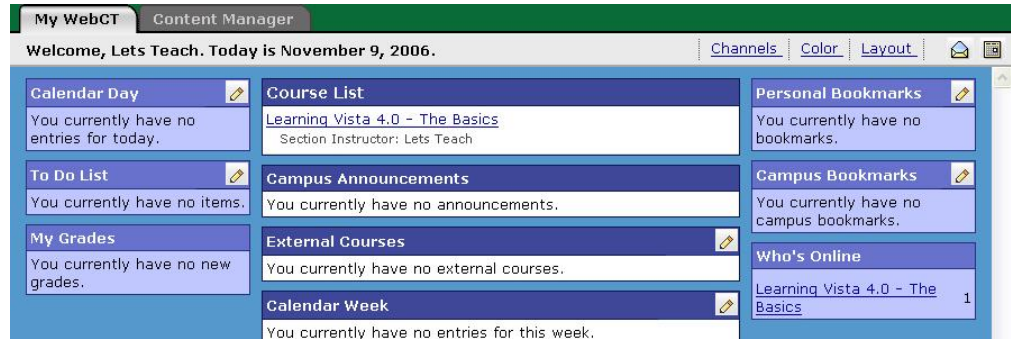


Get Files into my Section

1. Log into Vista



2. Click to enter the section you would like to modify

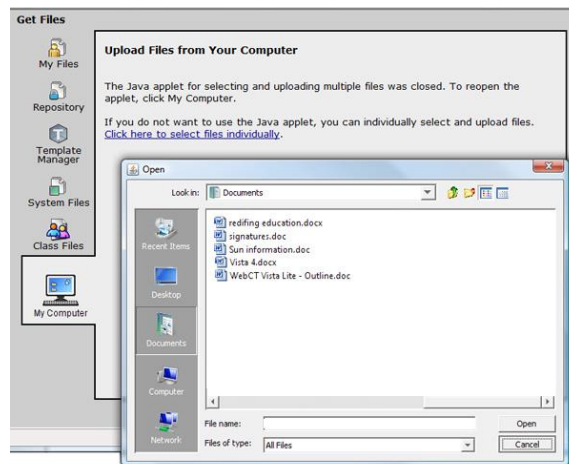


3. Once inside the section you will see a "Course Tools" and a "Designer Tools" menu. Under "Designer Tools" click on "File Manager".



4. Doing this will minimize your left hand menu so you can work more efficiently in the File Manager. Once inside the File Manager simply click **Get Files**

- a. A new window will open, click on the "My Computer" icon and then browse to the file or files you would like uploaded.



Note: If you would like to upload multiple files at once you can do that by holding down the Ctrl key while selecting

5. If you prefer **not** to use the java applet or you would like to upload files individually close the java applet by clicking cancel and click the link "[Click here to select files individually](#)".

6. This will allow you to select up to seven files for individual upload.

