

Uploading and linking files

An online tutorial for staff

In this short tutorial, we walk through the steps involved in uploading pre-prepared HTML files and then placing them within your online course structure.

The tutorial will help you to:

- Upload the file to your course File Manager
- Link the file to your course user interface.

Structure and format

The tutorial is available online and is part of the module **Introduction to preparing and presenting content**.

After you register you will have ongoing access to the module/tutorial and a sample course. You can access these resources at any time and undertake learning at your own pace.

The tutorial takes you through realistic scenarios. It guides you through the steps for each task as you go.

How long does it take?

The tutorial takes approximately 10 minutes to complete

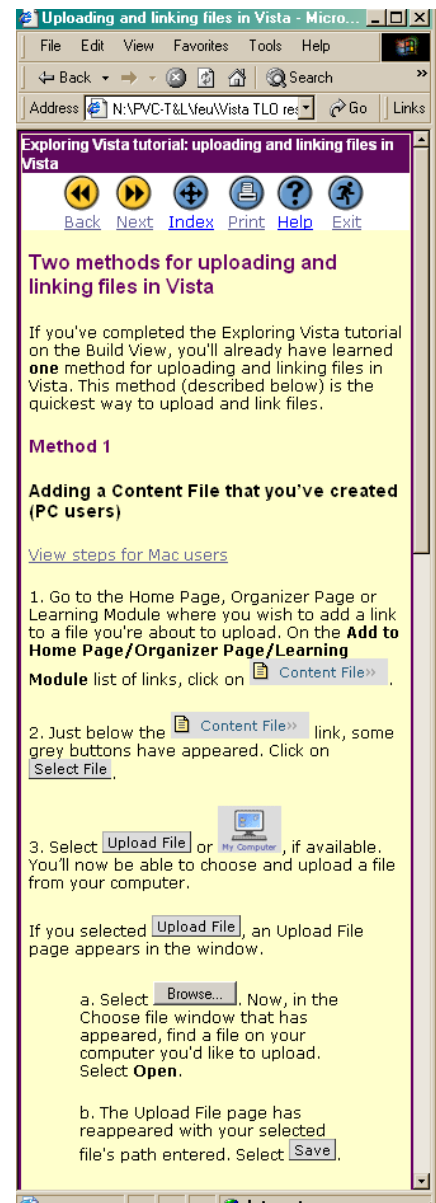
Learning requirements

Prerequisites

You will need to have basic competence in using a computer and a web-browser.

Participant requirements

You will need a computer with network/Internet access and you must be a current university staff member to access the learning management system.



How to register

Access the registration webpage at [Teaching & Learning Online](#) and register in the module titled **Introduction to preparing and presenting content**.

If you would prefer to do this tutorial within a face-to-face program, please see **Teaching Online Essentials**.

Further enquiries

Contact CALT – call x3504, or email: training@calt.utas.edu.au