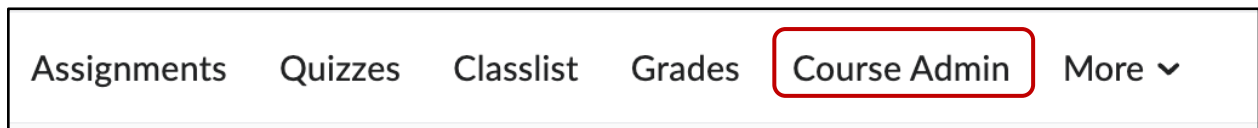
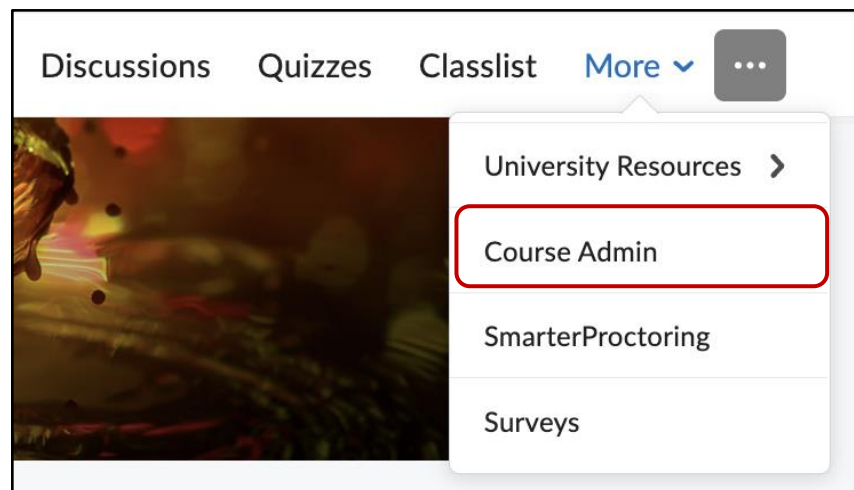


Adding/Uploading Files to Manage Files in D2L Brightspace

1. **Log in** to [Clayton State's D2L Brightspace](#).
2. Open your D2L **course**
3. Look at the **top navigation bar** (Navbar).
4. Select **Course Admin** (It will be visible on the Navbar or under the More Dropdown.)



Or



5. Once you find **Course Admin** and Select it. It will bring you to a page like this and you will select **Manage Files**.

Course Administration

Category Name

Site Setup

- Availability Date Defaults
- Navigation & Themes
- Course Offering Information
- Widgets
- Homepages

Site Resources

- Calendar
- Course Design Accelerator
- Frequently Asked Questions
- Instructional Design Wizard
- Manage Dates
- Content
- External Learning Tools
- Glossary
- Learning Activity Library
- Manage Files
- Course Builder
- Forms
- Import / Export / Copy Components
- Links

6. You will then see the following options to Create a New File, New Folder or Upload an existing document.

Course Home Content Assignments Discussions Quizzes Classlist Grades University Resources More

Content Manage Files Course Builder

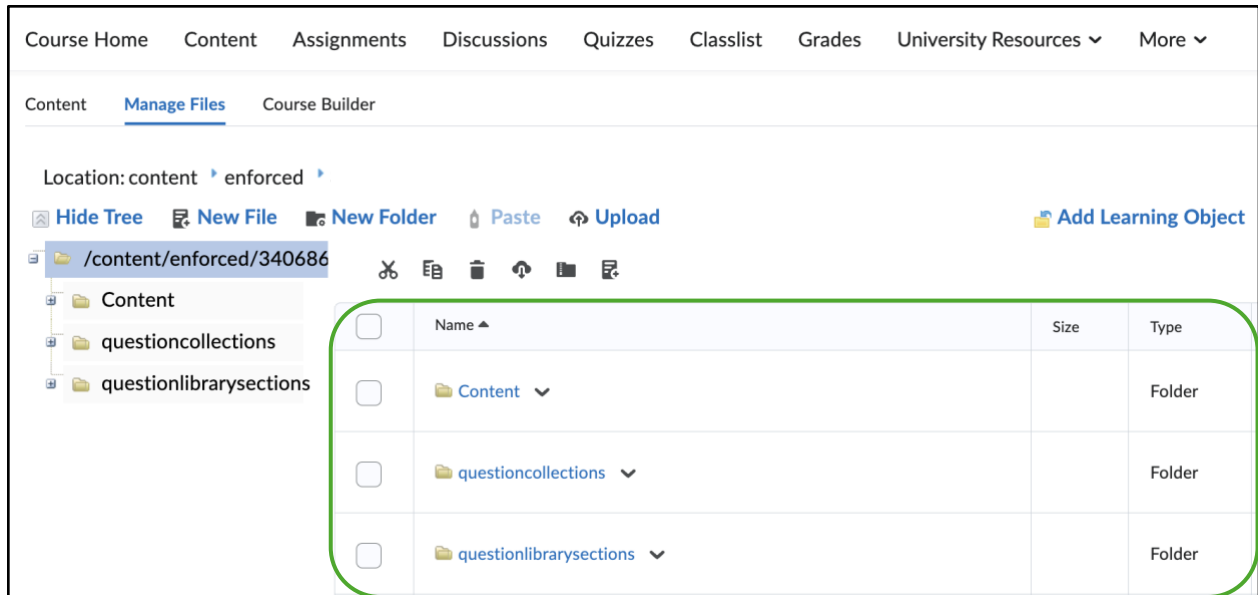
Location: content enforced

Hide Tree New File New Folder Paste Upload Add Learning Object

/content/enforced/340686

<input type="checkbox"/>	Name ▲	Size	Type
<input type="checkbox"/>	Content ▼		Folder
<input type="checkbox"/>	questioncollections ▼		Folder
<input type="checkbox"/>	questionlibrarysections ▼		Folder

7. The file, folder or uploaded document will appear in the list below.



****Important**** The Items in Manage Files will not receive an Accessibility Report/Score

Need Help with Adding or Uploading Files to Manage Files in D2L Brightspace?

Support is available in a variety of ways. Our online help documents here are a great first step. If you need more assistance, we're happy to help by **email**, **phone**, or **in person**.

Contact us at **678-466-4190**, email CELT@clayton.edu, or [Book a Consultation](#) to get personalized support.