

Course Materials: Files/Links

Add Files or Links

To add a File or Link:

1. Click the **Add Materials** drop-down menu and select **Add File/Link/External Tool**.
2. To add a file:
 1. Click **File**.
 2. Click **Attach Files** and browse the file(s) to add. To select multiple files, hold down the **Shift** or **Ctrl** key as you choose files.

The upload limit is 512 MB per file.

3. To add a link:
 1. Click **Link**.
 2. Enter a URL or embed code.
 3. Enter a title for your link.
4. From **Options**, you can:
 - Click **Align Course Objectives** to align the file or link to learning objectives.
 - Click **Published to Students** to display the file or link to your students.
 - Click **Copy to Courses** to copy the file or link to a different course. Edit the new version of the file without altering the original.
5. Click **Add** to complete.

When you add a link, click the **Open in Schoology** icon (default setting) to open the linked webpage in an iframe within the course.

Not all websites can be displayed within an iframe. This restriction exists within the code of the website and is determined by the website owner.

To view the link in a new window, click on the same icon to change the setting, or click on the **Open** icon.

Files and links can also be created within course folders, or added to folders after their creation.

Editing Links

After you add a link to a course, click the **gear** icon and select **Edit** to change its URL or title, or any of the Advanced features described in step 4 above.