## How to Upload and Link Files in Canvas



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Rubrics

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.

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Q 0 items	selected	+ Folder	↑ Upload	
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## 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.

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Click " <b>Edit</b> "	en Term t	🔵 🛑 Describe Your F Emoji 🛠	avorite	Published 🗞 Edit 🔾	
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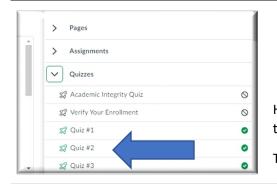
The Rich Content Editor has a "Links" button, you can choose "External Link" or "Course Link" here

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External Link "External Link" – The Insert Link box to the right will	Insert Link
open up.	Text
Type the <b>Text</b> you want to link and you will need the URL for the website or video you plan to <b>Link</b> .	
i.e. Text gtcc.edu Link https://www.gtcc.edu/	Practi

## 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.



	Add
Published :	Links
	Q Search
	Enter at least 3 characters to search
	> Pages
	> Assignments
	> Quizzes
ite	> Announcements
ite	> Discussions
	> Modules
	> Course Navigation

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.

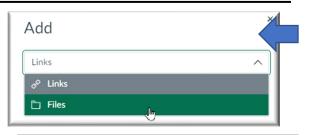
From the **Add** menu you can also link to Files in your course or from your Files in Canvas.

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

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

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Q Search	
Enter at least 3 characters to search	
Available 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.

If you click on Account, you can see all files you have access to in Canvas. Adding to My files makes the item accessible in every class.

