

Upload a file

(We recommend PDFs instead of Word documents.)

(Notice the difference in screens when you click on the “Build” tab vs. the “Teach” tab. Most of your work will be in the “Build” tab.)

- Click on the “Build” tab
- Click on the “Add File” button
- Click on “Browse for files”
- Click on the “My Computer” icon on the left side of the pop-up box
- Browse to the location of the file.
- Click on the file name
- Click on “Open”
- The file will now appear in the Course Content section.

Save a document as a PDF

(NOTE: These instructions are for use with Office 2007. If you do not have Office 2007, please send the file to jweaver@abac.edu and I’ll convert it and send it back to you.)

- Open the document in Word
- Click on the Office Button (upper left corner of the screen)
- Hover over “Save As”
- Select “PDF”
- Note the location the file will save to, change if necessary
- Click on the “Publish” button