

How to Create a Direct Submit Content Link

****First you will need to zip all the files that you wish to upload.****

*ZIP packages should contain no more than 100 papers and submitting more than 300 papers in a session is not recommended. Additionally, papers with over 5000 sentences or that are more than 10 MB in size cannot be submitted.

1. Log into GeorgiaView (WebCT) and enter desired course
2. Click on the Build tab
3. Click on the Add Content Link button
4. Click on the Create Direct Submit button
5. Enter a title for the session
6. Click on the Configure! Button
7. Click on the Teach tab
8. Click on the title of the session you just created

Note: If you have already uploaded papers, a list of folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is not recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing materials.

9. Click in the blank box next to the Add button in the box on the upper left side of the screen and type a folder name
10. Click the Add button
11. Click on the folder name that you just created
12. Click on the Submit papers button
13. Choose desired settings
14. Click on Browse
15. Browse to the zipped file
16. Click to select the zipped file
17. Click Open
18. Click the Submit button

Direct Submit supports the following file types:

- Microsoft Word document: .doc
- Rich Text Format: .rtf
- HTML: .htm or .html
- Text: .txt
- Zip compressed: .ZIP used to upload multiple files.

***PLEASE NOTE** - if the papers you are directly submitting include images, please note that the images must not exceed 2MB or the submission may fail