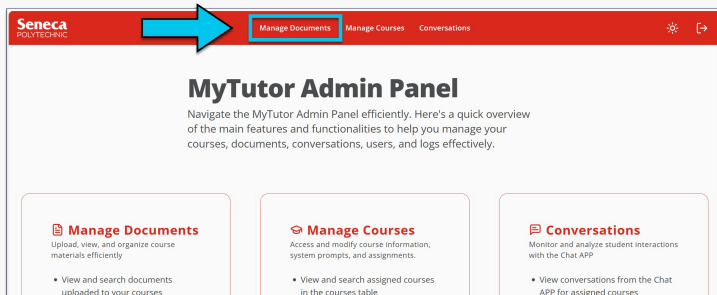


Adding Web Pages

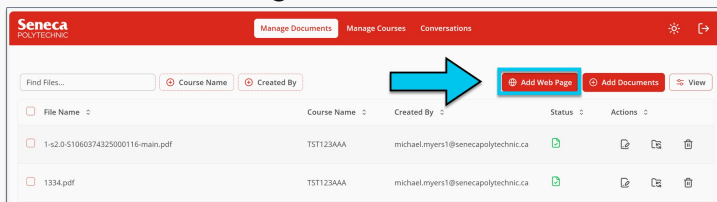
Version 8

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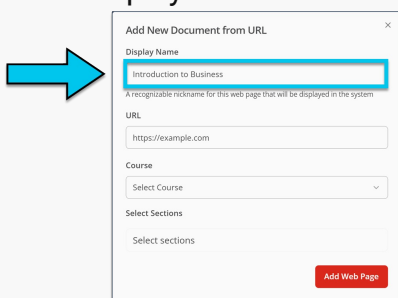
1. Select **Manage Documents**.



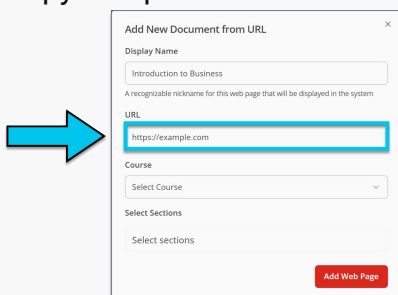
2. Select **Add Web Page**.



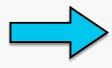
3. Enter display name.



4. Copy and paste the URL.



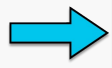
5. Select the course you want to add the web page to.



The dialog box titled "Add New Document from URL" contains the following fields:

- Display Name:** A text input field with "Introduction to Business" entered.
- URL:** A text input field with "https://example.com" entered.
- Course:** A dropdown menu with "Select Course" selected.
- Select Sections:** A text input field with "Select sections" entered.
- Add Web Page:** A red button at the bottom right.


6. Select the course section. **Note:** You can select multiple sections at once to upload the same files across them.



The dialog box titled "Add New Document from URL" contains the following fields:

- Display Name:** A text input field with "Introduction to Business" entered.
- URL:** A text input field with "https://example.com" entered.
- Course:** A dropdown menu with "Select Course" selected.
- Select Sections:** A text input field with "Select sections" entered.
- Add Web Page:** A red button at the bottom right.

7. Select **Add Web Page** to confirm.



The dialog box titled "Add New Document from URL" contains the following fields:

- Display Name:** A text input field with "Introduction to Business" entered.
- URL:** A text input field with "https://example.com" entered.
- Course:** A dropdown menu with "Select Course" selected.
- Select Sections:** A text input field with "Select sections" entered.
- Add Web Page:** A red button at the bottom right.

Note: Once the file is uploaded, its status will appear as yellow while it is being processed in the background. The file will not be used by the system until the status changes to green. This process may take between 5 to 15 minutes, depending on system activity.

tags : adding-web-pages, mytutor, my-tutor-faculty