

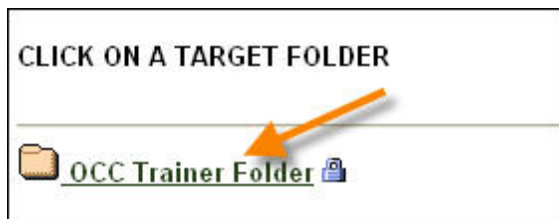
Upload Center

The Upload Center is used to transfer a file from your computer to your Educator course folder. This is a private area only you and your instructor can see.

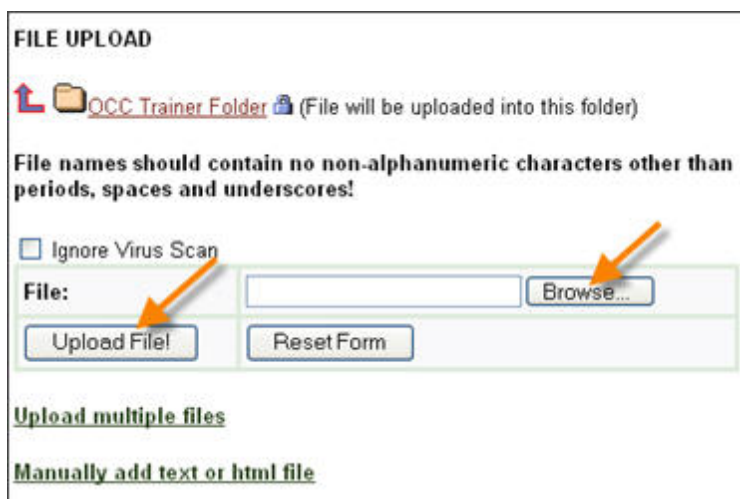
To access the Upload Center, click on the **Course Materials** link on the left side of your screen. Next, click on the **Upload Center** sublink.



Next, click on the name of the folder that you wish to upload the file to.

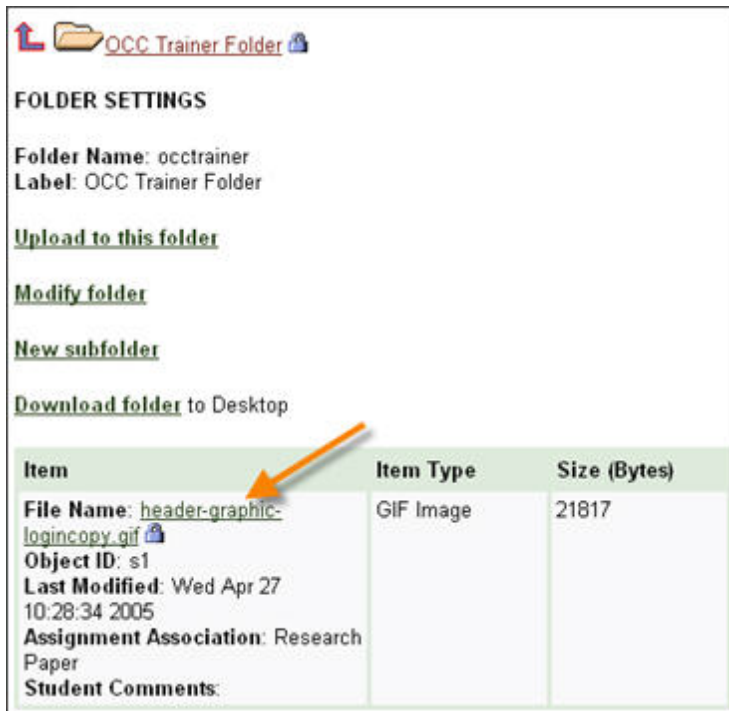


- Click on the **[Browse]** button.
- Locate your file in the drive and directory you saved it.
- Double-click the filename to make it appear in the upload window (or alternatively, highlight the filename and then click on the **[Open]** button).
- Click on the **[Upload File!]** button.



A screenshot of a "FILE UPLOAD" form. At the top, it says "FILE UPLOAD". Below that is a folder icon and the text "OCC Trainer Folder" with a lock icon, followed by "(File will be uploaded into this folder)". Below this is a warning: "File names should contain no non-alphanumeric characters other than periods, spaces and underscores!". There is a checkbox labeled "Ignore Virus Scan". Below the checkbox is a "File:" label, an empty text input field, and a "Browse..." button. An orange arrow points to the "Browse..." button. Below the input field and "Browse..." button are two buttons: "Upload File!" and "Reset Form". An orange arrow points to the "Upload File!" button. At the bottom, there are two links: "Upload multiple files" and "Manually add text or html file".

To confirm that your file was successfully uploaded, you may click on the folder name to view the contents. If you can see your file listed, so can your instructor.



OCC Trainer Folder

FOLDER SETTINGS

Folder Name: occtrainer
Label: OCC Trainer Folder

[Upload to this folder](#)

[Modify folder](#)

[New subfolder](#)

[Download folder](#) to Desktop

Item	Item Type	Size (Bytes)
File Name: header-graphic- logincopy.gif Object ID: s1 Last Modified: Wed Apr 27 10:28:34 2005 Assignment Association: Research Paper Student Comments:	GIF Image	21817



Helpful Tip: You can either upload a file directly into your folder or through an external assignment link. The latter is recommended if the file actually is an assignment you're submitting for a grade. This way, the file will be identified as belonging to that assignment and your instructor will easily find and grade it.