

# How to Upload and Link Files in Canvas



Instructors can easily upload and link files into Canvas Assignments, Pages, Discussions and Classic Quizzes using the Rich Content Editor. Canvas can also allow for External links to websites and videos as well as Internal Course Links.

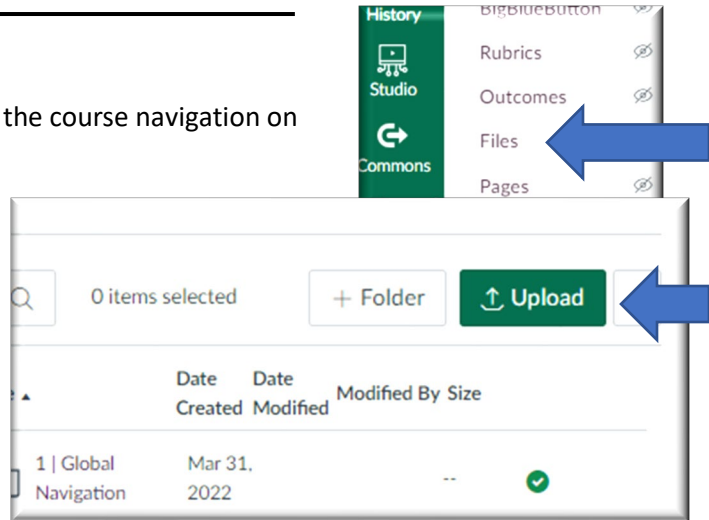
## How to Upload Files

Go to Canvas course and click on “Files” from the course navigation on the left.

To pick files, on the top right you click the “Upload” button.

Click to choose the **file or files** you want to upload, then click “Open”. The files will upload to the folder you were in.

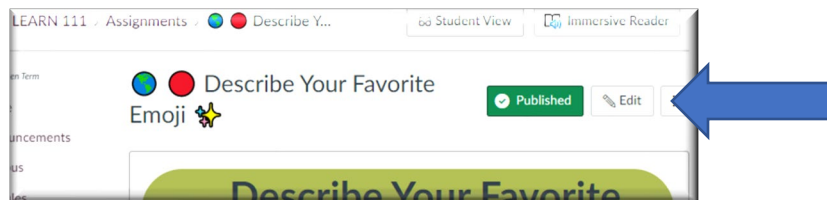
“+ Folder” allows for you to create a new folder to help organize your files.



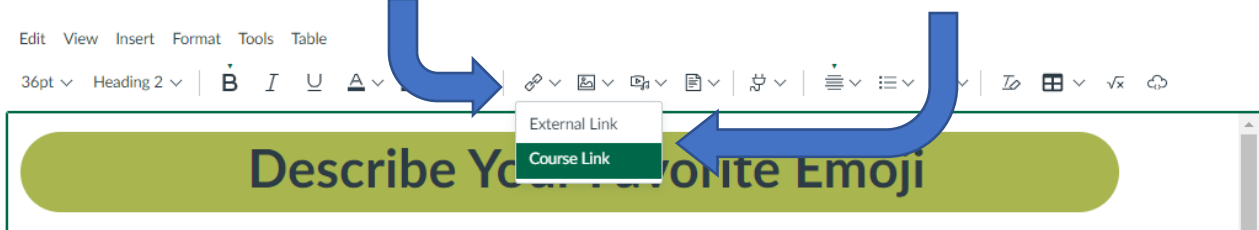
## How to Link a File in the Rich Content Editor

Click on the Canvas tool you want to add a file to, any Assignment, Classic Quiz, Page, or other text with the RCE.

Click “Edit”



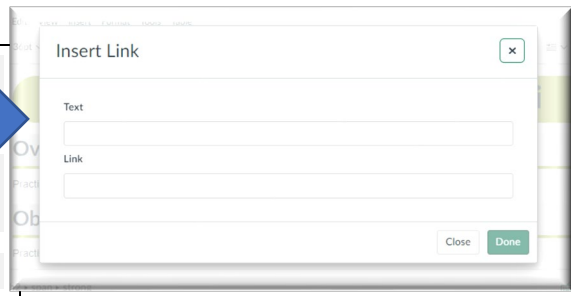
The Rich Content Editor has a “Links” button, you can choose “External Link” or “Course Link” here



“External Link” – The Insert Link box to the right will open up.

Type the **Text** you want to link and you will need the URL for the website or video you plan to **Link**.

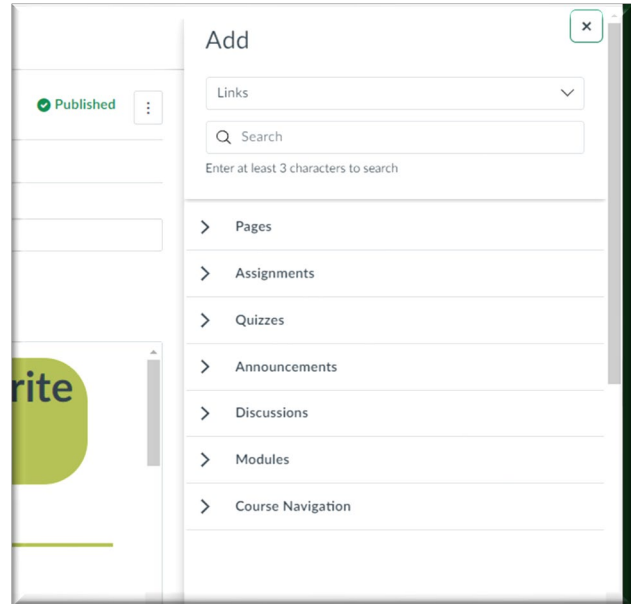
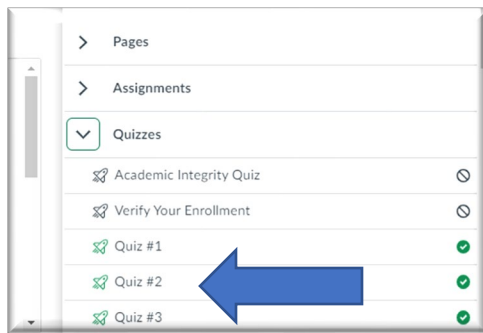
*i.e. Text gtcc.edu Link https://www.gtcc.edu/*



## How to Add a Course Link in the Rich Content Editor

“**Course Link**” – A new **Add** menu will open up to the right of the RCE.

Here you can choose a link from the materials inside your course. You can choose from any of these list items: **Pages**, **Assignments**, **Quizzes**, etc. in the course.



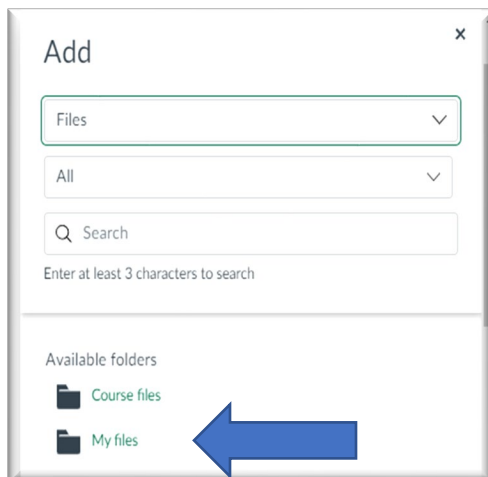
Here **Quizzes** is expanded. To inset a Quiz link, just click on the quiz title, and the link will be placed.

This process is the same for any tool on the list above.

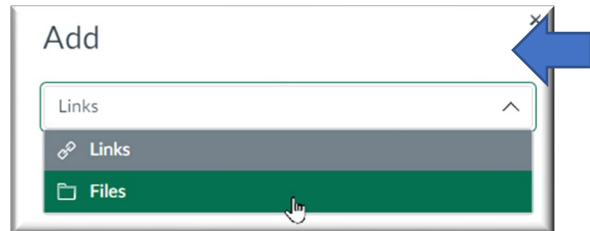
From the **Add** menu you can also link to Files in your course or from your Files in Canvas.

Choose **Files** instead of **Links** in the top dropdown menu.

This will bring up your **Course Files** and your **My Files** folders.



Open a folder and click on the item you would like linked.



“**Course files**” – All of the materials you have uploaded into this particular Canvas Course.

“**My files**” – Files you have uploaded into the files associated with your profile.

