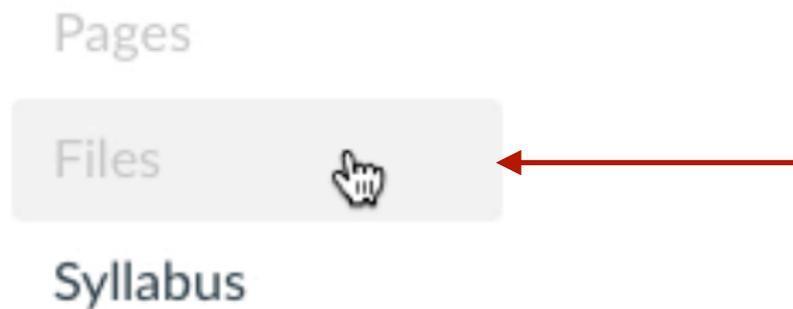




Uploading Files in Canvas

Files can be uploaded to the File Manager in Canvas, and then loaded into your Canvas course site by embedding them in Modules, Pages, Discussions, and more.

Select Files from your course navigation menu on the left-hand side. Note that this option is greyed-out until you upload files, at which point it will become black.



The Canvas File manager allows you to store files in a folder structure, similar to your computer. The left side shows folders, the contents of which are shown on the right when clicked on.

A recommended practice is to create a folder/subfolder structure on Canvas that mirrors the same structure you might have on your computer where your original course files are stored.

The screenshot shows the Canvas File Manager interface. At the top, there is a search bar with the text 'Search for files' and a magnifying glass icon. To the right of the search bar, it says '0 items selected'. Further right are two buttons: '+ Folder' and 'Upload' (with an upward arrow icon). Below the search bar, there is a folder structure on the left with a dropdown arrow and a folder icon next to the text 'Photography 1123'. To the right of the folder structure is a table with the following headers: 'Name', 'Date Created', 'Date Modified', and 'Modified BySize'. Below the headers, the text 'This folder is empty' is displayed. At the bottom left, there is a progress bar showing '0% of 524.3 MB used'. At the bottom right, there is a link labeled 'All My Files'.



Click the +Folder button to create additional folders.

Search for files 0 items selected

- ▼ Photography 1123
 - ▼ Aperture
 - ▶ ISO
 - ▶ Shutter Speed

Name ▲	Date Created	Date Modified	Modified By	Size
This folder is empty				

0% of 524.3 MB used [All My Files](#)

Select items on your computer and drag-and-drop them on the right side of the Canvas file manager to upload them to a folder in Canvas.

Search for files 0 items selected

- ▼ Photography 1123
 - ▼ Aperture
 - ▶ ISO
 - ▶ Shutter Speed

Name ▲	Date Created	Date Modified	Modified By	Size
This folder is empty				

0% of 524.3 MB used [All My Files](#)

