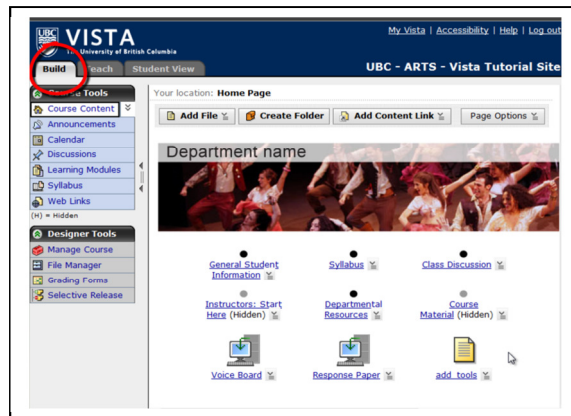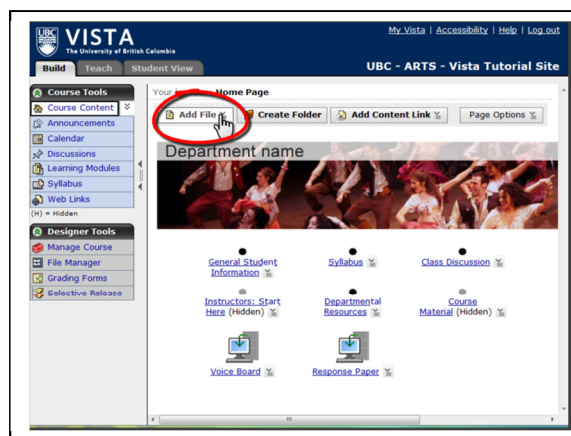# USING THE FILE MANAGER
How to Add Files onto the Homepage from the File Manager

1. Switch to the Teach or Build tab
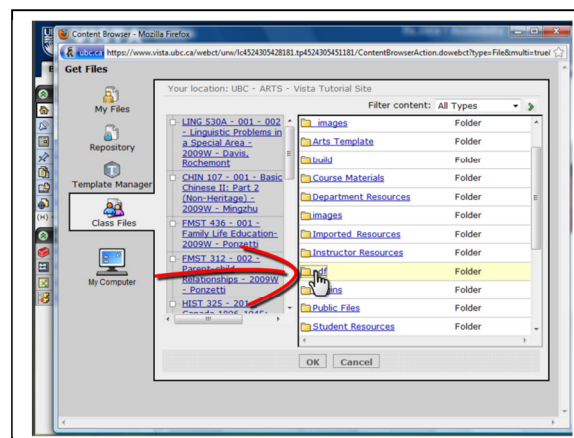   *(In this example, I will be using the Teach view)*

2. Click the "Add Files" button to display more options.
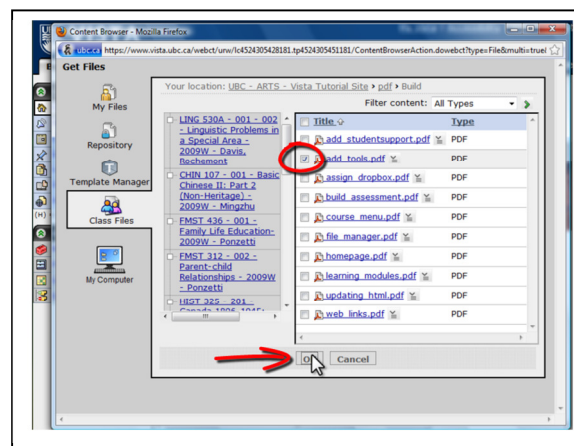

3. Select "Browse for Files".

4. A pop-up window of your File Manager will display. Find the file you wish to add.
   (In this example, I will go into a subfolder called PDF)

5. Check-off any files you wish to add and click "OK" when you are done.

6. Now check to make sure the file has been added to the homepage.