

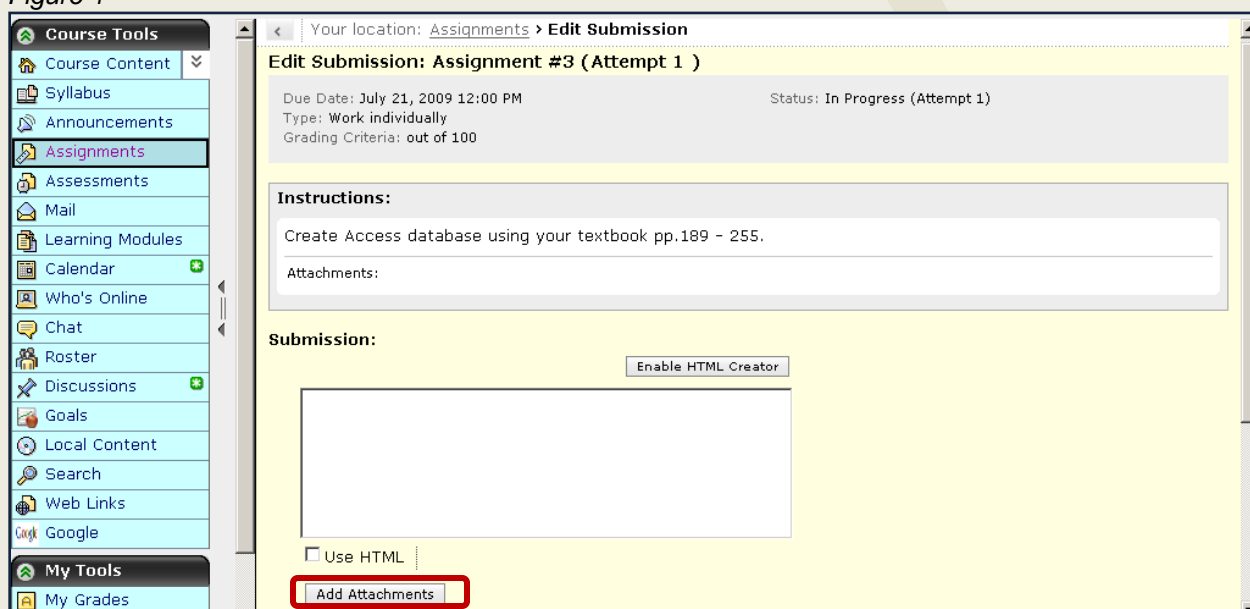
Uploading Files to GeorgiaVIEW

You may want to upload files from your local computer to your GeorgiaVIEW course. For example, to submit an assignment, you may need to upload a Microsoft Word file that contains the assignment, or you may want to attach a file to a Mail message.

If uploading a file is an option within the tool you are using, you will see an **Add Attachments** button.

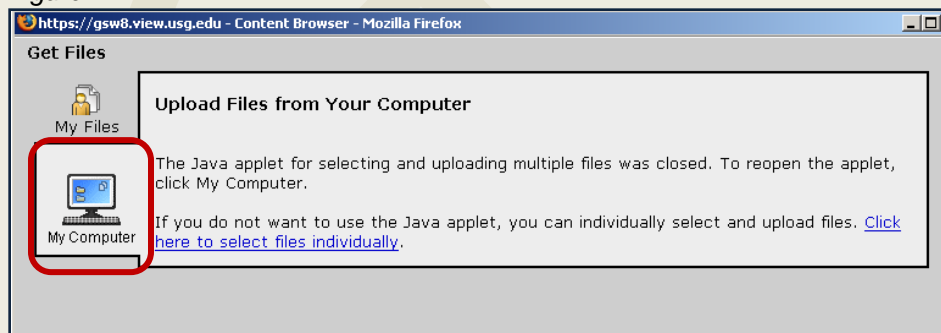
1. For example, when you submit your assignment, the **Add Attachment** button appears on the **Assignments>Edit Submission** screen (Figure 1).

Figure 1



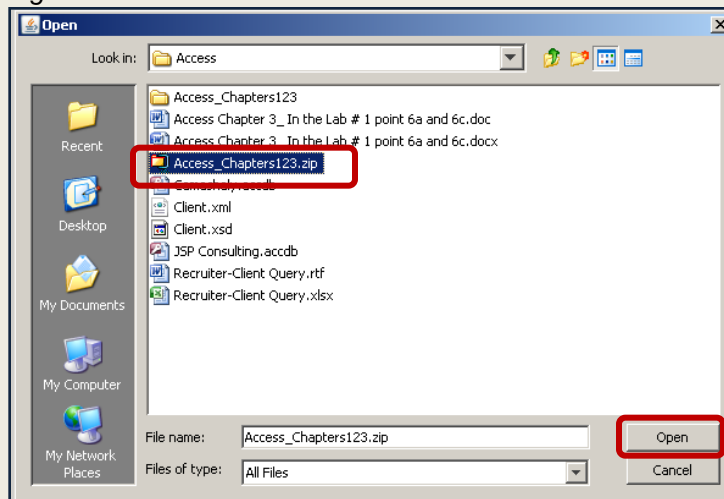
2. Click the Add Attachment button. The **Get Files** pop-up window appears. Click the **My Computer** button on the left-hand side (Figure 2).

Figure 2



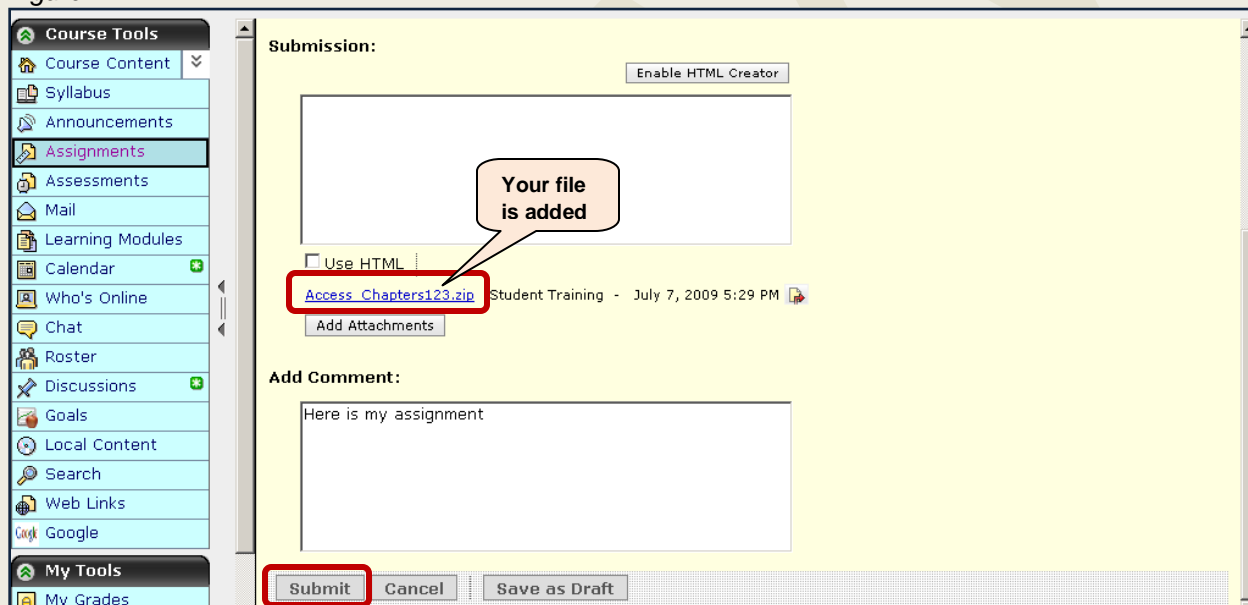
3. On the next pop-up window, locate the file you want to upload in, click on it and click the Open button (Figure 3).

Figure 3



4. Your file is added to your assignment submission. Type in some comments for your instructor and click the Submit button (or Cancel, or Save as a Draft) (Figure 4).

Figure 4



5. When you create a **mail messages**, the **Add Attachments** button appears on the **Create Message** screen (Figure 5). To add a mail attachment, follow the above instruction.

Figure 5

