

File Management within Canvas

How to Download a File from Canvas

How to Upload a File to Canvas

How to Preview a File on Canvas

How to Download a File from Canvas

1. From your Canvas home screen, hover over the **Courses** caret (▼).

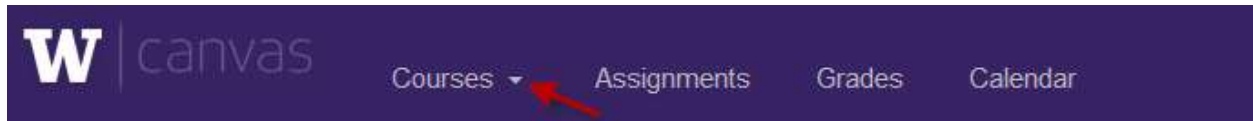


Figure 1: The User Dashboard screen of Canvas

2. Select the course that has a document you would like to access.

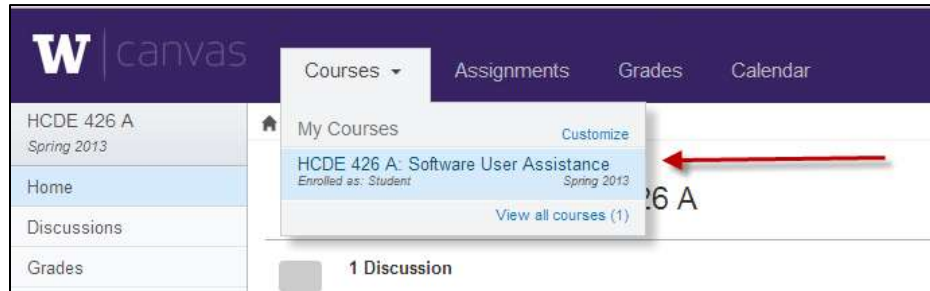


Figure 2: Courses drop-down menu

3. Select **Files** in the left-hand menu.



Figure 3: Left hand menu

4. Select the **folder** that contains the document you need to download in the left content pane.

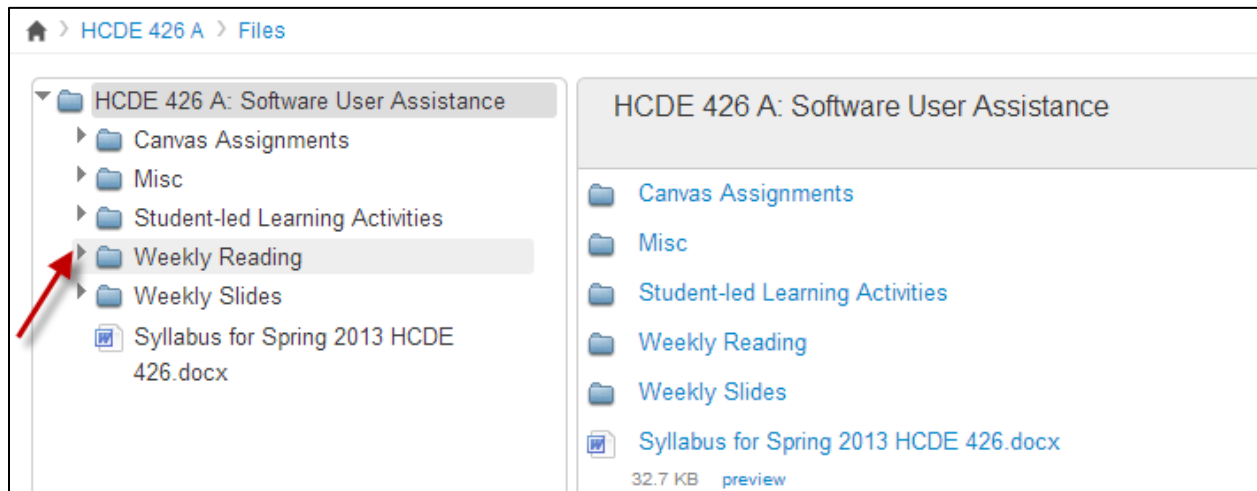


Figure 4: Canvas file organization window

5. Click the **headline** of the document in the right content pane to download.

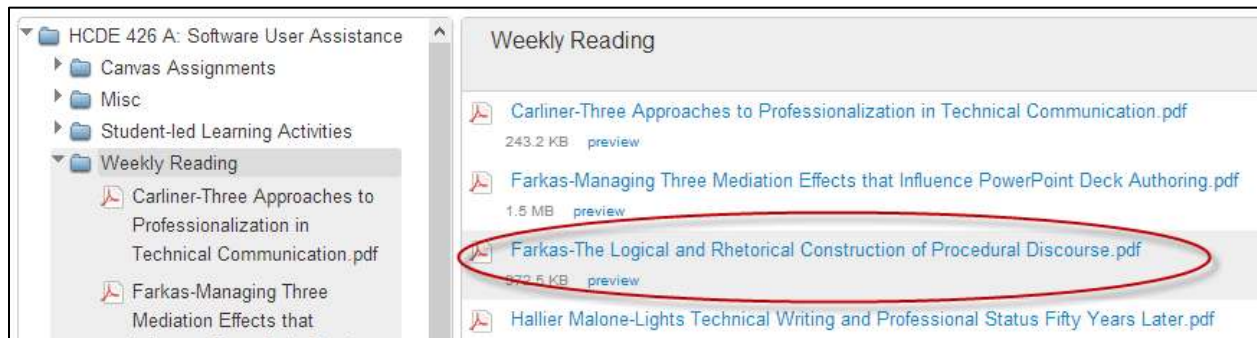


Figure 5: Canvas file viewing window

How to Upload a File to Canvas

1. From the Canvas home screen, click your name in the upper right hand corner of the screen.

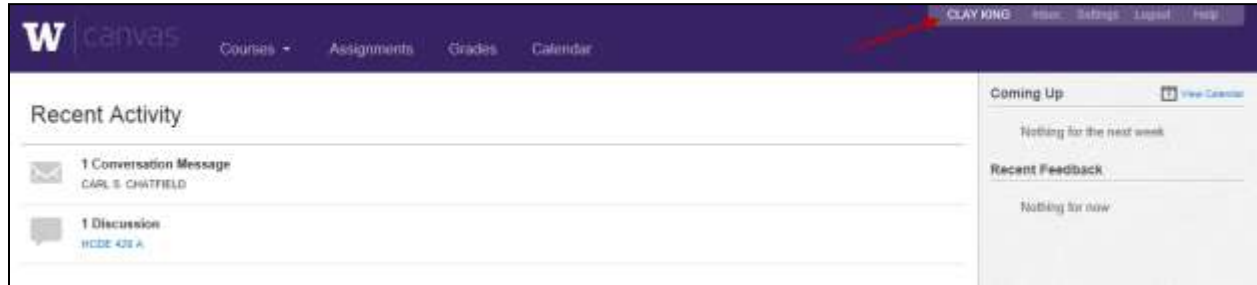


Figure 1: The User Dashboard screen of Canvas

2. Click “Files” on the navigation panel on the left side of the screen.

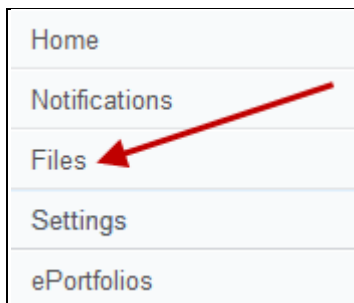


Figure 2: The account navigation panel

3. Select the **folder** you want to upload a file to in the left content pane.

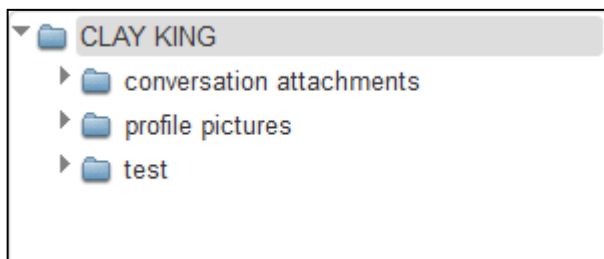


Figure 3: Left content pane within Canvas

4. Click “Add Files” at the top of the right content pane.

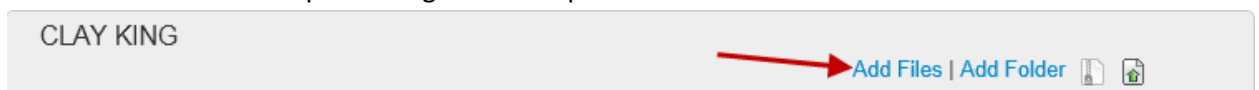


Figure 4: Right content pane in Canvas

5. Navigate to the file you want to upload using the drop down menu (1) and once you have selected the desired file click open (2).



Figure 5: Canvas file upload window

At the top right corner of the left content pane you should see a message like the one in Figure 6.



Figure 6: Informational message regarding uploading file progress

The file should show up in the list of files and folders in the right content pane.

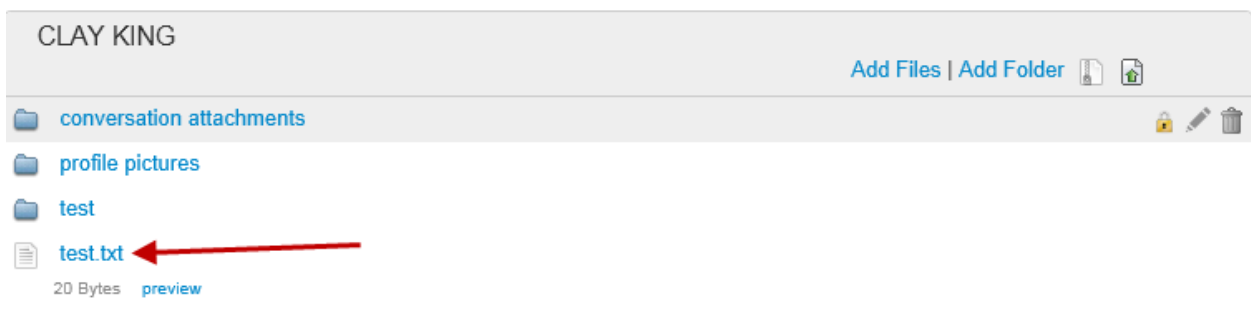


Figure 7: The right content pane within Canvas

How to Preview a File on Canvas

1. From your Canvas home screen, hover over the Courses caret (▼).

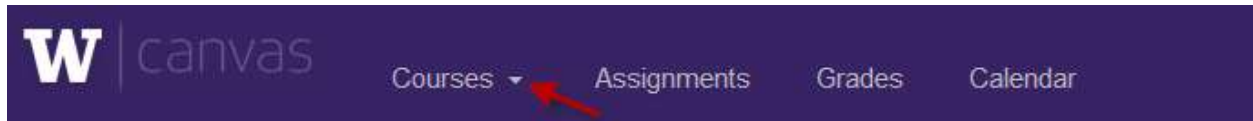


Figure 1: The User Dashboard screen of Canvas

2. Select the course that has a document you would like to access.

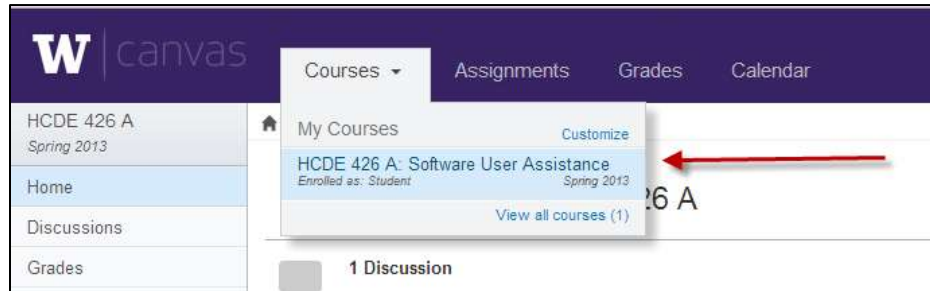


Figure 2: Courses drop-down menu

3. Select **Files** in the left-hand menu.



Figure 3: Left hand menu

4. Select the **folder** that contains the document you would like to view in the left content pane.

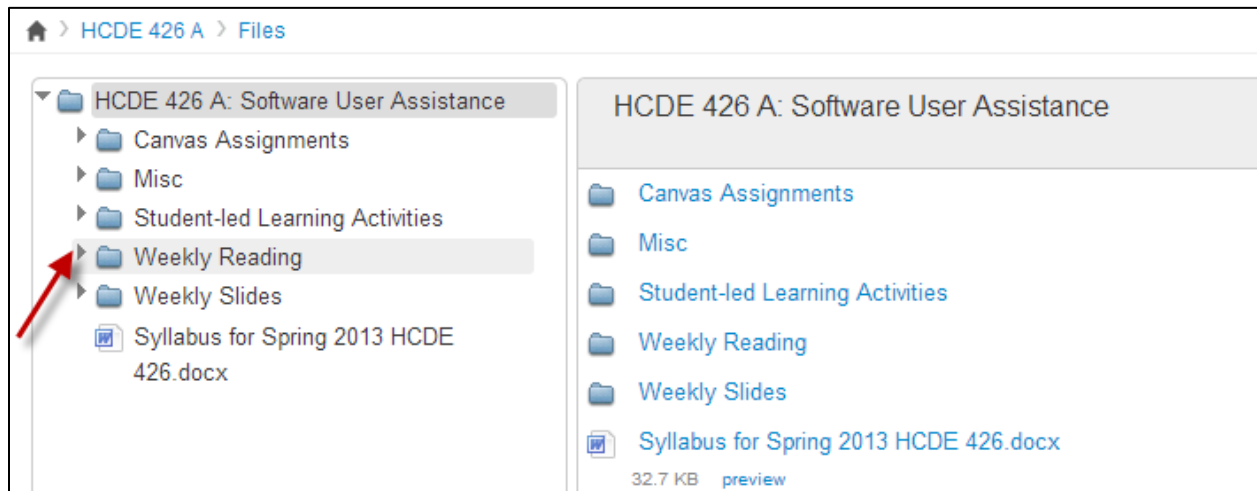


Figure 4: Canvas file organization window

5. To view a document, click the **headline** in the left content pane.

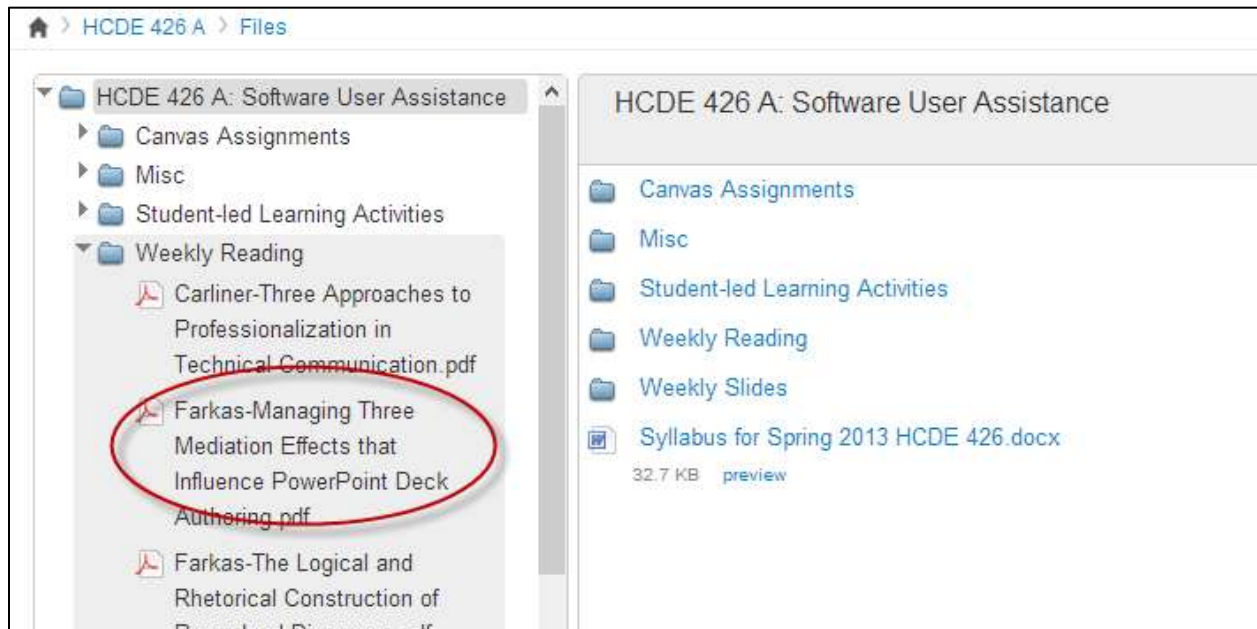


Figure 5: Canvas file viewing window