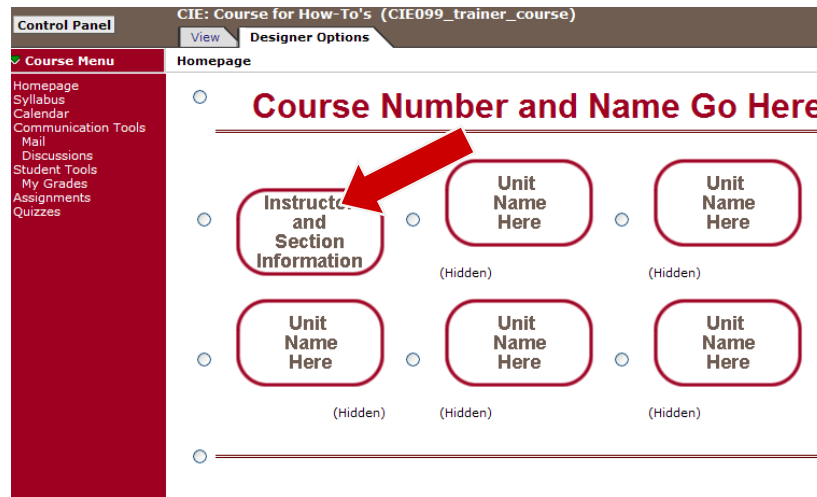
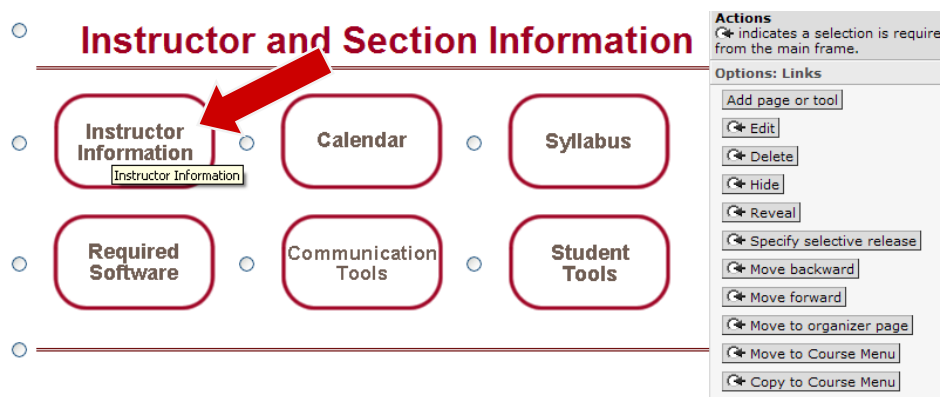


## HOW TO UPLOAD A PDF INSTRUCTOR INFORMATION PAGE

1. Under designer options, click Instructor information



2. Click instructor and section information.



3. Click the browse under page file name

**Instructor Information**

\*Title:

Link appearance:  Link shows item title  
 Link shows icon (select below)

Icon filename:

\*Page filename:

Open in:  New browser window  
 Show navigation buttons  
 Same browser window

**Selective Release**

To select the students that will see the link, click **Select**. Alternatively, you can select students on drop down lists. If you select students using both the **Select** button and the **Release** before the link is released. To specify when the link will be available, use the **Release** options.

Release to:

Release based on: ---  ---

Release after: -- -- -- -- -- --

Release until: -- -- -- -- -- --

4. Open My-files.
5. Open section\_instructor\_info
6. Click Browse
7. Find your instructor\_info.PDF and click on it.
8. Click arrow down in the "upload to" and click section\_instructor\_info
9. Click upload.
10. Click add selected.

**My Files**

Name	Size (bytes)
My Files	
Sample Module	
section_instructor_info	
<input type="radio"/> <input type="checkbox"/> instructor_info.html	459
<input type="radio"/> <input type="checkbox"/> instructor_picture.jpg	580
<input type="radio"/> <input type="checkbox"/> plug_ins.html	176
<input type="radio"/> <input type="checkbox"/> syllabus.pdf	829
wcc_images	
WebCT-Files	

**Upload File** To add a file from your computer to the course, click **Browse** for it, select an appropriate folder, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file connection, this process may take several minutes.

Filename:

Upload to:

11. Click update when the screen returns to the prior screen.