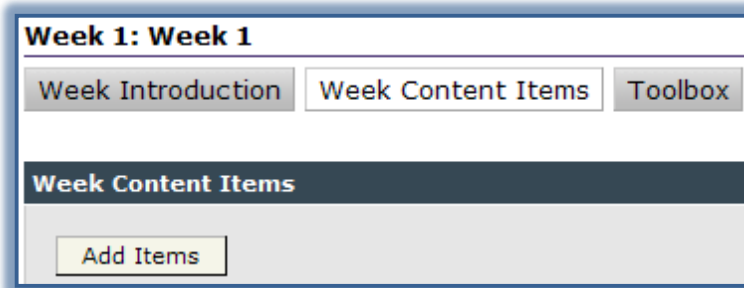


## Display PDF Files in Course

The Web Content Upload content item is a great way for instructors to upload and display linked web files, but it is also possible to upload and display PDF files using this tool.

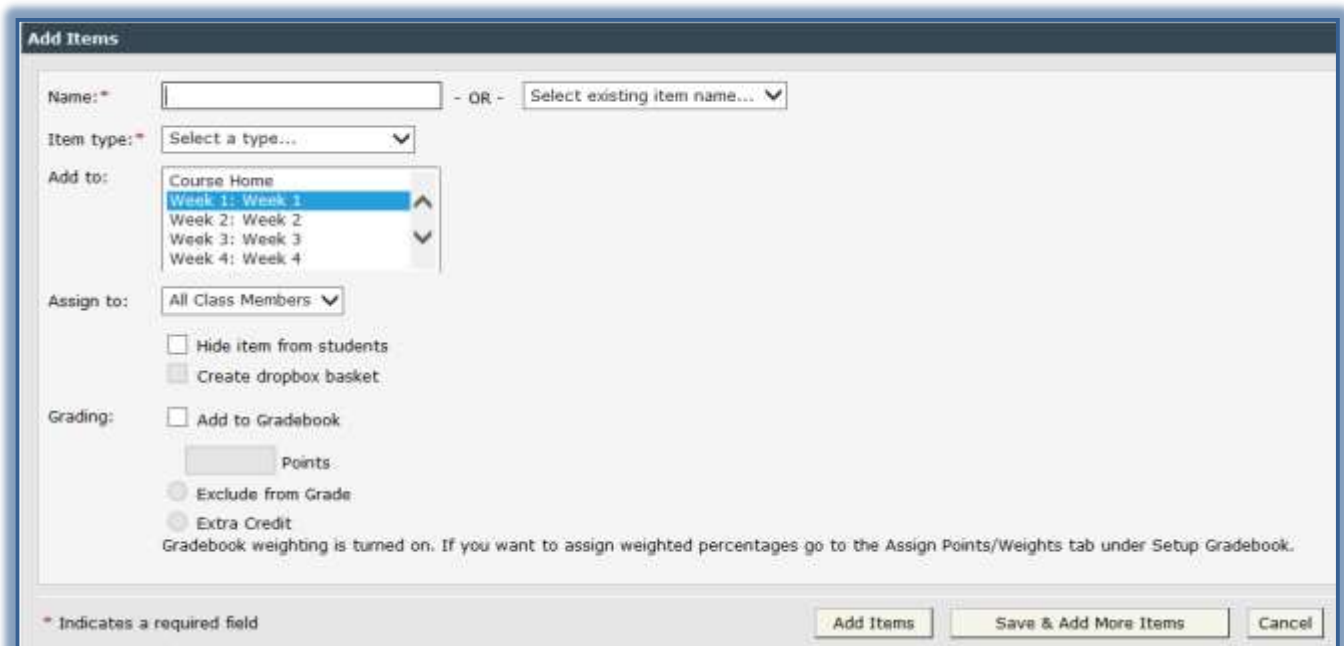
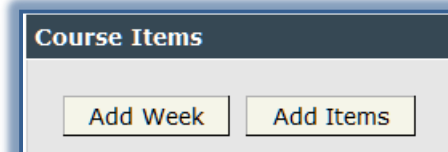
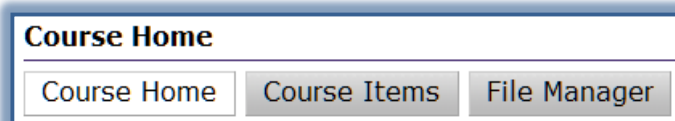
### ADD CONTENT ITEM

- ✦ To show a PDF using the Web Content Upload tool, you must first create a Web Content Upload content item.
- ✦ To add an item, do one of the following:
  - ★ Click the **Author** tab at the top of the **Navigation Tree**.
  - ★ Click the **Week** to which the content is to be added.
  - ★ Click the **Week Content Items** button (see illustration below).



OR

- ★ Click the **Author** tab.
- ★ Click **Course Home** in the **Navigation Tree**, if necessary.
- ★ Click the **Content Items** button (see illustration below left).

A screenshot of the "Add Items" dialog box. It has a title bar "Add Items". The form includes:

- Name: \* (text input) - OR - (dropdown) Select existing item name...
- Item type: \* (dropdown) Select a type...
- Add to: (list box) Course Home, Week 1: Week 1 (selected), Week 2: Week 2, Week 3: Week 3, Week 4: Week 4
- Assign to: (dropdown) All Class Members
- Hide item from students
- Create dropbox basket
- Grading:  Add to Gradebook
- Points: (text input)
- Exclude from Grade
- Extra Credit
- Gradebook weighting is turned on. If you want to assign weighted percentages go to the Assign Points/Weights tab under Setup Gradebook.

At the bottom, there is a legend: "\* Indicates a required field". On the right, there are three buttons: "Add Items", "Save & Add More Items", and "Cancel".

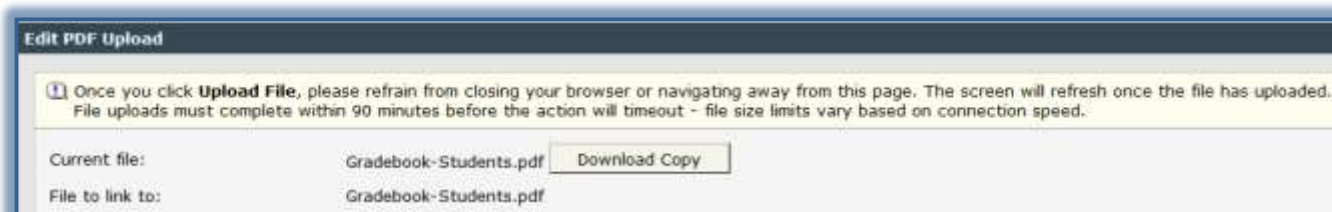
- ✦ The **Course Items** window will display.
- ✦ Click **Add Items** (see illustration on previous page).
- ✦ The **Add Items** window will display (see illustration on previous page).
- ✦ In the **Name** box, input a name for the **Content Item**.
- ✦ Click the **Item Type** list arrow and then select **Web Content Upload**.
- ✦ In the **Add to** list, select the **Week** into which the item is to be added.
- ✦ Click the **Create Dropbox Basket** check box if this item is to have a Dropbox assigned.
- ✦ If this is a graded item, select the options under **Grading**.
- ✦ Click **Add Items**.

#### UPLOAD PDF FILE TO CONTENT ITEM

- ✦ Make sure the **Author** tab is selected.
- ✦ Click the **Web Content Upload Content Item** in the **Navigation Pane**.
- ✦ The **Edit PDF Upload** window will display (see illustration below).



- ✦ Click the **Browse** button.
- ✦ The **Choose File to Upload** window will display.
- ✦ Locate the **PDF** file that is to be uploaded.
- ✦ Click the **Open** button.
- ✦ The **File Path** (ending with the name of the file) will display in the **Select File** field.
- ✦ Click on the **Upload File** button to save the file.
- ✦ Once the file is uploaded the **Content** window will appear as shown in the illustration below.



- ✦ Click on the **Course** tab to view the **PDF** as your students will see it.

**NOTE:** In order for students to view the files they must have the appropriate Adobe Acrobat plug in downloaded on their computer.