Distributing documents and readings

Covered in this guide:

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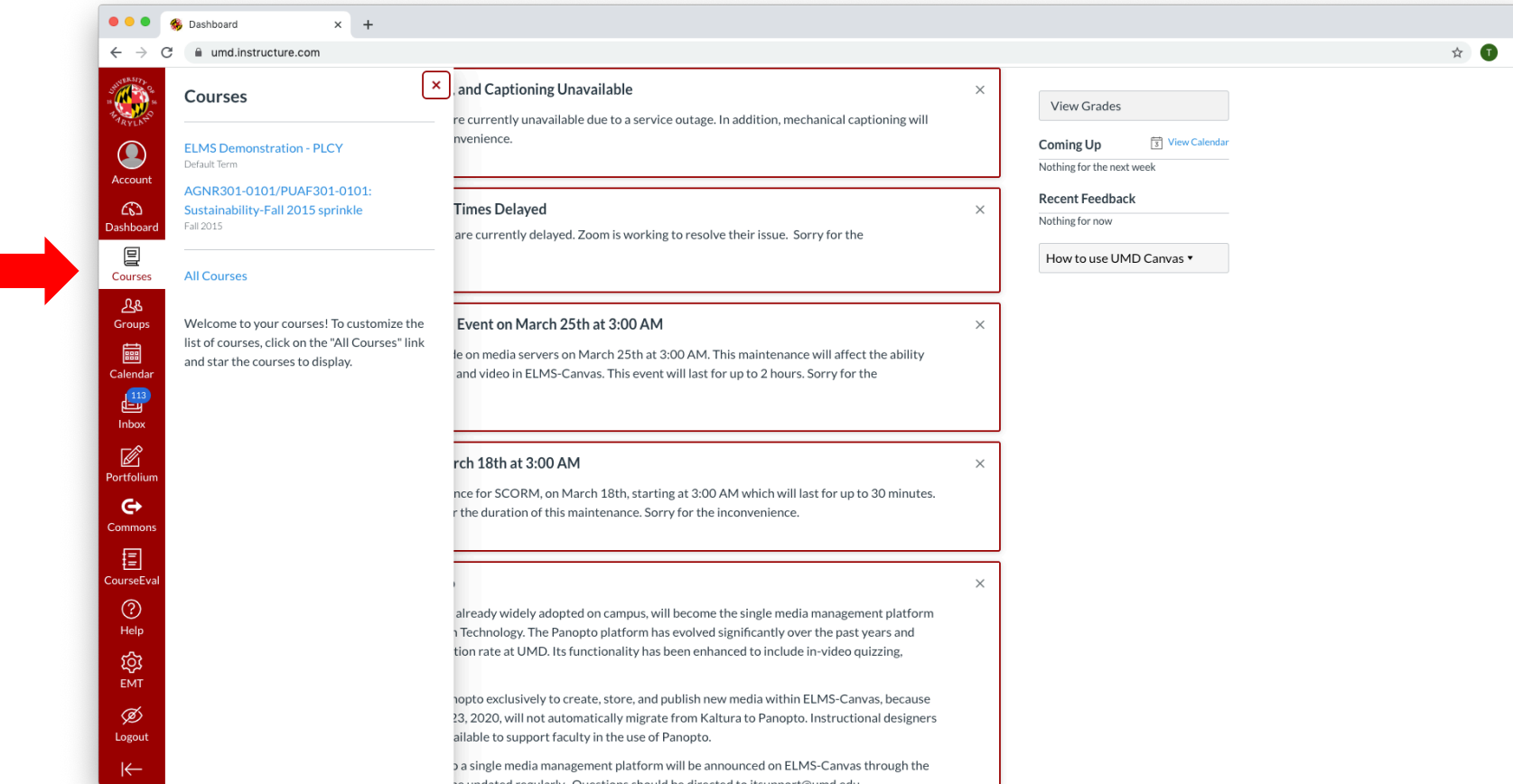
Distributing documents and readings

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
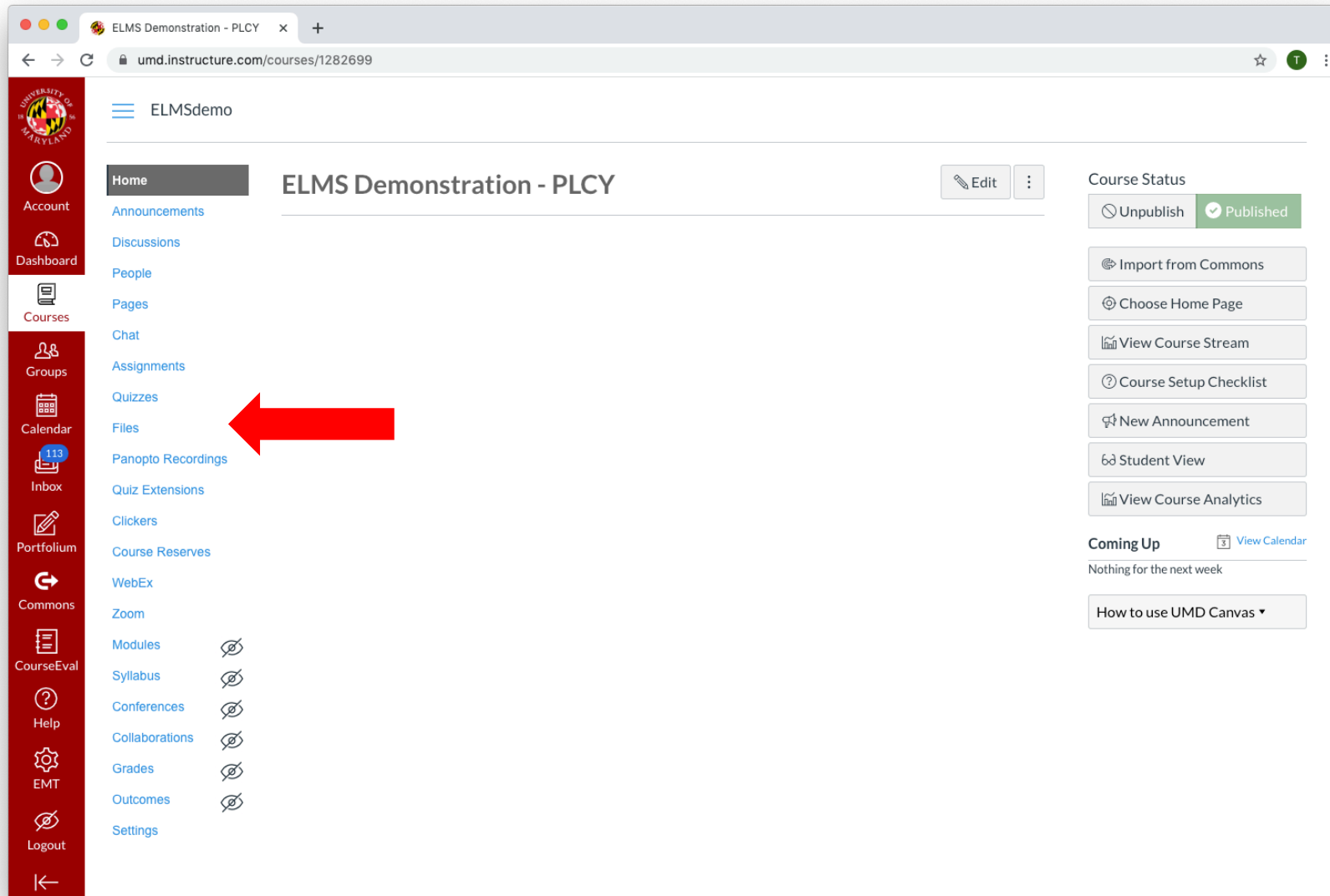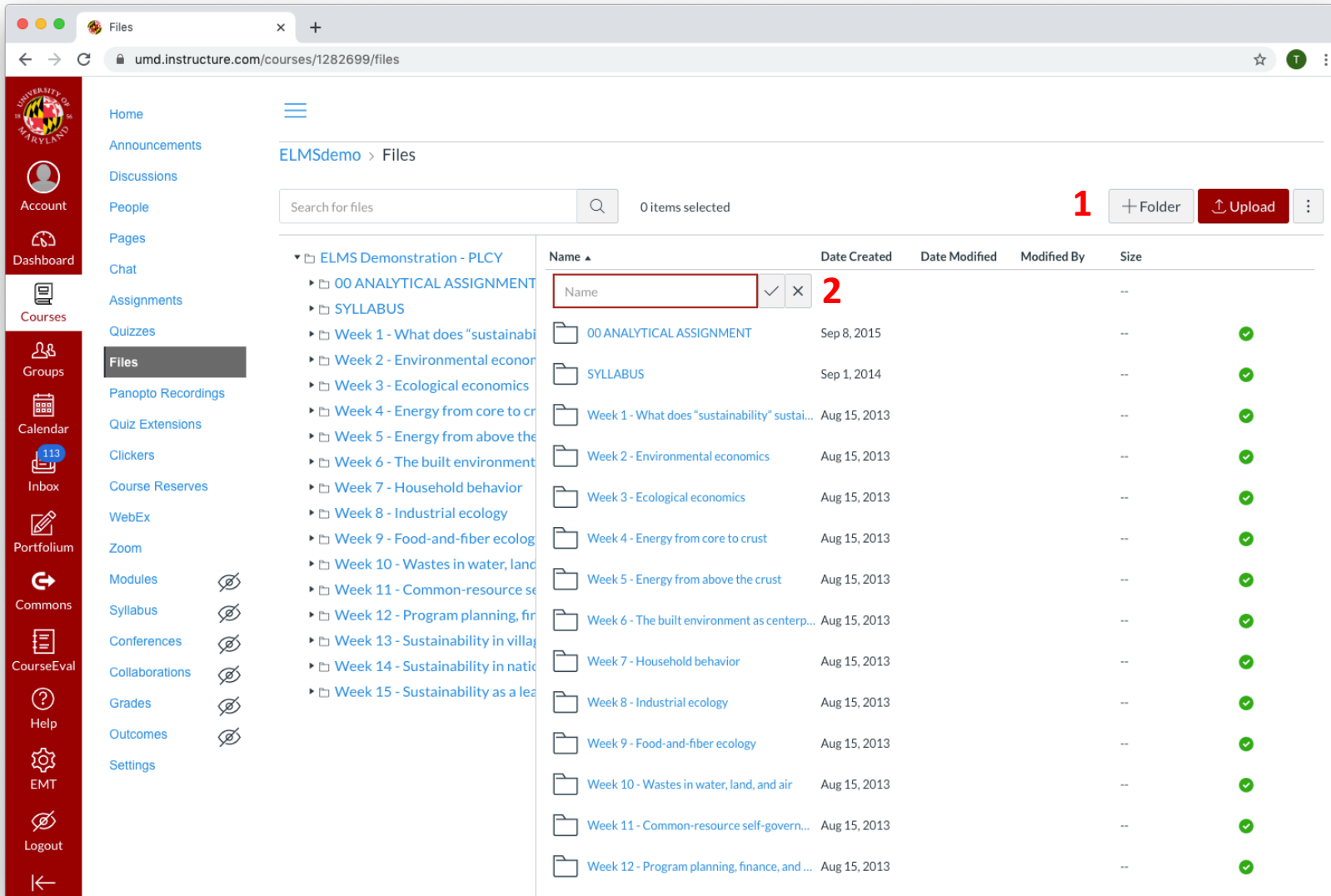

- Select courses from the left-hand navigation menu, and select the Course for which you wish to send an announcement

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
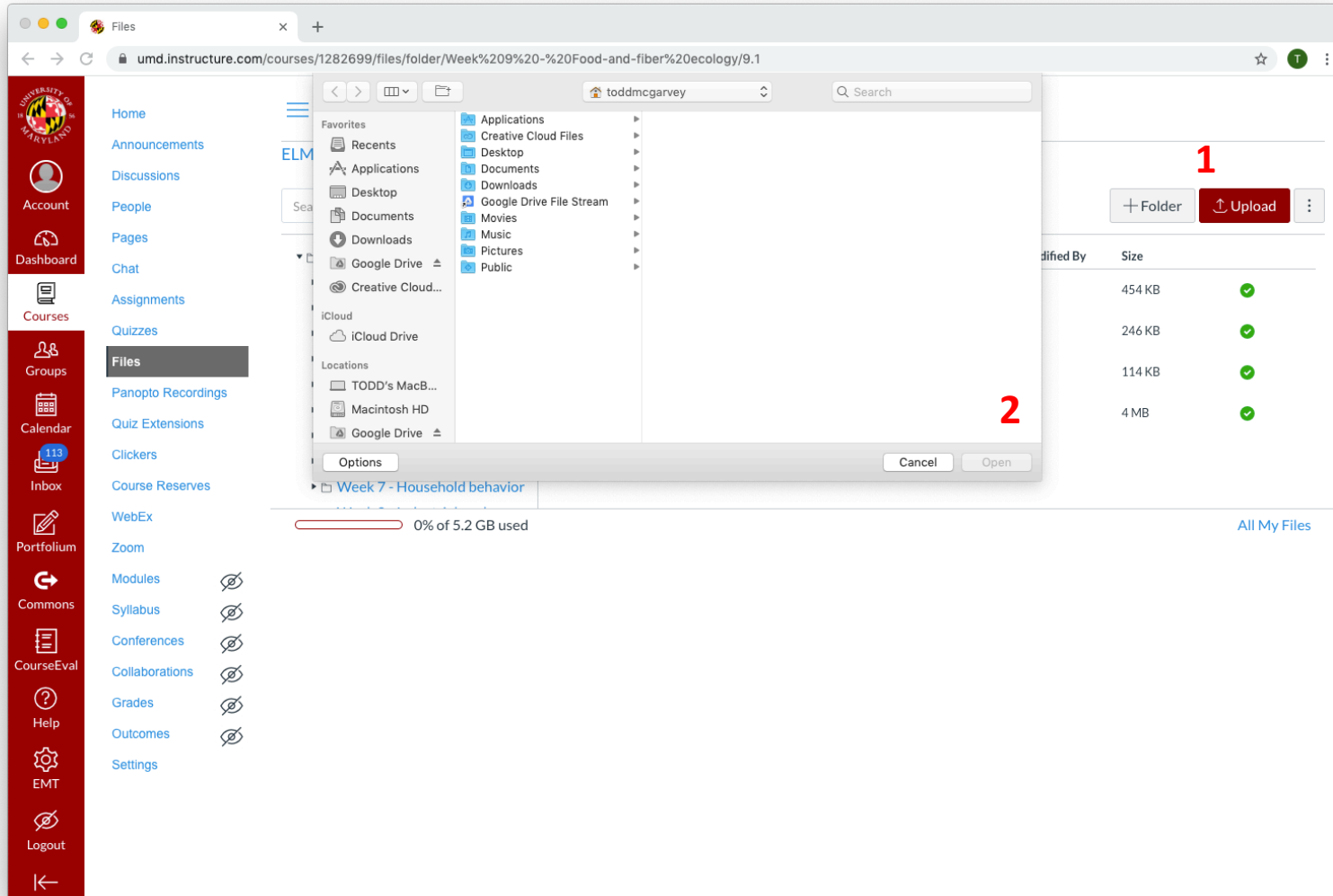
1 • To upload a file, navigate the folder in which you wish to store it, and click "Upload"

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
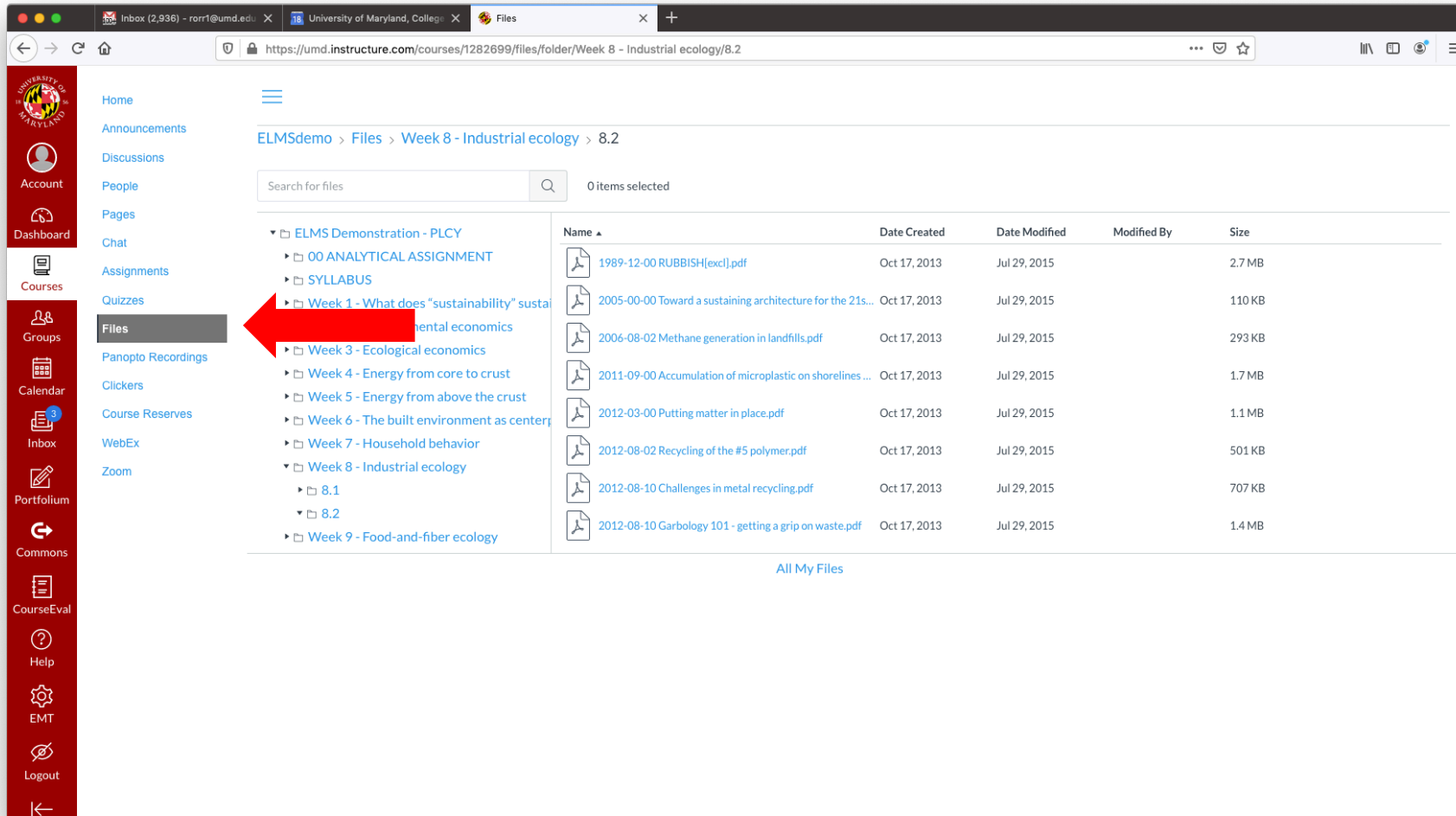
6. Manage files

- 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