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

- 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

- 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.

1. To create a folder, click “+ Folder”
2. 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

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

- 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.