

## Uploading a Document to My Workspace in Oncourse CL

Login to Oncourse (<http://oncourse.iu.edu>)

The Login link is in the upper-right corner of the screen

Click on the Resources link in the main navigation menu

Click or mouse over the Add dropdown box

Click on the Upload Files link

### To upload a file:

Click the Browse button, select a file to upload, and click Open.

Edit the title if you wish (the filename used by default).

To add another file, click on the Add Another File link and follow the previous two steps.

**Optional** send an email notification to site members (everyone in your class) by selecting "High" in the Email Notification dropdown box. A message and a link to the file will be emailed to everyone listed in the site/class

Click Upload Files Now to finish.

*200mb may be added at one time.*

**Note:** Click on the red X to remove a file.