Quick Guide:
Uploading Multiple Files

CENTRAL BUCKS
SCHOOL DISTRICT

canvas
BY INSTRUCTURE

Goal: Upload multiple files at once.

Step 1: Click **Files**.

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files

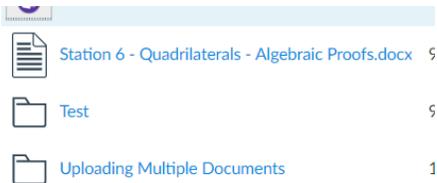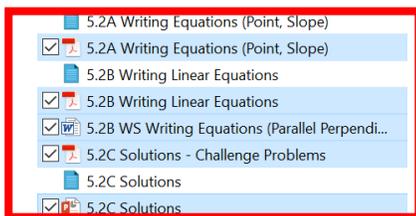Step 2: (Optional) Create a Folder.

+ Folder   ⬆ Upload

Step 3: Click on the Folder.

📄 Station 6 - Quadrilaterals - Algebraic Proofs.docx

📁 Test

📁 Uploading Multiple Documents

Step 4: Click **Upload.**

+ Folder   ⬆ Upload

Step 5: Hold "Ctrl" and click on the files you want to upload. Click **Open.**

☐ 5.2A Writing Equations (Point, Slope)
☑ 5.2A Writing Equations (Point, Slope)
☐ 5.2B Writing Linear Equations
☑ 5.2B Writing Linear Equations
☑ 5.2B WS Writing Equations (Parallel Perpendi...
☑ 5.2C Solutions - Challenge Problems
☐ 5.2C Solutions
☑ 5.2C Solutions

| Name	Date Created	Date Modified
5.2A Writing Equations (Point, Slope).pdf	1:14pm	1:14pm
5.2B Writing Linear Equations.pdf	1:15pm	1:15pm
5.2B WS Writing Equations (Parallel Perpendicul...	1:15pm	1:15pm
5.2C Solutions - Challenge Problems.pdf	1:15pm	1:15pm
5.2C Solutions.pptx	1:15pm	1:15pm

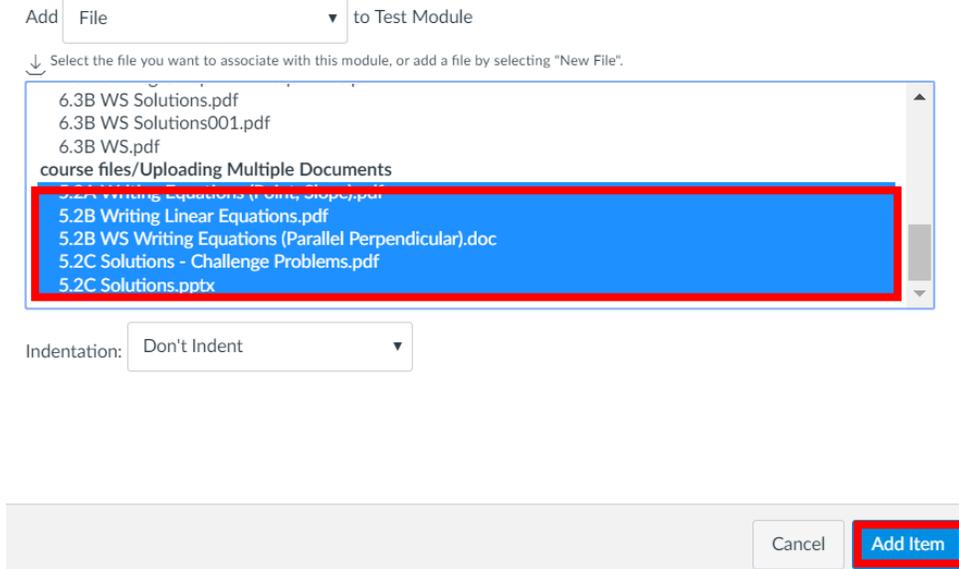Step 6: Click **Modules**.

Pages
Files
Syllabus
Outcomes
Quizzes
Modules

Step 7: Click the "+" button.

▾ **Test Module**   ☁ ⊕ ⚙▾
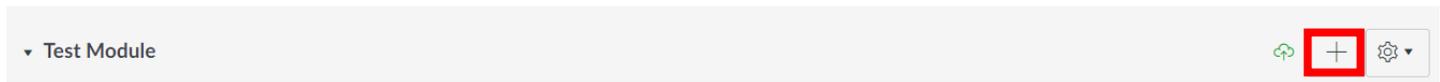
Step 8: Add a **File.** Hold "Ctrl" and click on the files you want to upload. Click **Open.** Click **Add Item.**

Add [File   ▾] to Test Module

⤓ Select the file you want to associate with this module, or add a file by selecting "New File".

> 6.3B WS Solutions.pdf
> 6.3B WS Solutions001.pdf
> 6.3B WS.pdf
> course files/Uploading Multiple Documents
> 5.2A Writing Equations (Point, Slope).pdf
> 5.2B Writing Linear Equations.pdf
> 5.2B WS Writing Equations (Parallel Perpendicular).doc
> 5.2C Solutions - Challenge Problems.pdf
> 5.2C Solutions.pptx

Indentation: [Don't Indent   ▾]

[Cancel] [**Add Item**]

(The files will be added within the module).

⸬ ⤓   **5.2A Writing Equations (Point, Slope).pdf**   ☁ ⚙▾

⸬ ⤓   **5.2B Writing Linear Equations.pdf**   ☁ ⚙▾

⸬ ⤓   **5.2B WS Writing Equations (Parallel Perpendicular).doc**   ☁ ⚙▾

⸬ ⤓   **5.2C Solutions - Challenge Problems.pdf**   ☁ ⚙▾

⸬ ⤓   **5.2C Solutions.pptx**   ☁ ⚙▾