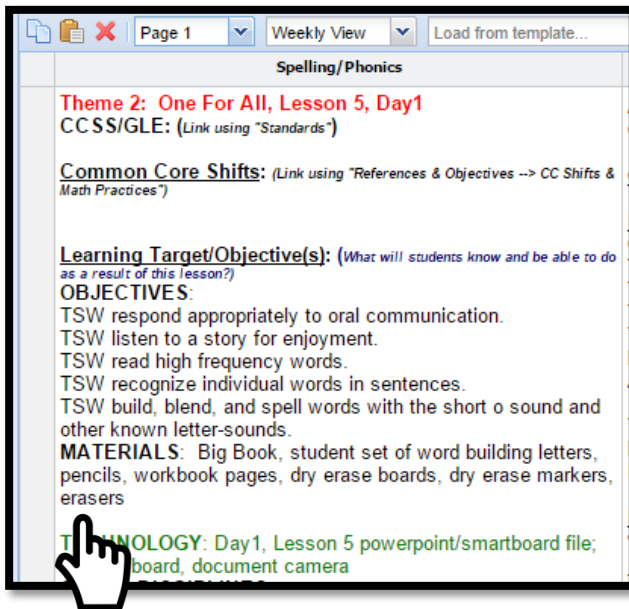
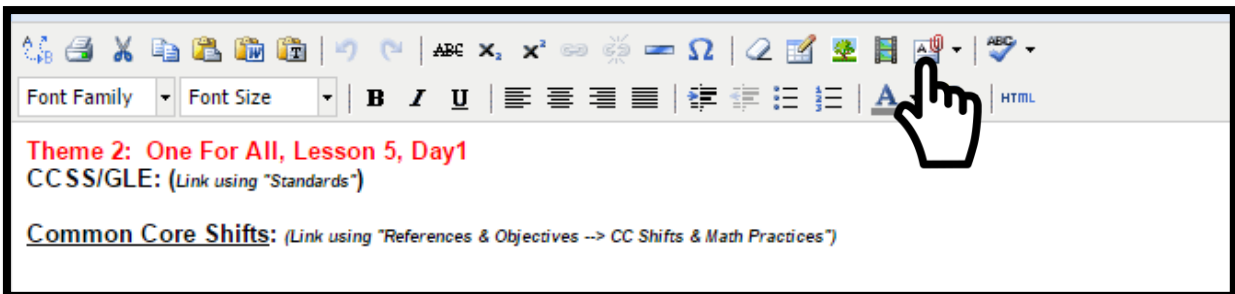


## LINKING DOCUMENTS TO LESSON PLANS

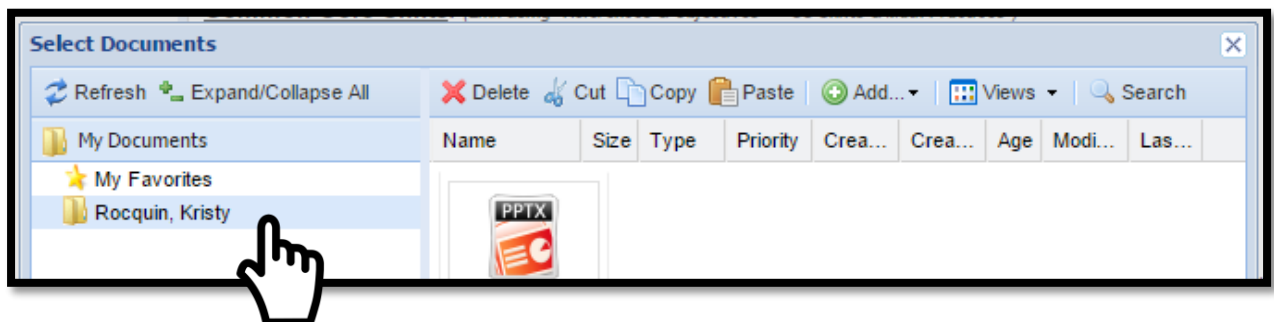
1. Open the lesson planner and click on the lesson block where the file will be attached. Once the block is open, place your blinking cursor where you would like to insert the file.



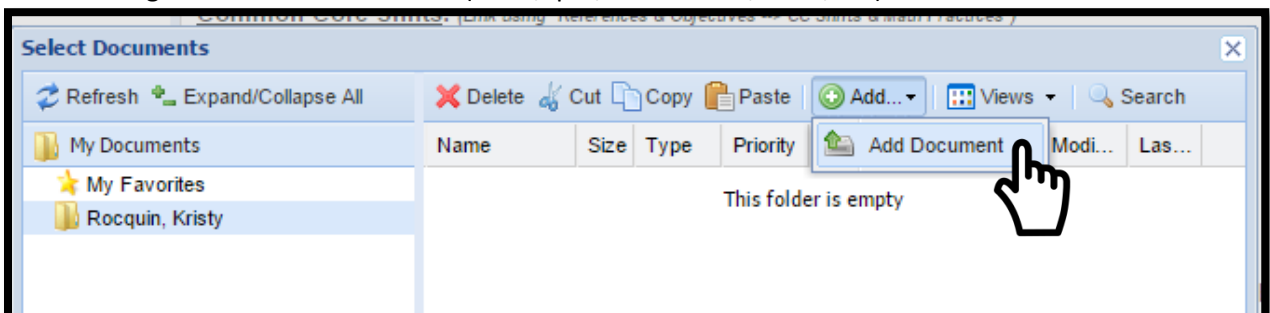
2. Click on the paperclip icon on the toolbar.



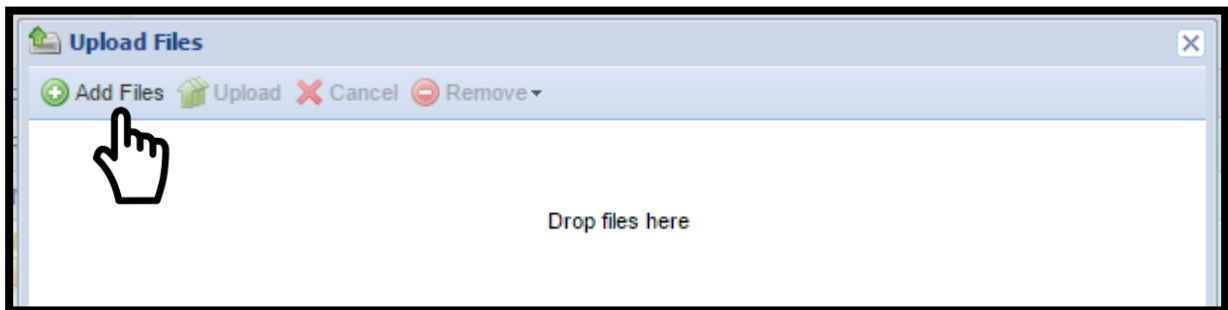
3. Select "My Documents." Then click on the folder with your name.



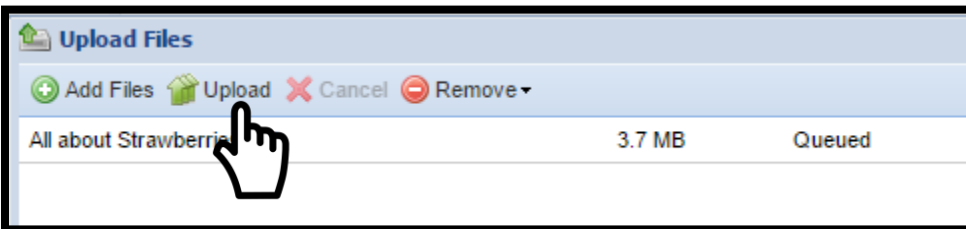
4. Click on the green + to Add Document (word, .pdf, PowerPoint, excel, etc).



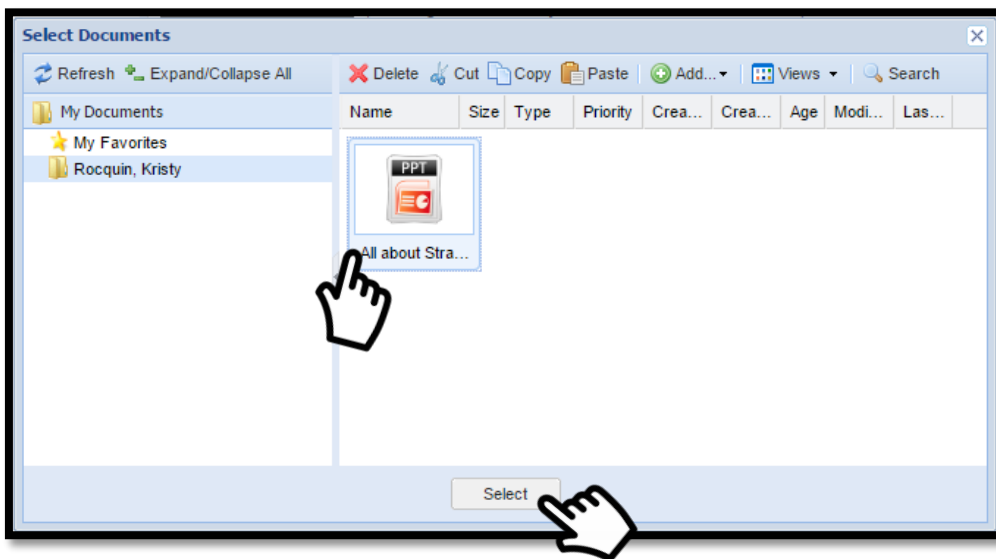
5. Choose the green + to **Add Files**. Navigate to your files on your computer and double click the file to add it. You can also drag and drop the files from your computer into your Oncourse My Documents folder.



6. Once the file is selected, choose **Upload**.



7. You will then see that your file has upload to your Oncourse documents folder. Click on the file you wish to attach to your lesson plan. Choose **"Select"** at the bottom.



8. The file will insert into the lesson plan block.

