



## Uploading Files to Manage Files – D2L Tutorial

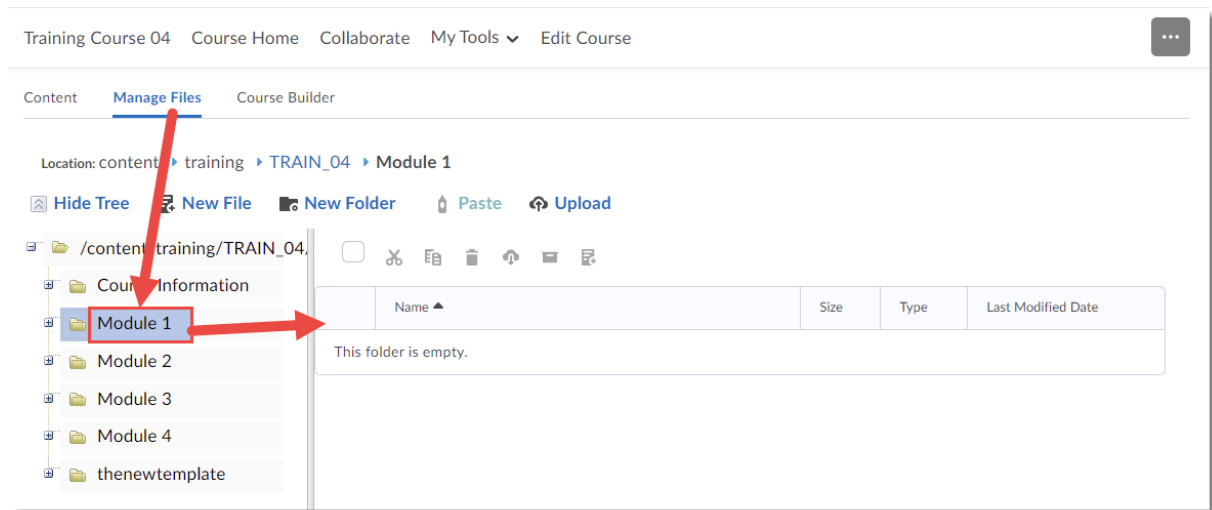
This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

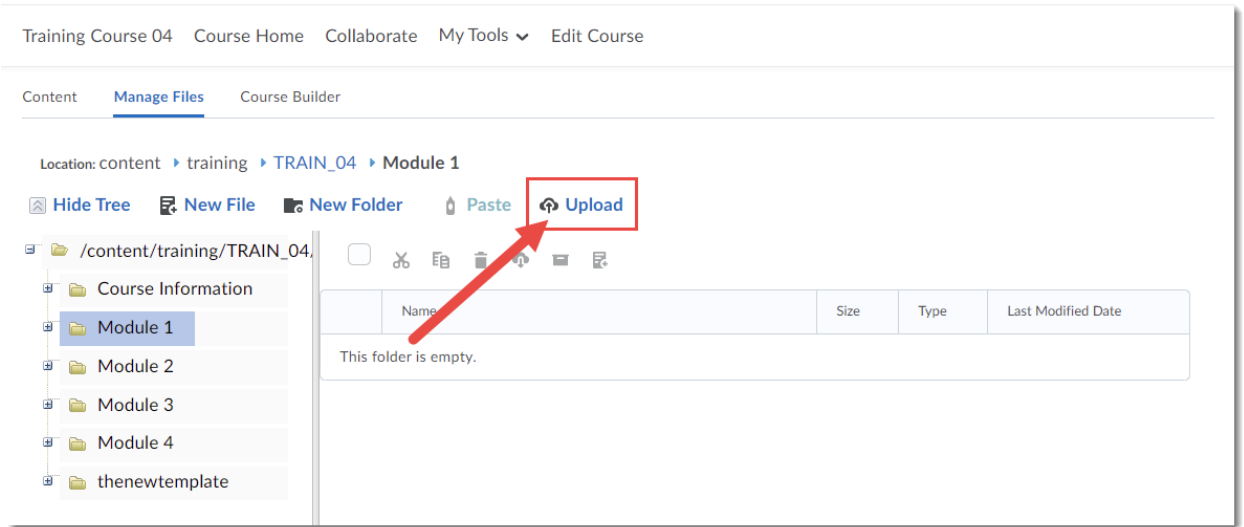
This tutorial will cover the steps involved in creating new folders in the Manage Files area of your D2L course site.

### Steps

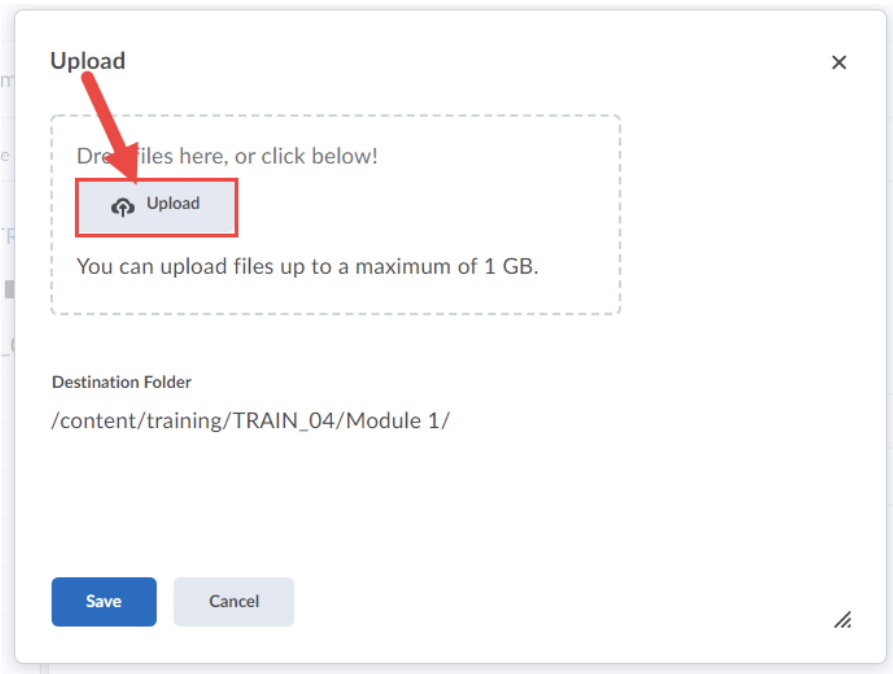
1. Go to the **Manage Files** area in your course.
2. Click on the title folder to which you want to upload files – this will open that folder on the right.



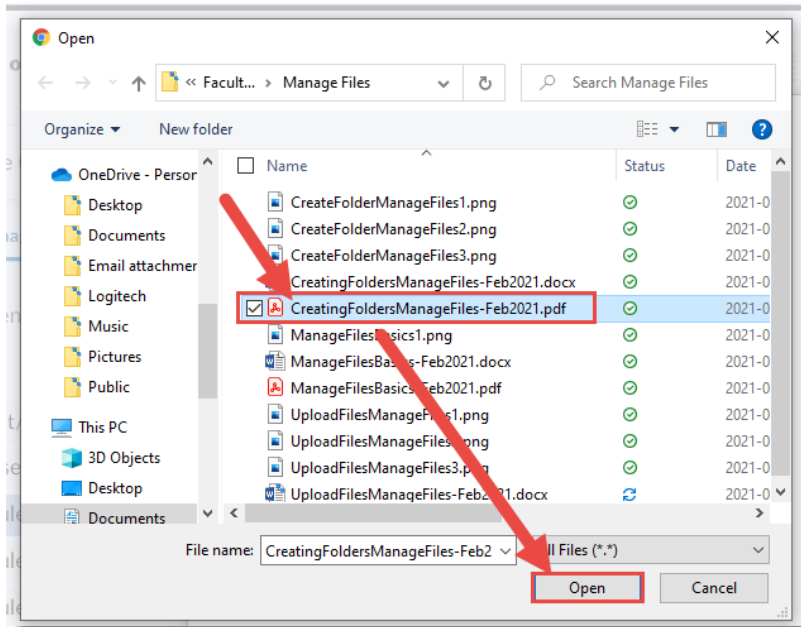
3. Click **Upload**.



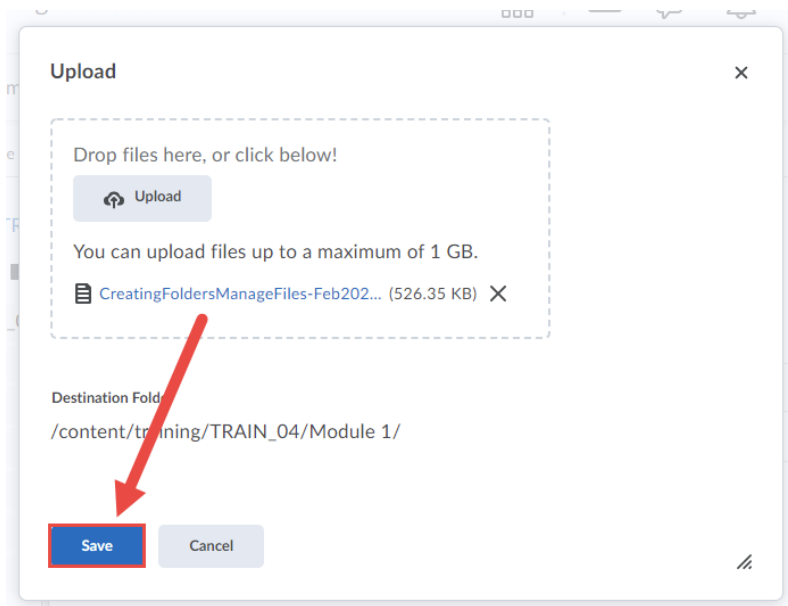
4. In the Upload pop-up box, click **Upload**.



5. Select the file you want to upload and click **Open**. Note that you can select multiple files to upload if you like.



6. Click **Save**. Your file will then appear listed in the Manage Files folder you uploaded it to.



## Things to Remember

If you upload your file(s) to the wrong folder, you can move it to another folder. See the tutorial *Moving Folders and Files in Manage Files* for more information.



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