

## Distributing documents and readings

Covered in this guide:

- [Using Canvas Files to distribute documents and readings to students](#)

Distributing documents and readings

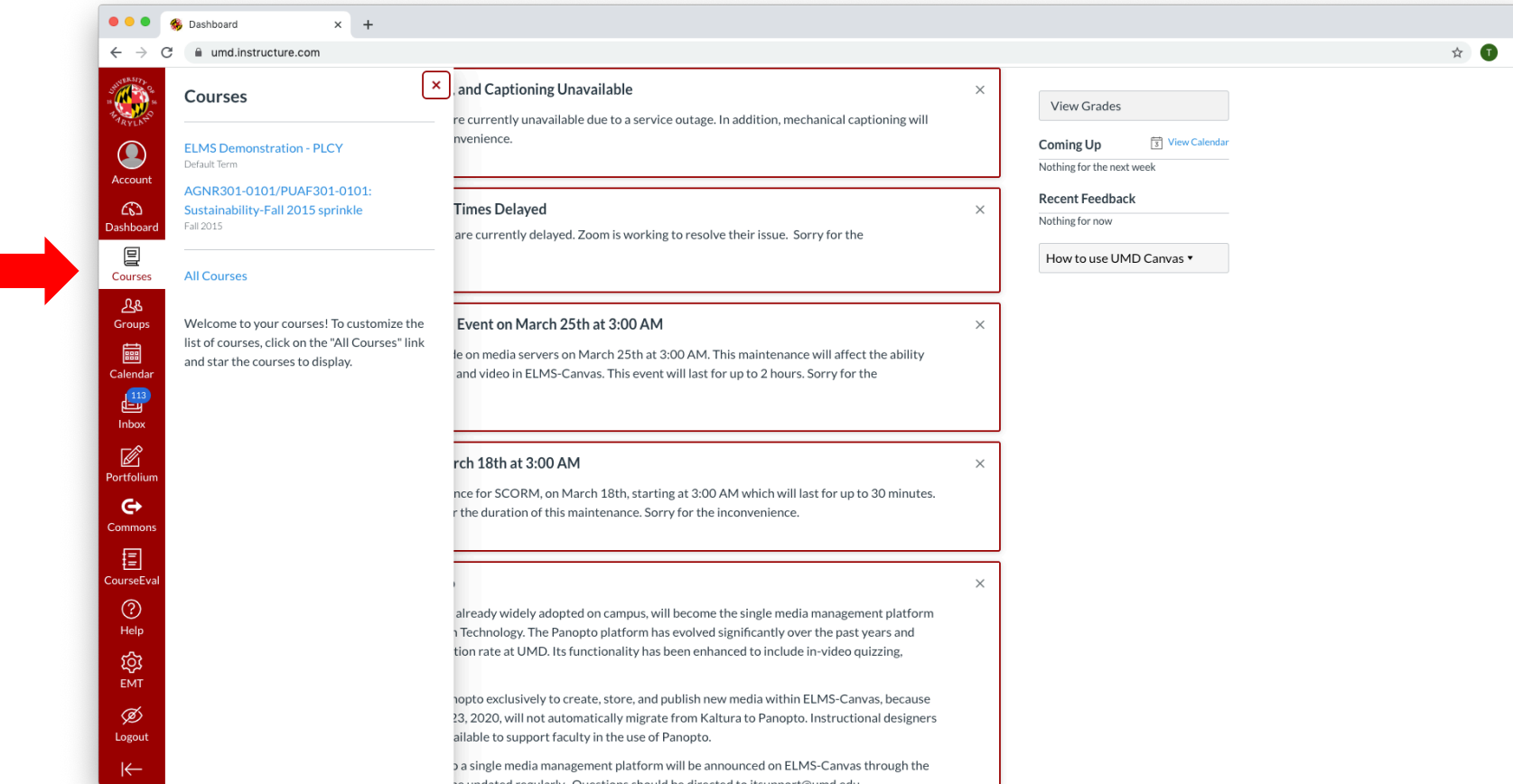
Using **Canvas Files** distribute  
documents and readings to students

# 1. Open Canvas in web browser



- Go to **elms.umd.edu** in your web browser
- Log in using your University ID, password, and complete the Duo multi-factor authentication

## 2. Navigate to the Canvas course for which you wish to distribute documents and readings



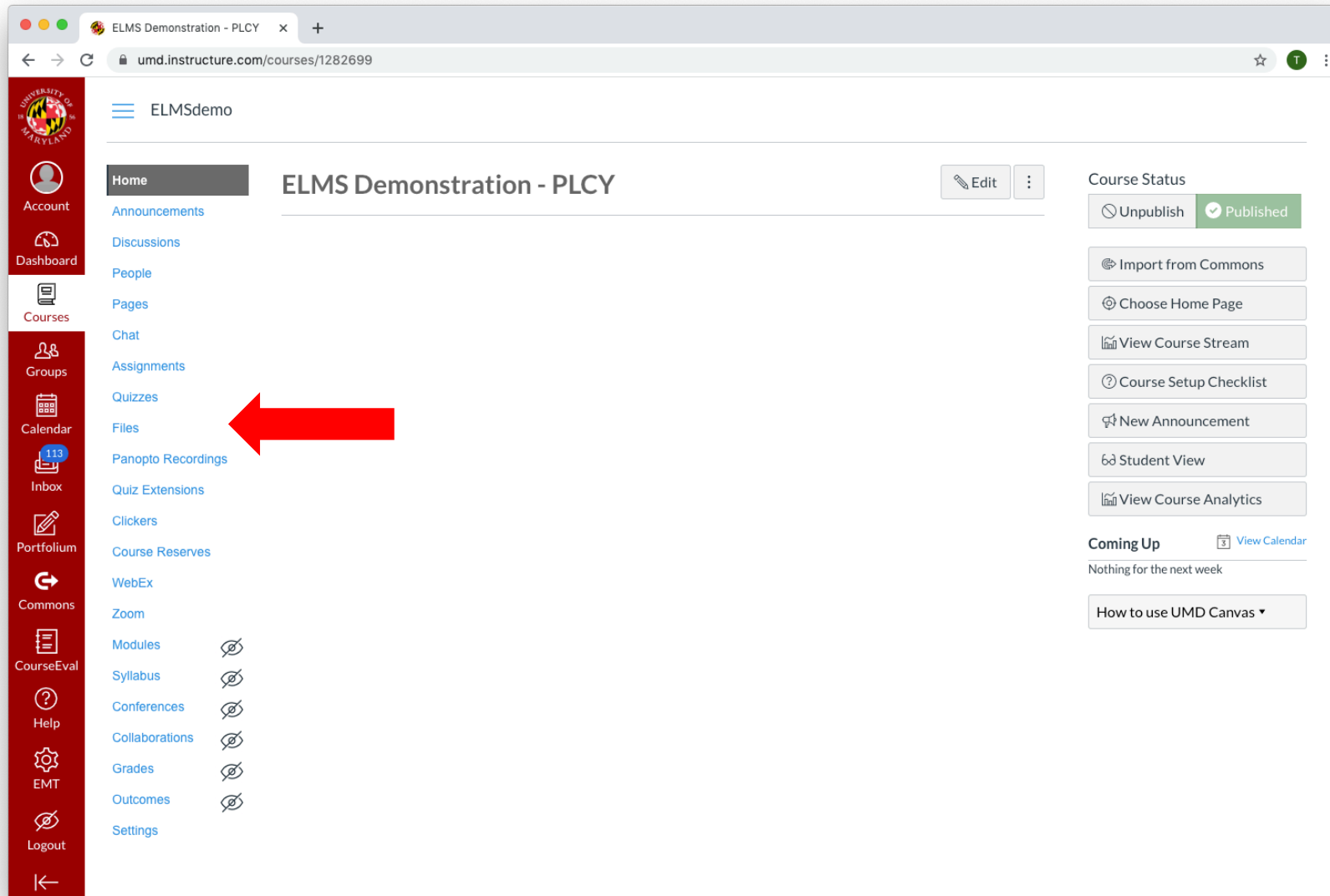
The screenshot shows the Canvas LMS dashboard for a user at the University of Maryland. The left-hand navigation menu is visible, with a red arrow pointing to the 'Courses' link. The main content area displays a list of courses under the 'Courses' heading. The courses listed are:

- ELMS Demonstration - PLCY (Default Term)
- AGNR301-0101/PUAF301-0101: Sustainability-Fall 2015 sprinkle (Fall 2015)

Below the course list, there is a welcome message: "Welcome to your courses! To customize the list of courses, click on the 'All Courses' link and star the courses to display." The right-hand side of the dashboard shows sections for 'View Grades', 'Coming Up' (Nothing for the next week), 'Recent Feedback' (Nothing for now), and 'How to use UMD Canvas'.

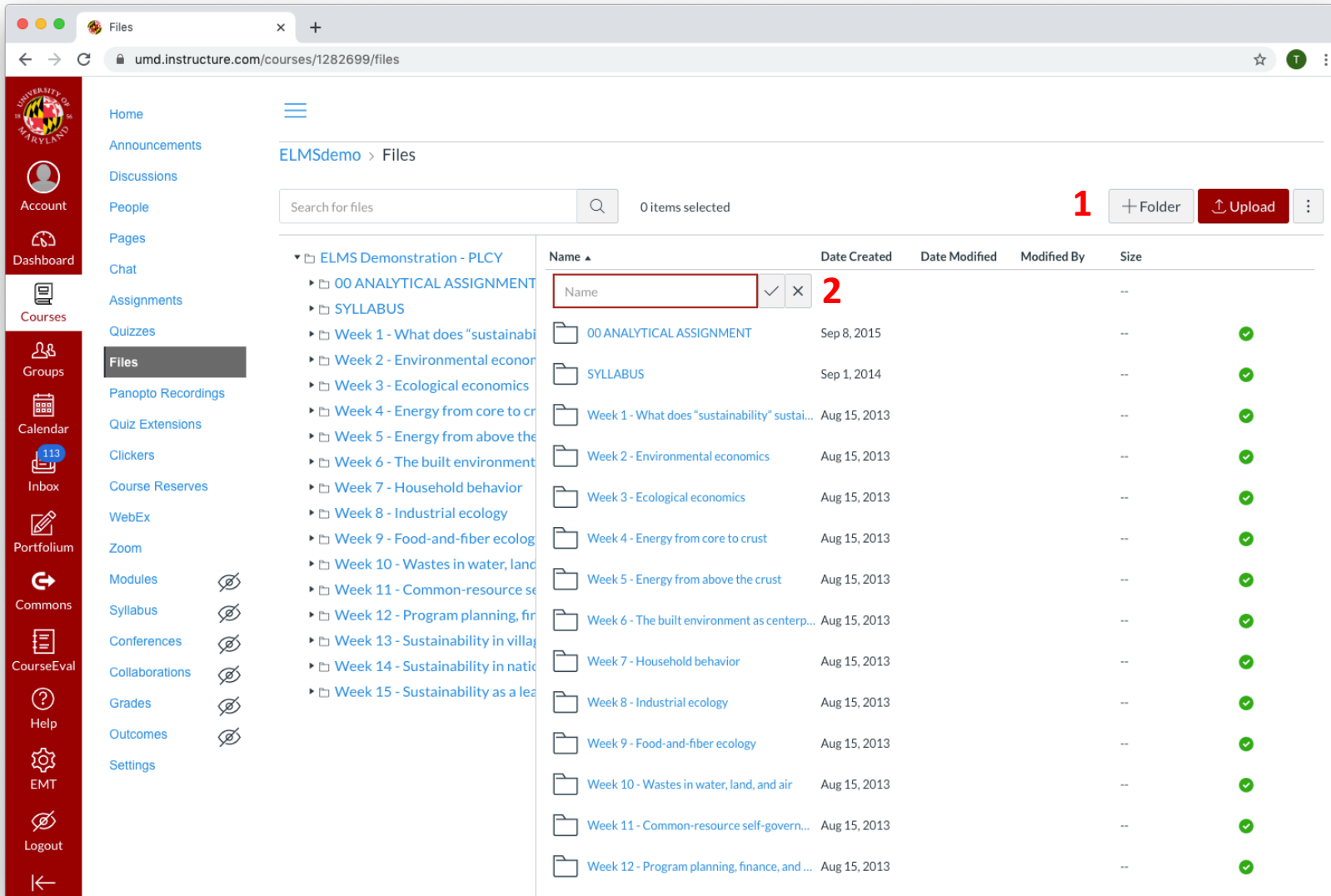
- Select courses from the left-hand navigation menu, and select the Course for which you wish to send an announcement

### 3. Open the Files section of the Canvas course



- Select “Files” from the left-hand side menu

## 4. Create an organized file system



The screenshot shows the Canvas LMS Files interface for a course named "ELMSdemo". The left sidebar contains navigation links: Home, Announcements, Discussions, People, Pages, Chat, Assignments, Quizzes, Files (selected), Panopto Recordings, Quiz Extensions, Clickers, Course Reserves, WebEx, Zoom, Modules, Syllabus, Conferences, Collaborations, Grades, Outcomes, and Settings. The main content area displays a file tree for "ELMS Demonstration - PLCY" with folders for "00 ANALYTICAL ASSIGNMENT", "SYLLABUS", and "Week 1 - What does 'sustainability' sustain...". A search bar and "0 items selected" status are at the top. A red "1" points to the "+ Folder" button. A red "2" points to a text input box for naming a new folder.

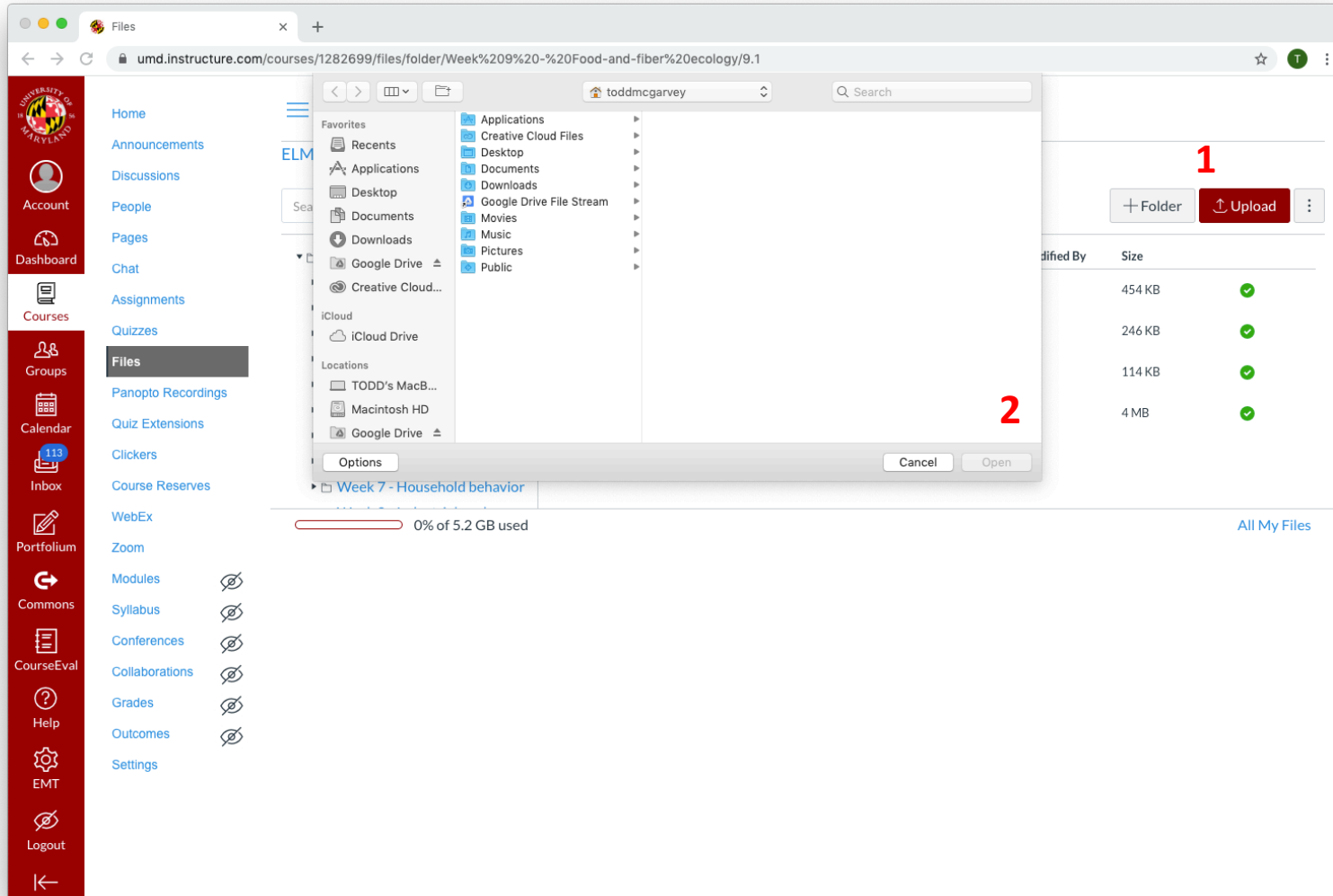
| Name                                           | Date Created | Date Modified | Modified By | Size |
|------------------------------------------------|--------------|---------------|-------------|------|
| 00 ANALYTICAL ASSIGNMENT                       | Sep 8, 2015  |               |             | --   |
| SYLLABUS                                       | Sep 1, 2014  |               |             | --   |
| Week 1 - What does "sustainability" sustain... | Aug 15, 2013 |               |             | --   |
| Week 2 - Environmental economics               | Aug 15, 2013 |               |             | --   |
| Week 3 - Ecological economics                  | Aug 15, 2013 |               |             | --   |
| Week 4 - Energy from core to crust             | Aug 15, 2013 |               |             | --   |
| Week 5 - Energy from above the crust           | Aug 15, 2013 |               |             | --   |
| Week 6 - The built environment as center...    | Aug 15, 2013 |               |             | --   |
| Week 7 - Household behavior                    | Aug 15, 2013 |               |             | --   |
| Week 8 - Industrial ecology                    | Aug 15, 2013 |               |             | --   |
| Week 9 - Food-and-fiber ecology                | Aug 15, 2013 |               |             | --   |
| Week 10 - Wastes in water, land, and air       | Aug 15, 2013 |               |             | --   |
| Week 11 - Common-resource self-govern...       | Aug 15, 2013 |               |             | --   |
| Week 12 - Program planning, finance, and ...   | Aug 15, 2013 |               |             | --   |

- It is recommended that you use folders to organize files within the Canvas course space, to help students easily find what they are looking for

- Creating folders for each week, for assignments, and for your syllabus can be useful

- To create a folder, click "+ Folder"
  - A box will appear prompting you to enter a folder name – enter a folder name and click the "check" icon
- Repeat Steps 1 & 2 for each folder you wish to create

## 5. Uploading files



- 1 • To upload a file, navigate the folder in which you wish to store it, and click “Upload”
- 2 • A file explorer window will open – navigate to where the file is stored on your computer, and click “Open”
  - If you have multiple files you wish to upload, in the file explorer window you can hold down “Control” (Windows) or “Command” (Mac) to select multiple files
- The files will be uploaded to the Canvas course space folder

## 6. Manage files

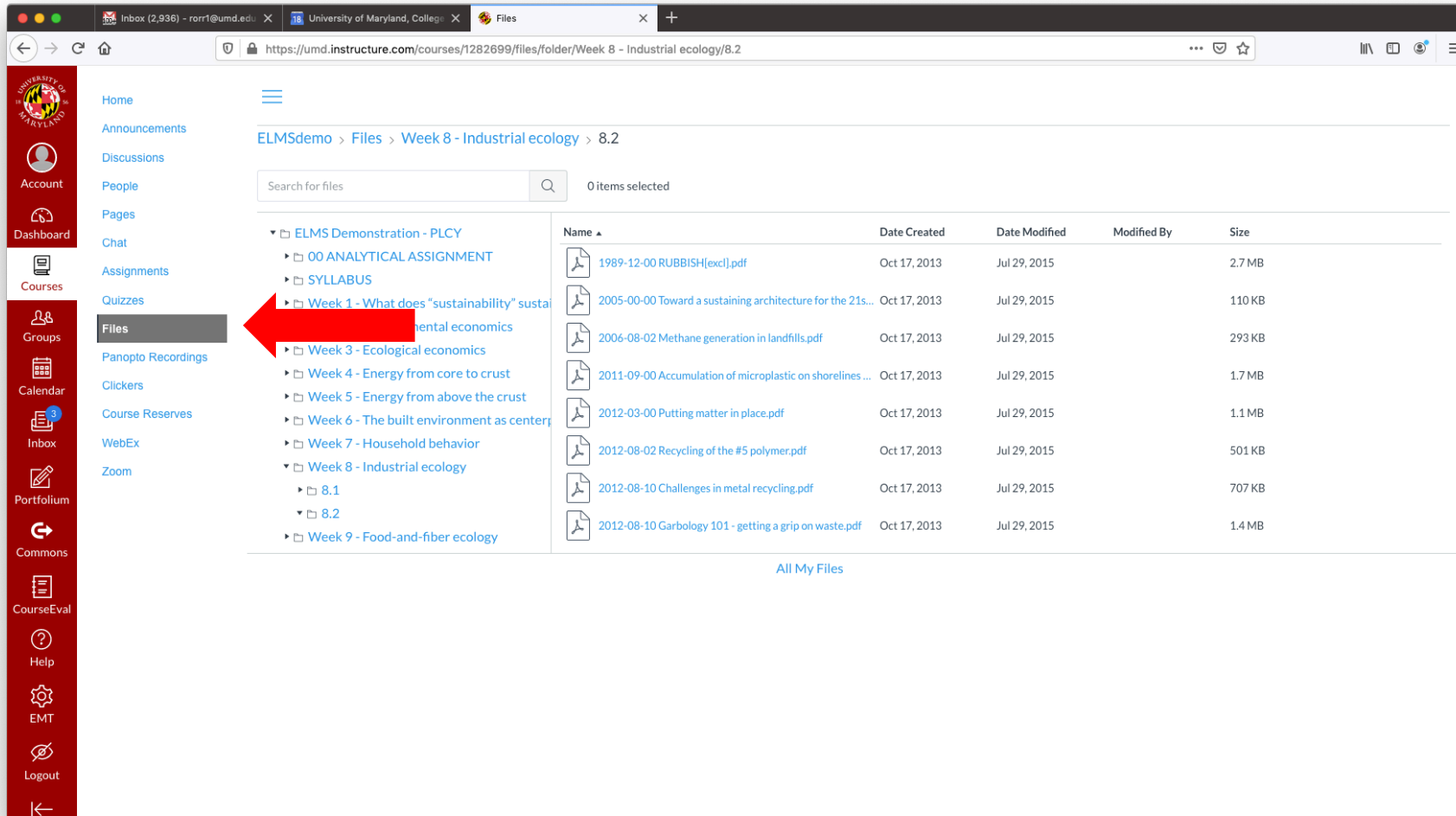
The screenshot displays the Canvas LMS file management interface. The sidebar on the left contains navigation links for Home, Announcements, Discussions, People, Pages, Chat, Assignments, Quizzes, Files (highlighted), Panopto Recordings, Quiz Extensions, Clickers, Course Reserves, WebEx, Zoom, Modules, Syllabus, Conferences, Collaborations, Grades, Outcomes, and Settings. The main content area shows the file list for the course 'Week 9 - Food-and-fiber ecology > 9.1'. The file list includes columns for Name, Date Created, Date Modified, Modified By, and Size. A file named '2013-12-18 Dry rice agriculture in Maryla...' is selected, and a context menu is open, showing options: Download, Rename, Move, Delete, and Share to Commons. A red arrow points to the 'Download' option. A red number '1' is placed above the 'Upload' button, and a red number '2' is placed next to the selected file.

| Name                                          | Date Created | Date Modified | Modified By | Size   |
|-----------------------------------------------|--------------|---------------|-------------|--------|
| 2007-07-25 Agricultural sustainability - C... | Oct 26, 2013 | Jul 29, 2015  |             | 454 KB |
| 2011-11-00 Reproductive health and the l...   | Oct 26, 2013 | Jul 29, 2015  |             | 246 KB |
| 2013-01-18 Top European food safety age...    | Oct 26, 2013 | Jul 29, 2015  |             | 114 KB |
| 2013-12-18 Dry rice agriculture in Maryla...  | Oct 26, 2015 | Oct 26, 2015  |             | 4 MB   |

- Once you have uploaded the files, there are several management options available by clicking the “...” next to each file
- “Rename” – rename the file
- “Move” – move the file to another folder within the Canvas course space
- “Delete” – delete the file from the Canvas course space



## 6. View the files



The screenshot shows the Canvas LMS interface. The left sidebar contains navigation links: Home, Announcements, Discussions, People, Pages, Chat, Assignments, Quizzes, Files (highlighted with a red arrow), Panopto Recordings, Clickers, Course Reserves, WebEx, Zoom, Portfolio, Commons, CourseEval, Help, EMT, and Logout. The main content area shows the breadcrumb path: ELMSdemo > Files > Week 8 - Industrial ecology > 8.2. Below this is a search bar and a table of files.

| Name                                                       | Date Created | Date Modified | Modified By | Size   |
|------------------------------------------------------------|--------------|---------------|-------------|--------|
| 1989-12-00 RUBBISH[excl].pdf                               | Oct 17, 2013 | Jul 29, 2015  |             | 2.7 MB |
| 2005-00-00 Toward a sustaining architecture for the 21s... | Oct 17, 2013 | Jul 29, 2015  |             | 110 KB |
| 2006-08-02 Methane generation in landfills.pdf             | Oct 17, 2013 | Jul 29, 2015  |             | 293 KB |
| 2011-09-00 Accumulation of microplastic on shorelines ...  | Oct 17, 2013 | Jul 29, 2015  |             | 1.7 MB |
| 2012-03-00 Putting matter in place.pdf                     | Oct 17, 2013 | Jul 29, 2015  |             | 1.1 MB |
| 2012-08-02 Recycling of the #5 polymer.pdf                 | Oct 17, 2013 | Jul 29, 2015  |             | 501 KB |
| 2012-08-10 Challenges in metal recycling.pdf               | Oct 17, 2013 | Jul 29, 2015  |             | 707 KB |
| 2012-08-10 Garbology 101 - getting a grip on waste.pdf     | Oct 17, 2013 | Jul 29, 2015  |             | 1.4 MB |

- Your files will be viewable to students within the “Files” section of their Canvas course
- You can now also insert these files throughout many other Canvas tools – for example, in Announcements, Assignments, or Quizzes