

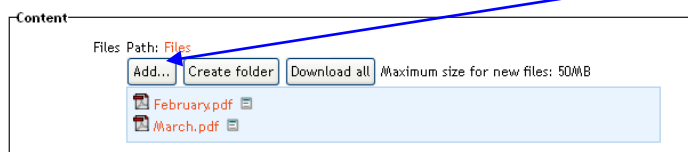
Adding New Files to an Existing Folder

When you need to update an existing folder with new files, follow these steps:

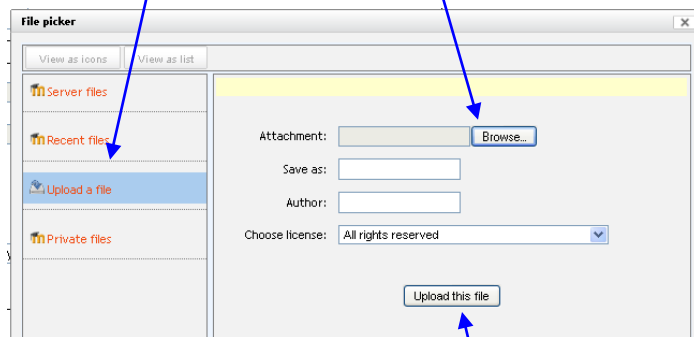
1. Click on the **editing icon** next to the folder name.



2. Cursor down the page to the **Content** section and click on the **Add** button.

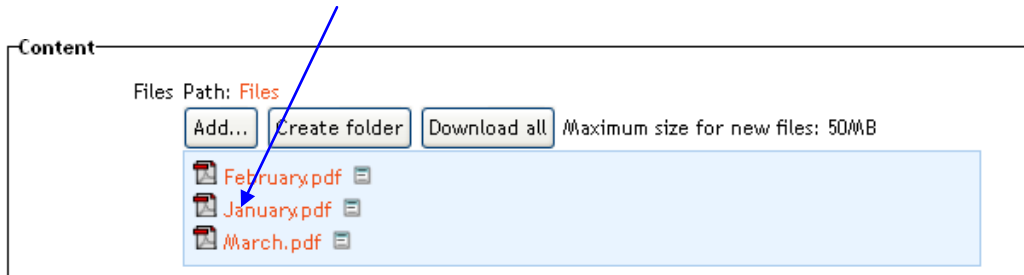


3. Click on **Upload a File**, and then **Browse** for the zipped file.



4. After selecting the file, click on **Upload this File**.

5. The uploaded file will be visible.



6. Cursor down the page and restrict the access if desired (see document titled *Restricting Access: Conditional Releases* for more details).
7. Continue to cursor down to the bottom of the page and click on the **Save and return to course** button.

Save and return to course

