

Sharing files with your Students

1. To share your powerpoints or other files with your students using Canvas, please first log into Canvas. You can log into Canvas by going to Canvas.rutgers.edu. You log in with your net id and password.

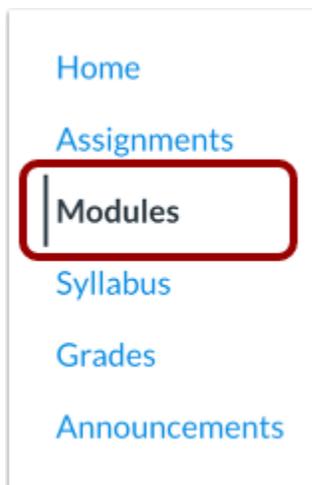


2. Once you log into Canvas and navigate to your course on your dashboard or by going to the courses button to find your course. You'll want to upload your content in the modules section of the course. You can choose which module to upload the file to or create a new module. For this instance, I am going to create a new module.

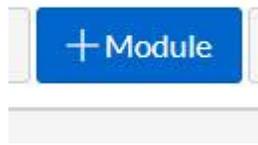
Dashboard



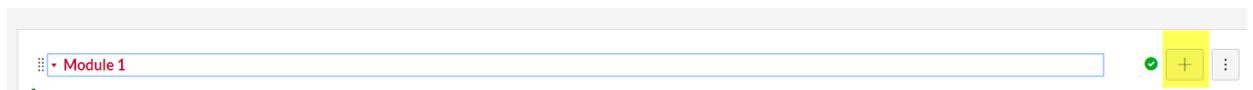
3. So to begin, go to the Modules tab on the left hand navigation bar.



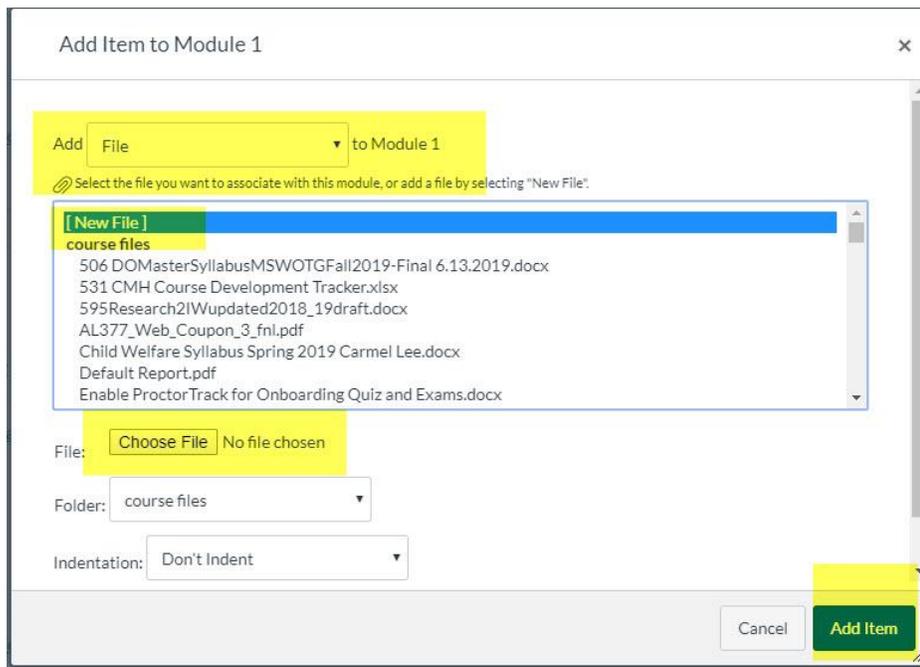
- Then go to “+” Module on the right and give your new Module a name. If you already have a module that you’d like to add content to, you can skip to the next step.



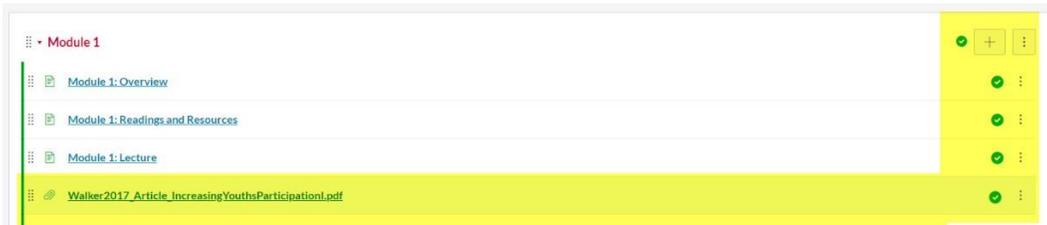
- The module will automatically default to the bottom of the page. You can click the dotted icon on the left and drag it to the respective area – for this instance I’m going to drag it to the top. If you don’t have modules it will be the only item you see. You can then add an item to that module by clicking the grey “+” sign.



- You can add items to your course here. Select “Add File” to add a file to the respective module. Select “New File” and choose the file from your computer. Once you’ve selected the file you can “Add the item”



7. Your file will be added, by default to the bottom of the module. If you have nothing else in your module this will be the only thing you see. Be sure you publish the module and the file so each are visible to your students.



Additional Resources:

[How do I add a file and other items to a Canvas Module?](#)