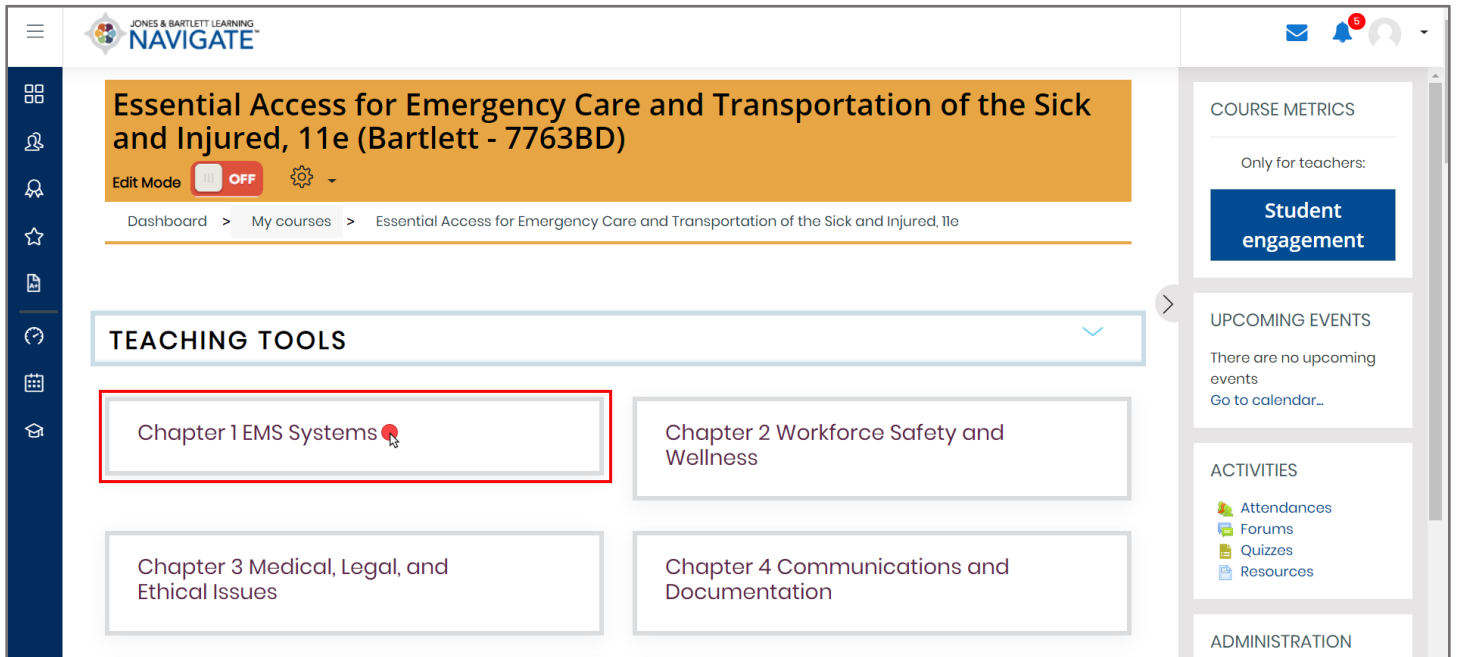


## How to Add Files or Documents to a Course

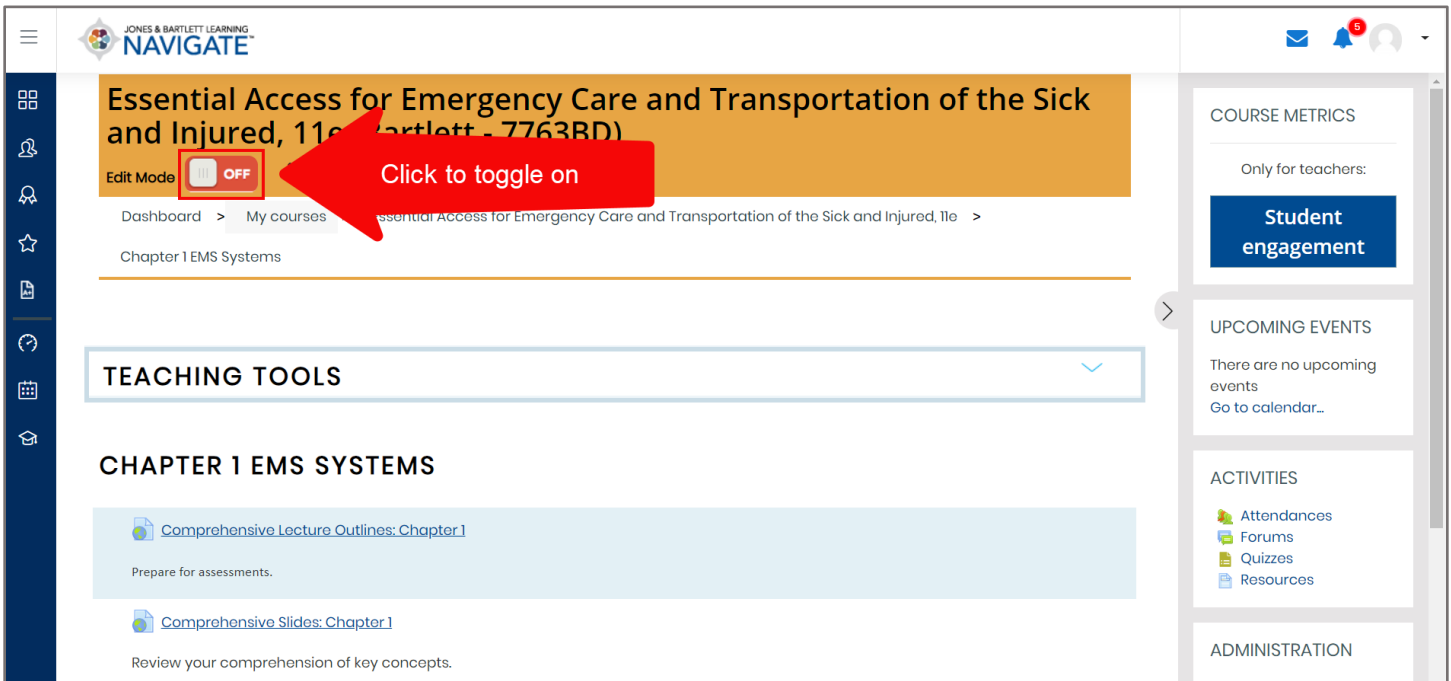
*This document contains instructions for how to upload your own files (PDFs, PowerPoints, etc.) to a course in Navigate.*

1. Begin by navigating to the page on which you would like to upload your own custom content.



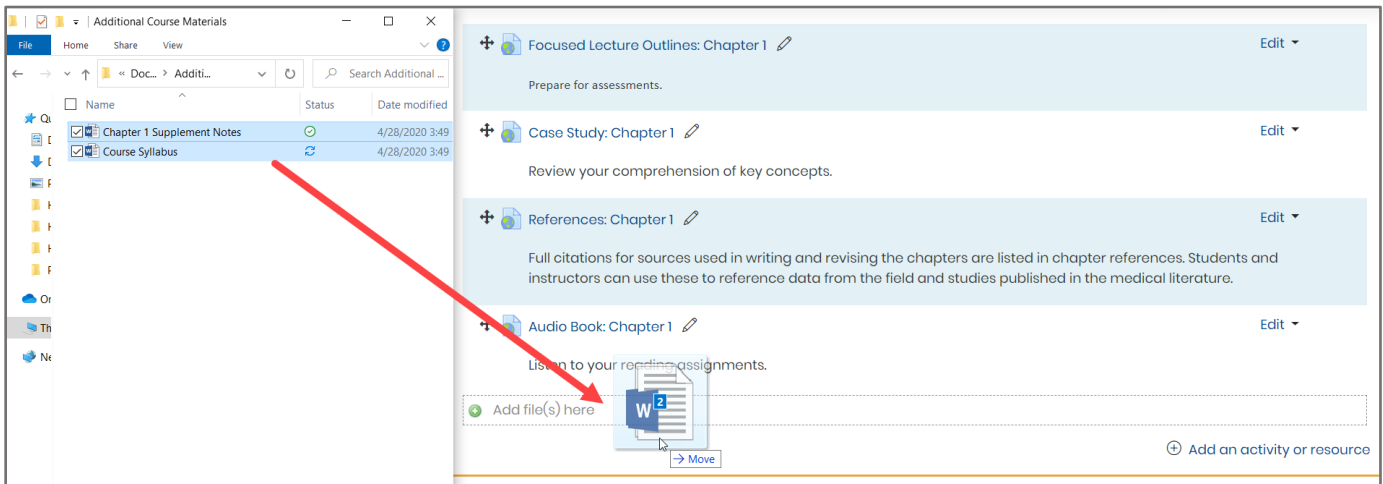
The screenshot displays the Navigate LMS interface for a course titled "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The page is in "Edit Mode" which is currently "OFF". The breadcrumb trail shows: Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e. A "TEACHING TOOLS" section is visible, containing four chapter cards: "Chapter 1 EMS Systems", "Chapter 2 Workforce Safety and Wellness", "Chapter 3 Medical, Legal, and Ethical Issues", and "Chapter 4 Communications and Documentation". The "Chapter 1 EMS Systems" card is highlighted with a red border. On the right sidebar, there are sections for "COURSE METRICS" (with a "Student engagement" button), "UPCOMING EVENTS" (stating "There are no upcoming events"), "ACTIVITIES" (listing Attendances, Forums, Quizzes, and Resources), and "ADMINISTRATION".

2. At the top of this page, toggle on course **Edit Mode**.



The screenshot shows the course page for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". At the top, there is a banner with the course title and a red box containing the text "Edit Mode" and a toggle switch labeled "OFF". A red arrow points to the toggle switch with the text "Click to toggle on". Below the banner, there is a navigation menu with "Dashboard" and "My courses". The main content area is titled "CHAPTER 1 EMS SYSTEMS" and contains two sections: "Comprehensive Lecture Outlines: Chapter 1" and "Comprehensive Slides: Chapter 1". On the right side, there is a sidebar with "COURSE METRICS" (including a "Student engagement" button), "UPCOMING EVENTS", "ACTIVITIES" (including Attendances, Forums, Quizzes, and Resources), and "ADMINISTRATION".

3. Next, locate the file on your computer desktop. Click and hold this file, then drag and drop it directly into the course page displayed in your browser. You may upload multiple files at a time as needed.



The screenshot shows a file explorer window on the left and a course page on the right. The file explorer window is titled "Additional Course Materials" and shows a list of files: "Chapter 1 Supplement Notes" and "Course Syllabus". A red arrow points from the "Chapter 1 Supplement Notes" file to the "Add file(s) here" area in the course page. The course page shows a list of activities: "Focused Lecture Outlines: Chapter 1", "Case Study: Chapter 1", "References: Chapter 1", and "Audio Book: Chapter 1". Below the list, there is a section for "Add file(s) here" with a "Move" button and an "Add an activity or resource" button.

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4. Please note, any content you add will automatically be populated at the bottom of the course page or topic section. You will need to manually move the file to its desired location after uploading it, if you wish to place it elsewhere.

+

Focused Slides: Chapter 1 Edit ▾

Review your comprehension of key concepts.

+

References: Chapter 1 Edit ▾

Full citations for sources used in writing and revising the chapters are listed in chapter references. Students and instructors can use these to reference data from the field and studies published in the medical literature.

+

Audio Book: Chapter 1 Edit ▾

Listen to your reading assignments.

+

Chapter 1 Supplement Notes Edit ▾

+

Course Syllabus Edit ▾

⊕ Add an activity or resource

Jump to...

NEXT SECTION >

Chapter 2 Workforce Safety and Wellness

5. Alternatively, you may add files to the course by clicking the **Add an activity or resource** option under the section/chapter you wish to upload your content.

+

Focused Slides: Chapter 1 Edit ▾

Review your comprehension of key concepts.

+

References: Chapter 1 Edit ▾

Full citations for sources used in writing and revising the chapters are listed in chapter references. Students and instructors can use these to reference data from the field and studies published in the medical literature.

+

Audio Book: Chapter 1 Edit ▾

Listen to your reading assignments.

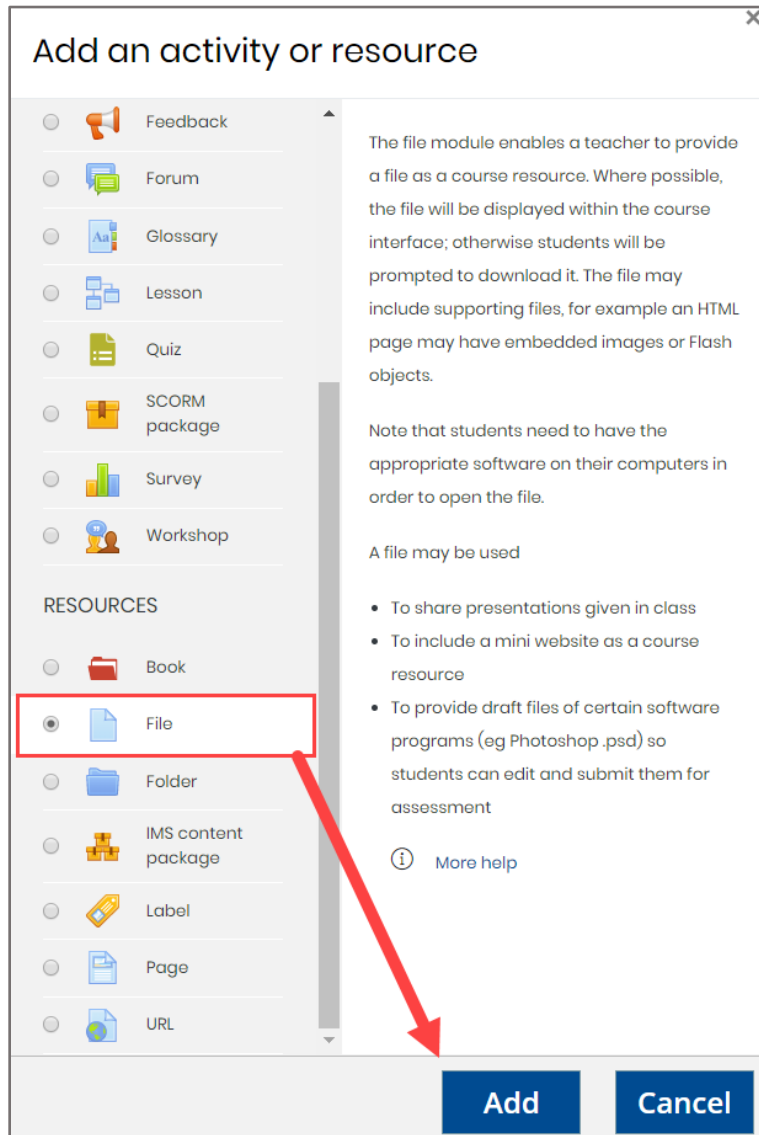
⊕ Add an activity or resource

Jump to...

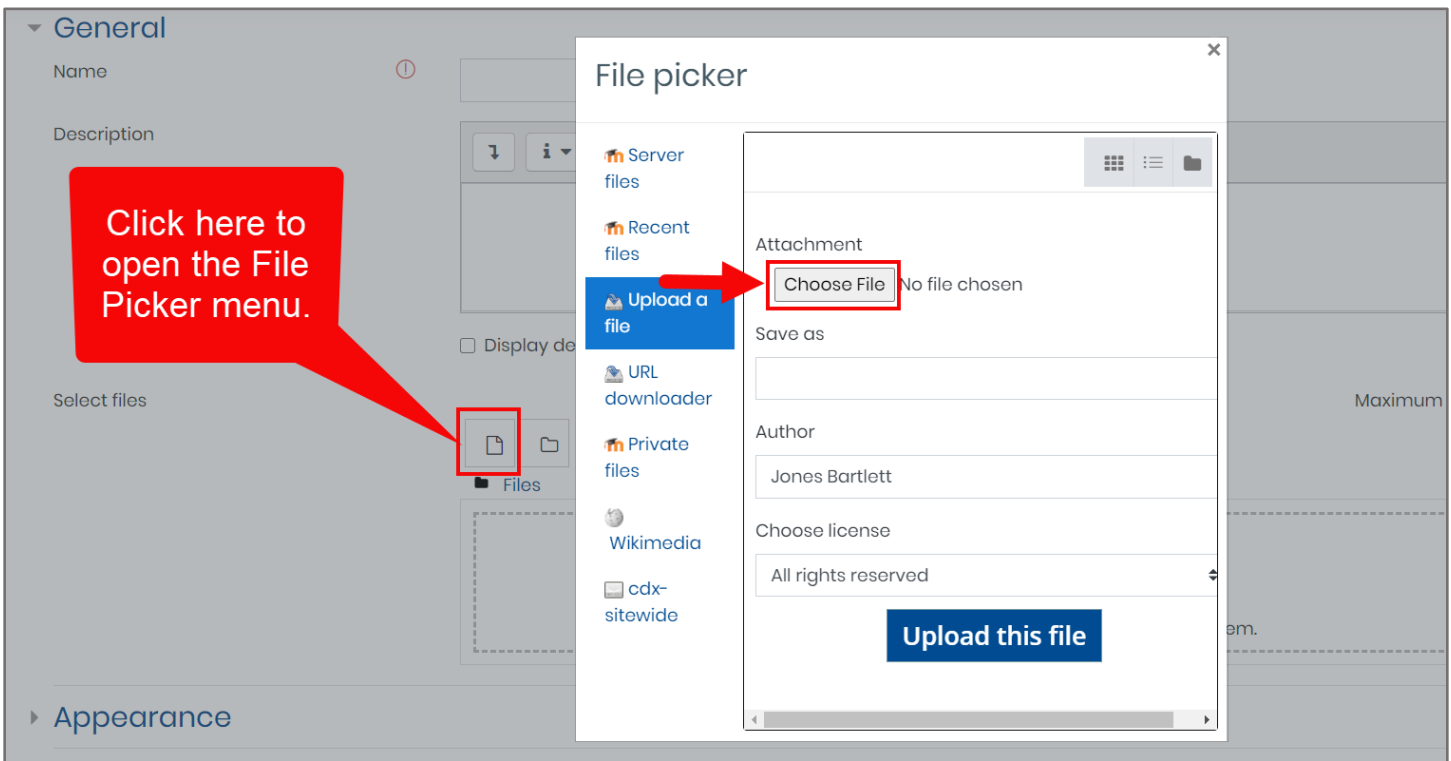
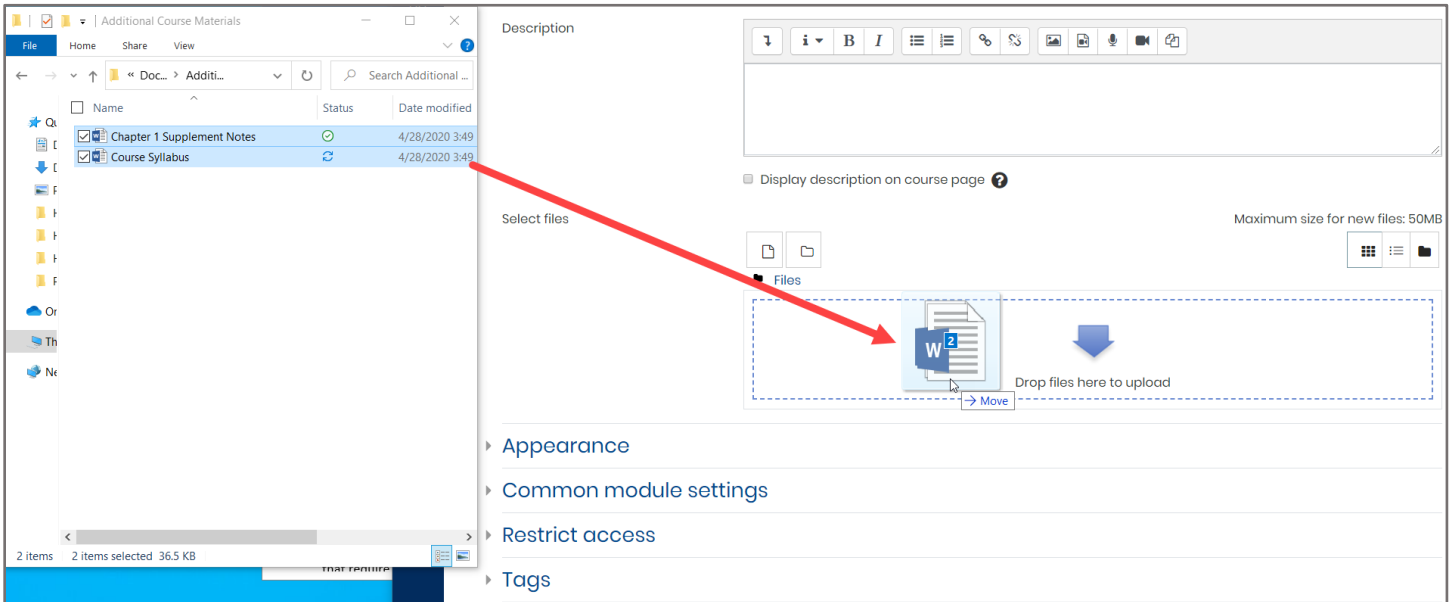
NEXT SECTION >

Chapter 2 Workforce Safety and Wellness

6. In the window that pops up, scroll down under the **Resources** options, click the dial next to **File**, and click **Add**.

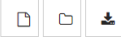



7. On the following page, you may drag and drop your files from your desktop directly into the submission box. Or you may click the **File picker** button, click **Choose File**, and then click the **Upload this file** button.





8. Adjust any additional settings you would like to apply to the content you have just added, then click the **Save and return to course** button at the bottom of the page.

Select files Maximum size for new files: 50MB

Files




Chapter 1      Course

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- ▶ Appearance
- ▶ Common module settings
- ▶ Restrict access
- ▶ Tags
- ▶ Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked .

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