Adding Web Pages

Version 8

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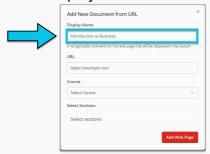
1. Select Manage Documents.



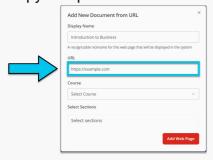
2. Select Add Web Page.



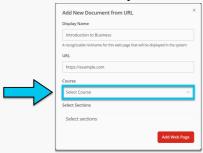
3. Enter display name.



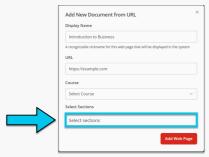
4. Copy and paste the URL.



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



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



7. Select Add Web Page to confirm.



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