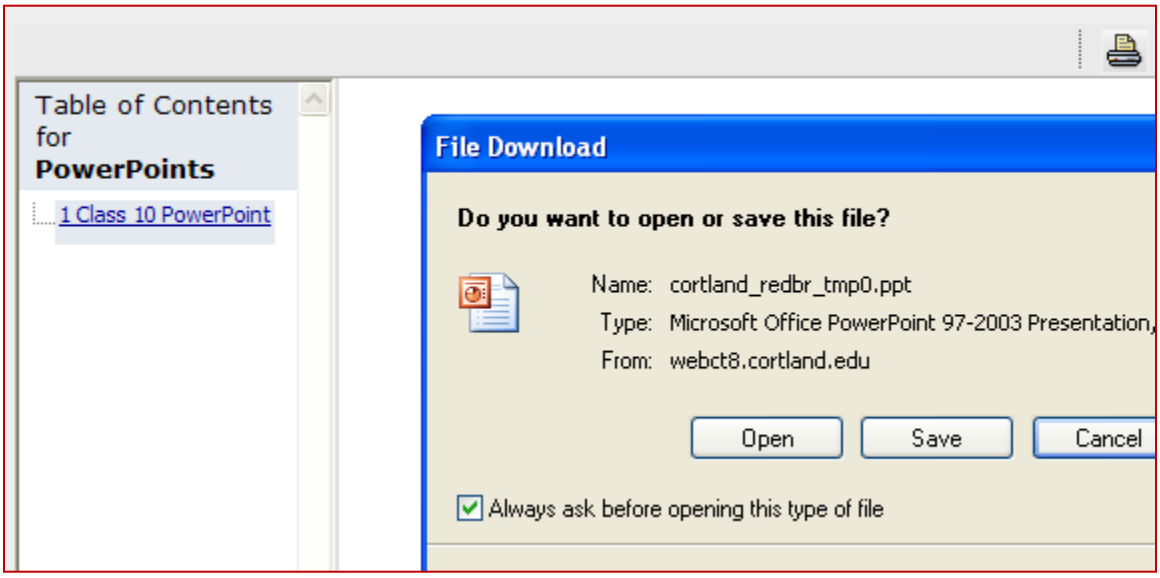


SUNY Cortland eLearning

The Title will be changed. In order to see how the Students will view the file(s) click on the Student Online tab; click on Learning Modules:



Click on PowerPoints (the name of the Learning Module) and the file is ready to be downloaded or opened on the student's computer:



This is the basics on how to make PowerPoint files (or other files) available to students within eLearning. If you use .pdf files (the preferred method) then the file will open inside of the Learning Module and will not have to be opened or downloaded by the student.

If you have any questions please contact eLearninghelp@cortland.edu

SUNY Cortland eLearning