Adding Documents

Version 8

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- 1. Select Manage Documents.
- 2. Select Add Documents.



3. Drag and drop or browse your files. **Note:** You can upload up to 10 files at once.



4. Select the course you want to upload documents to.

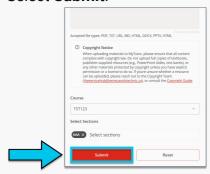




5. Select the course section. **Note:** You can select multiple sections at once to upload the same files across them.



6. Select Submit.



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-documents, mytutor, mytutor-faculty