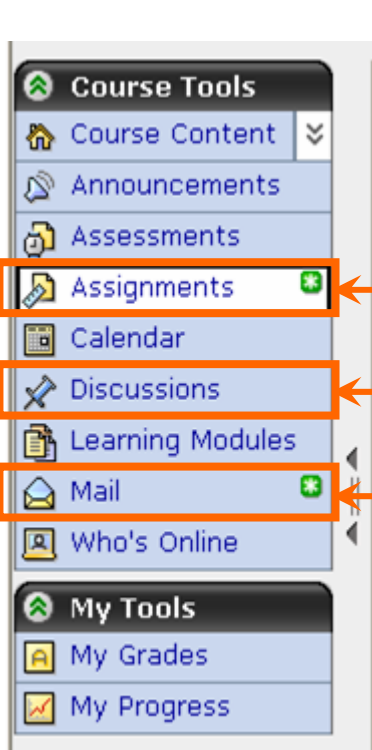


## Uploading Files

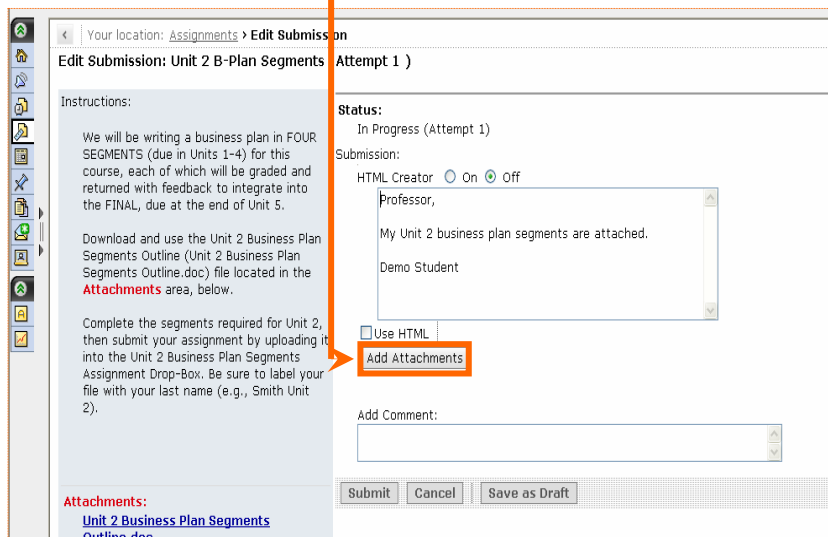
This tutorial shows how to upload files.

Files can be uploaded in the **Assignments** drop box, **Discussions**, and **Mail** tools.



## Uploading Files

1. Click the **Add Attachments** button to **UPLOAD** a file in the **Mail**, **Discussion**, and **Assignments** tools.



Your location: [Assignments](#) > [Edit Submission](#)

**Edit Submission: Unit 2 B-Plan Segments (Attempt 1)**

Instructions:

We will be writing a business plan in FOUR SEGMENTS (due in Units 1-4) for this course, each of which will be graded and returned with feedback to integrate into the FINAL, due at the end of Unit 5.

Download and use the Unit 2 Business Plan Segments Outline (Unit 2 Business Plan Segments Outline.doc) file located in the **Attachments** area, below.

Complete the segments required for Unit 2, then submit your assignment by uploading it into the Unit 2 Business Plan Segments Assignment Drop-Box. Be sure to label your file with your last name (e.g., Smith Unit 2).

**Attachments:**  
[Unit 2 Business Plan Segments Outline.doc](#)

Status: In Progress (Attempt 1)

Submission:

HTML Creator  On  Off

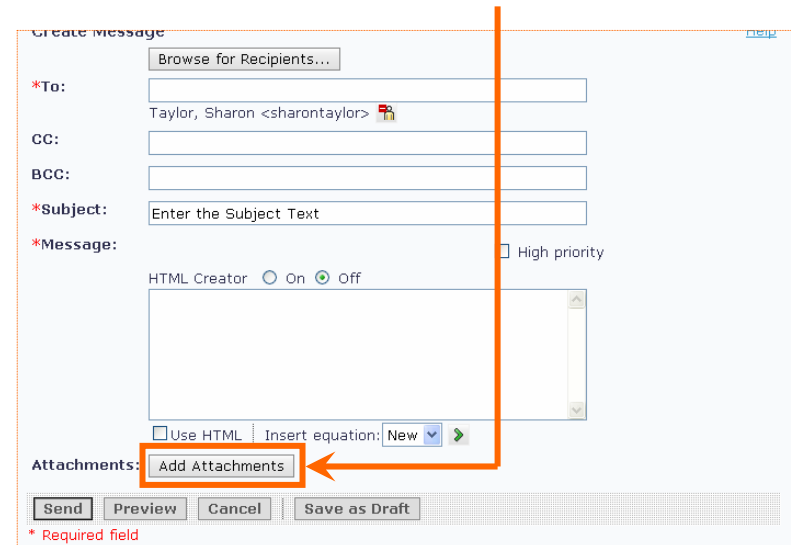
Professor,  
My Unit 2 business plan segments are attached.  
Demo Student

Use HTML

**Add Attachments**

Add Comment:

Submit Cancel Save as Draft



Create message

Browse for Recipients...

\*To: Taylor, Sharon <sharontaylor>

CC:

BCC:

\*Subject: Enter the Subject Text

\*Message:  High priority

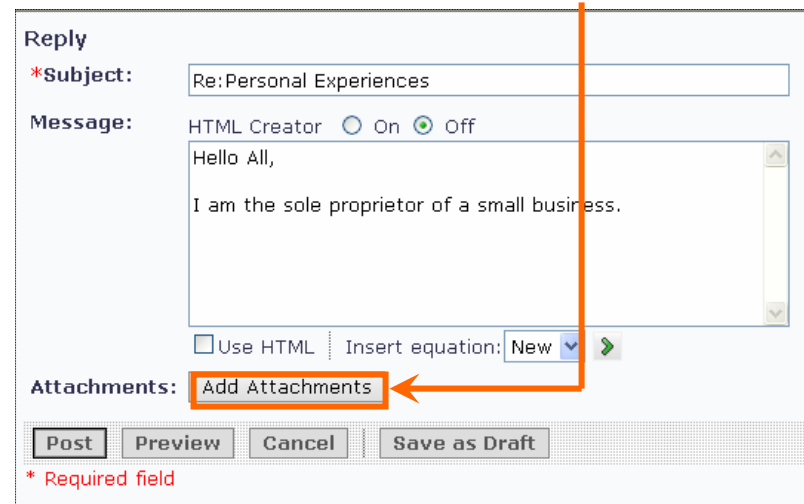
HTML Creator  On  Off

Use HTML | Insert equation: New

**Attachments: Add Attachments**

Send Preview Cancel Save as Draft

\* Required field



Reply

\*Subject: Re: Personal Experiences

Message: HTML Creator  On  Off

Hello All,  
I am the sole proprietor of a small business.

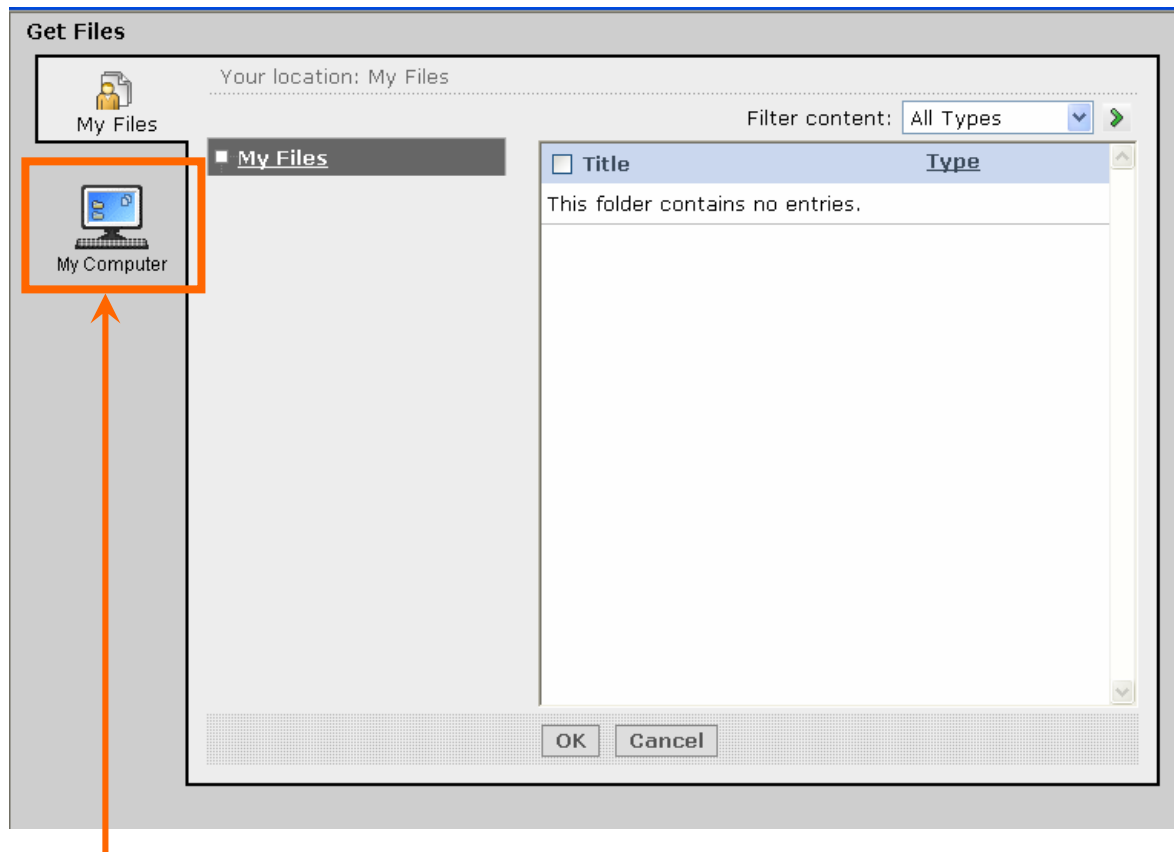
Use HTML | Insert equation: New

**Attachments: Add Attachments**

Post Preview Cancel Save as Draft

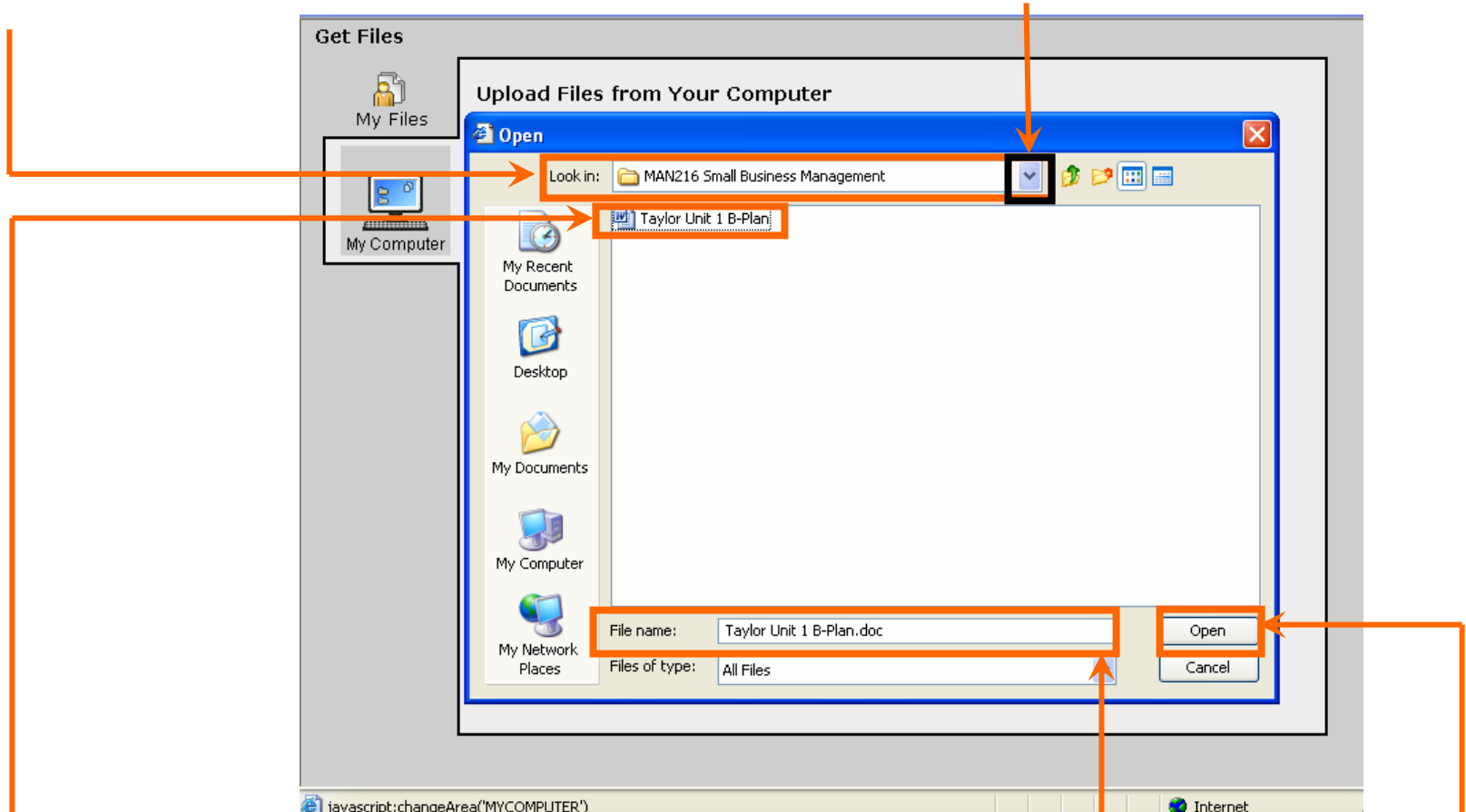
\* Required field

The **Get Files** window will be displayed. Files stored in the file manager (in the blue Title and Type box below) can be attached, or files can be uploaded that are stored in your computer.



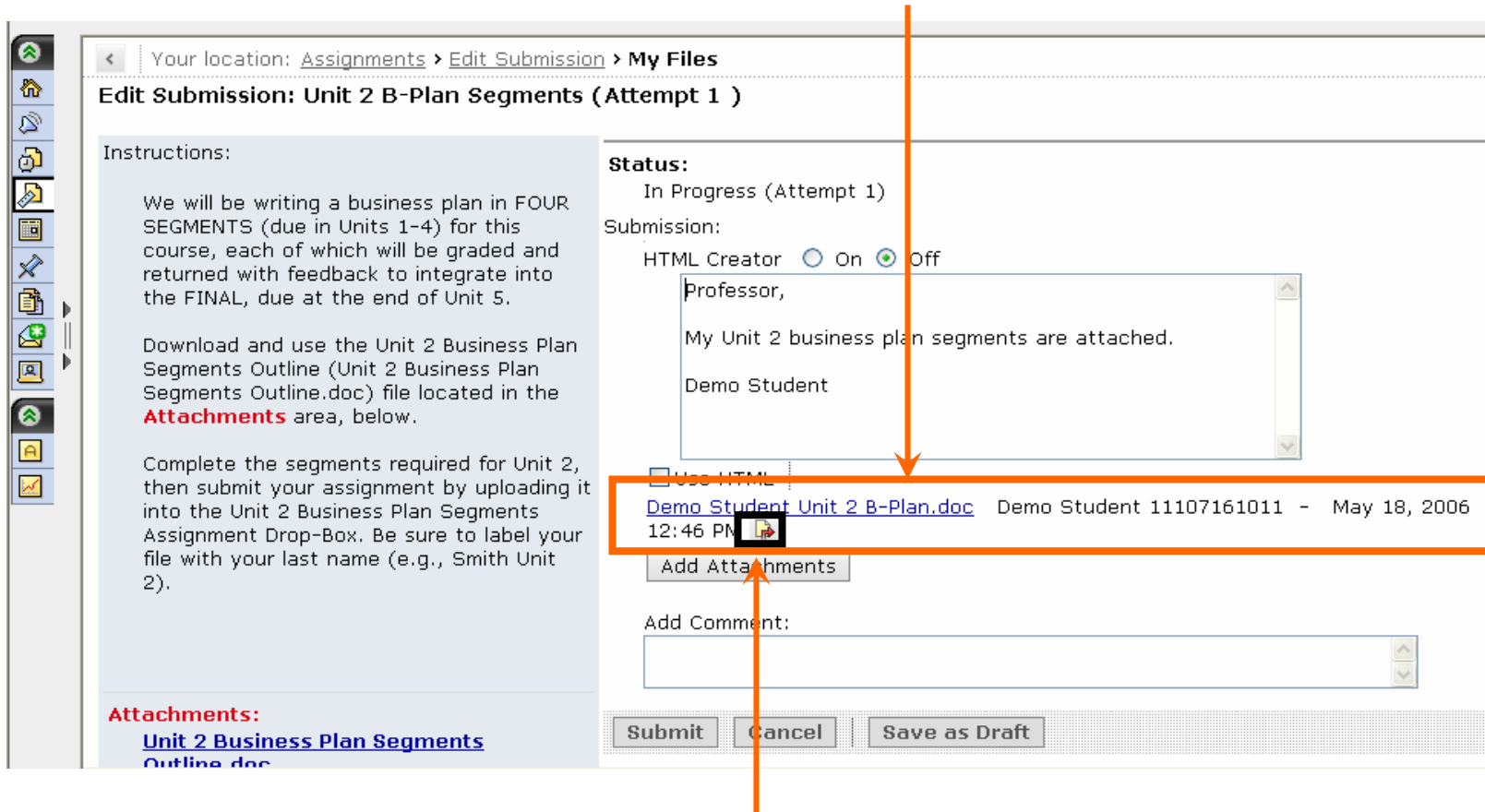
2. Double **LEFT** click your mouse on the **My Computer** icon to get externally stored files from your computer.

**3.** Look in the folder where your file is stored by clicking the pulldown button.



**4.** LEFT click on the name of the file to select it, and it will appear in the **File name** field. Click the **Open** button from your computer, then wait for the file to attach.  
**SHORTCUT:** *Double LEFT* click on the file name and it will automatically upload.

5. Attached files appear with the name of file, your name, and date/time the file was uploaded.



The screenshot shows the 'Edit Submission' page for 'Unit 2 B-Plan Segments (Attempt 1)'. The page is divided into several sections:

- Instructions:** Contains text about writing a business plan in four segments and downloading a template file from the 'Attachments' area.
- Status:** Shows 'In Progress (Attempt 1)'.
- Submission:** Includes a text area with the content 'Professor, My Unit 2 business plan segments are attached. Demo Student'. Below this is a 'Use HTML' checkbox (unchecked).
- Attachments:** A table lists the uploaded file: 

<a href="#">Demo Student Unit 2 B-Plan.doc</a>	Demo Student 11107161011	May 18, 2006 12:46 PM
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 Below the table is an 'Add Attachments' button.
- Bottom:** Includes an 'Add Comment' text area and 'Submit', 'Cancel', and 'Save as Draft' buttons.

Two orange arrows highlight the file name and the 'Remove' icon in the attachment table.

Files can be deleted by clicking the **Remove** button.