

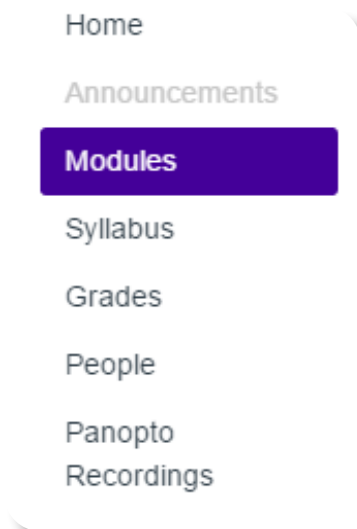
## How do I upload a file to a course?

You can add a file to your course by uploading a file. As an instructor, you can upload files in the modules area or the files area by uploading or dragging and dropping them from your personal files into course files index on the left hand navigation menu.

**Note:** Video and audio uploads to Canvas through the media tool can be up to 500 MB in size. If your file size exceeds 500 MB, please contact [online@bridgeport.edu](mailto:online@bridgeport.edu) for assistance.

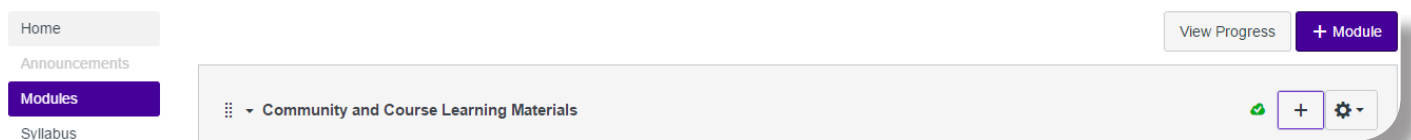
### Open Files

In Course Navigation, click the **Modules** link.



### Add File

Click the **+ sign** next to the module name.



Choose **File** [1] from the drop down list[2].

Choose **New File** [3].

Click the **Choose File** button[4].

Click the **Add item** [5] button.

Add **File** to module

Assignment  
Quiz  
New File  
File  
Content Page  
Discussion  
Text Header  
External URL  
External Tool

File: **Choose File** No file chosen

Folder: course files

Indentation: Don't Indent

Cancel **Add Item**

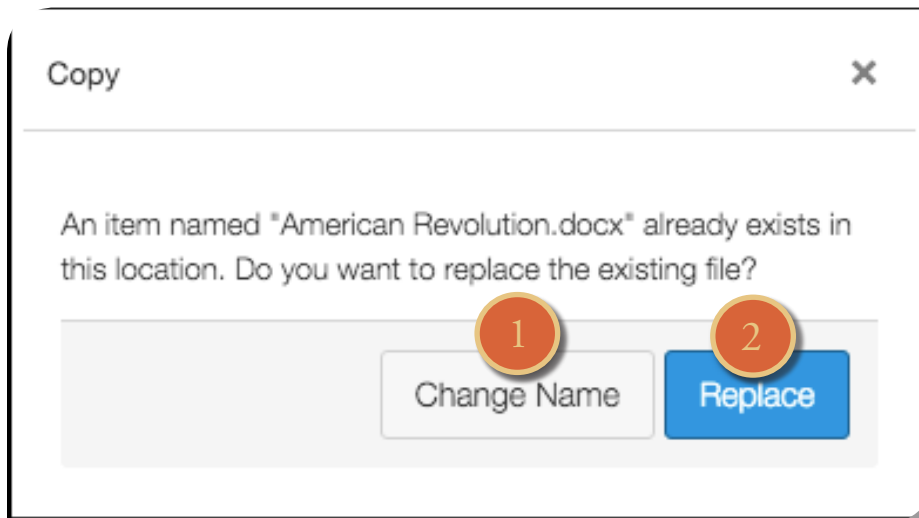
## Open File

Name	Date Modified	Size	Kind
<b>American Revolution</b>	Today, 12:48 PM	22 KB	Micros...(.docx)
Expectations Assignment	Today, 12:49 PM	22 KB	Micros...(.docx)
Unit 1 Assignment	Today, 12:49 PM	22 KB	Micros...(.docx)
Unit 2 Assignment	Today, 12:50 PM	22 KB	Micros...(.docx)
Unit 3 Assignment	Today, 12:50 PM	22 KB	Micros...(.docx)

Cancel **Open**

Click the title of the file you want to upload [1] and click the Open button [2].

## Replace Duplicate File

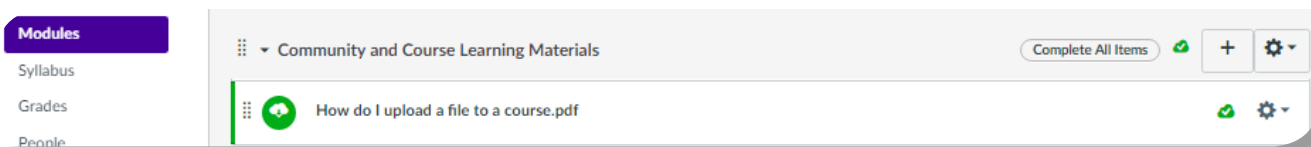


If a file with the same name already exists in the folder where you are uploading your file, you will be asked if you want to replace or rename it.

To rename the file, click **Change Name** button [1]. This option will create a duplicate copy of the file with a different name.

To replace the file, click the **Replace** button [2].

## View File



View your new file in the **Modules**.

**Note:** If you are using Usage Rights, you must set the [file usage rights](#) before the file can be published.