

Canvas Quick Guide: Files and Folders

This guide explains how to use files and folders in Canvas.

Overview

Files may include syllabi, lecture slides, assignment worksheets, readings, or other documents, as well as images, icons, and user-specific files. Files can be placed into folders for organizational purposes. Instructors can lock folders and files so they can only be viewed by direct links or unlock on a specific date. Files can be easily replaced with updated version.

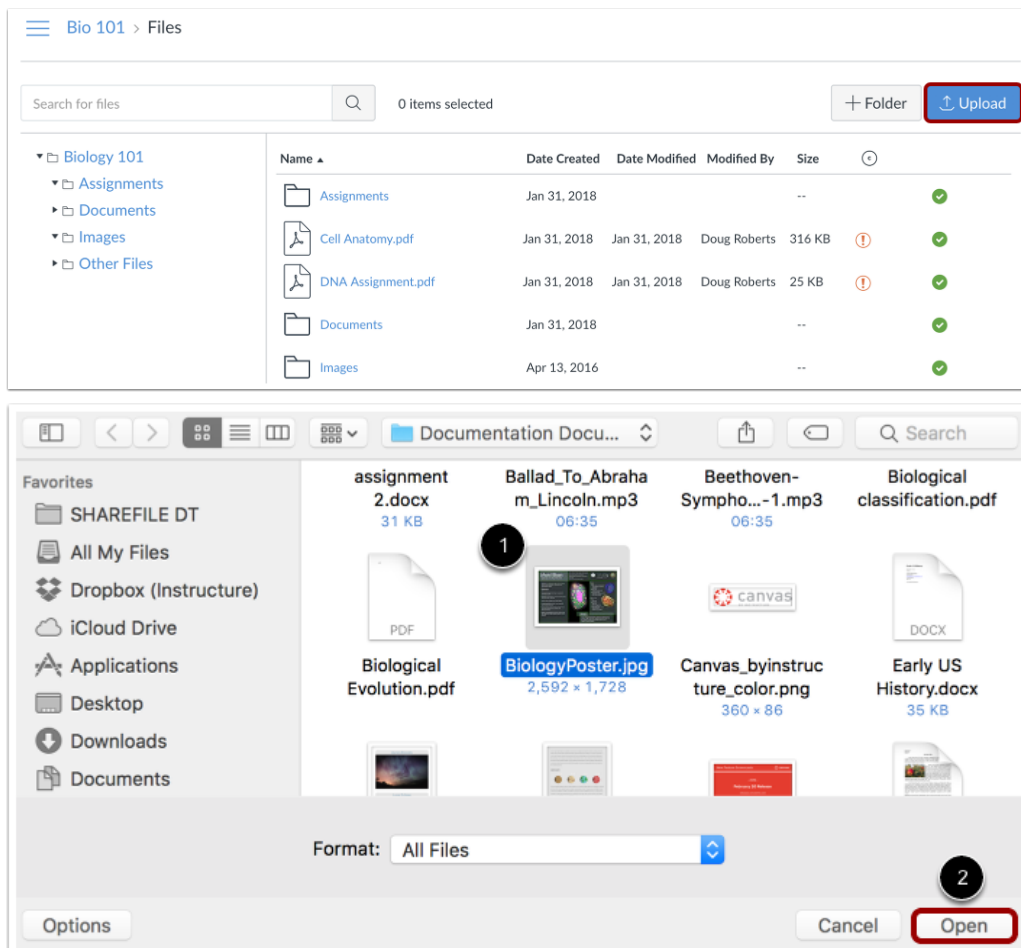
Because of course size limitations (1 Gb), we recommend you upload large files (lecture slides, etc.) to Microsoft Office 365 (One Drive) or Google Drive and link them through Canvas. Media files such as lecture videos should be uploaded through Mediasite or other streaming media tools (e.g. Vimeo, YouTube).

Uploading Folders and Files to Canvas

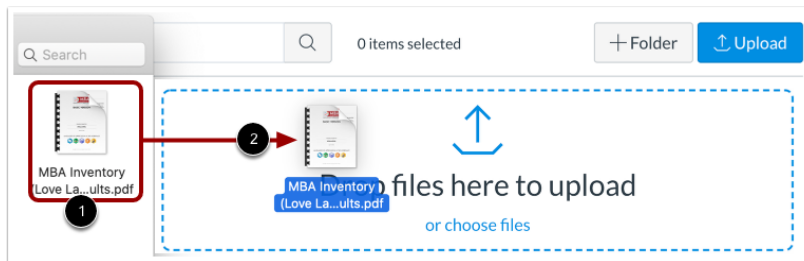
- You can upload individual files and ZIP folders directly to Canvas

Files

- Individual files can be added to Canvas using the drag and drop feature or using the upload button
 - In the Canvas course navigation menu, select the Files link.
 - Upload file. Select the Upload button to search and select a file for upload.

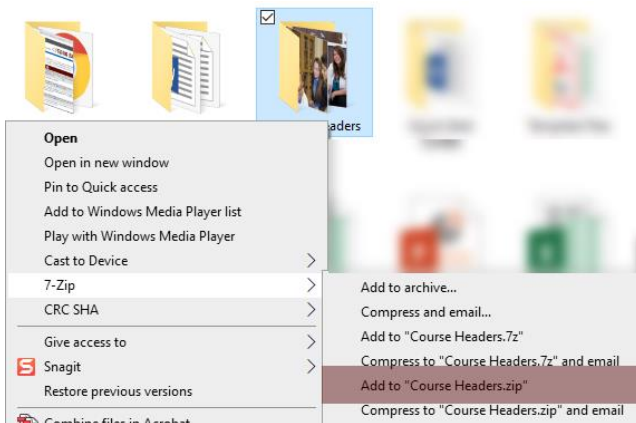


- Drag and Drop. Select the file you wish to add and drag and drop it onto the files area.

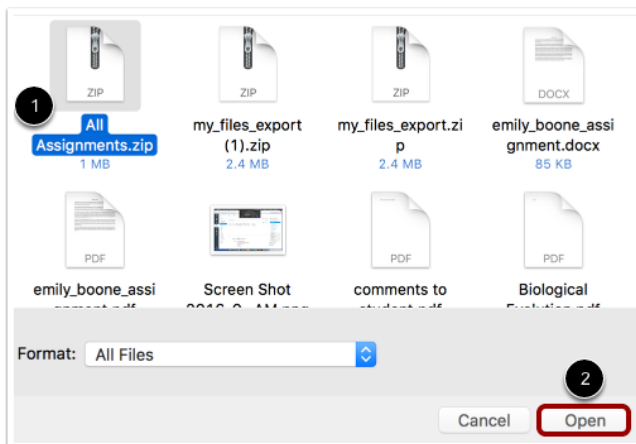


Folders

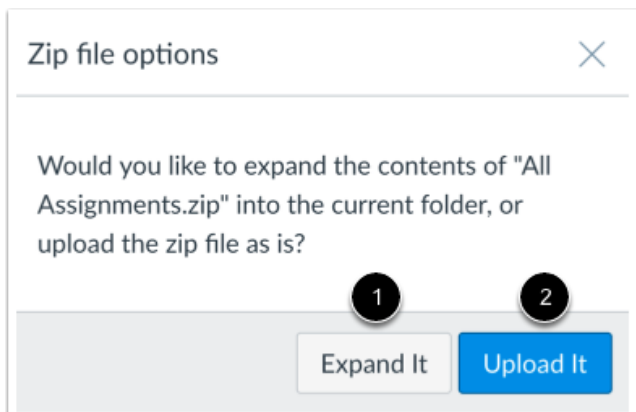
- Entire folders of content can be added to Canvas using a ZIP file. ZIP files containing an internal folder structure will retain that folder structure upon upload. Note: You can also create new folders directly in the Files area of your Canvas course and then drag and drop multiple files into that folder.
- If needed, create a ZIP file from your existing folder. Right-click on the folder to select the ZIP option.



- Use the upload button or drag and drop feature to upload the ZIP file



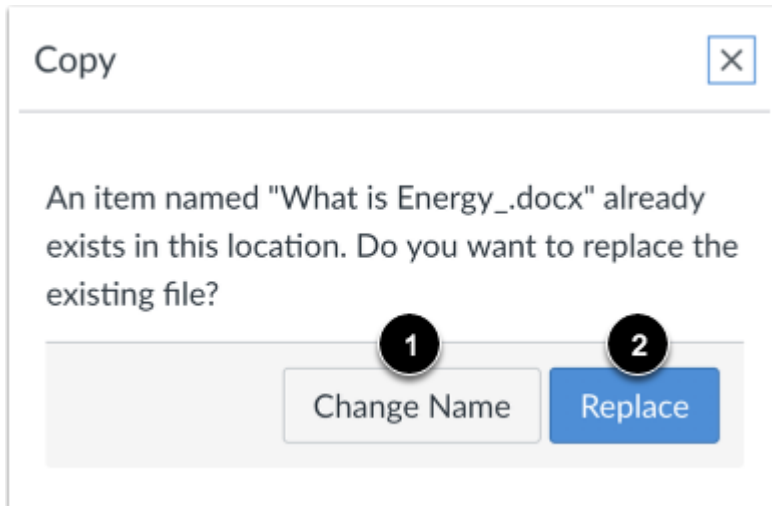
- Expand the contents of the Zip file



See the [Canvas Instructor Guide](#) for additional details

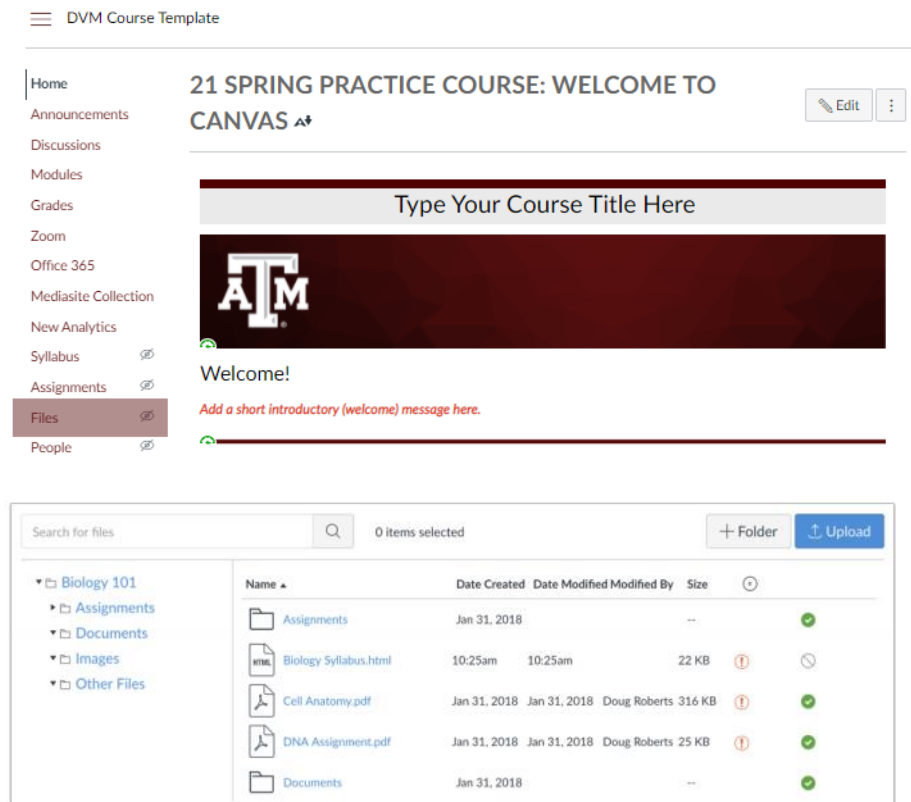
Updating Files in Canvas

- Files can be easily updated by uploading a newer version with the same file name. Canvas will prompt you to replace the existing file with the updated version.



Accessing Files from Canvas

- Access your files from the Canvas course navigation menu



- Files are published by default, but you can edit the file permissions by selecting the published icon 



- ☒ Publish
- ☐ Unpublish
- ☐ Only available to students with link
- ☒ Schedule student availability

Available From

Available Until

Cancel

Update

Linking Files from Google Drive/Office 365

- The first time you connect to Google Drive or Office 365 through Canvas, you will need to authorize the 3rd party application by signing into your account and following the prompts to authorize.
- Access your Google Drive/Office 365 files by selecting the Google Drive or Office 365 link in the course navigation.

PRAC-001 | 21 SPRING PRAC 001: WELCOME TO CANVAS

| Name | Modified | File Size |
|------------|--------------|-----------|
| [Redacted] | 4 days ago | |
| [Redacted] | 28 Jan 10:45 | |
| [Redacted] | 17 Mar 12:15 | 13.0KB |
| [Redacted] | 21 Apr 12:19 | 6.3MB |

- To link Google Drive/Office 365 files to a course module (for student access)
 - Navigate to the Modules via course navigation
 - Use the + icon to add content to the module
 - Select External Tool, then select Google Drive or Office 365
 - Select the file you wish to link, then Add Item

Add Item to Instructor Module (Do Not Publish)

✕

to Instructor Module (Do Not Publish)

with this module, or add an assignment by selecting "Create Assignment".

Cancel Add Item

Add Item to Course Information and Resources

Add **External Tool** to Course Information and Resources

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Course Materials

Google Drive
Allows you to pull in documents from Google Drive to Canvas

Gradescope
Gradescope is a feedback and assessment platform for many types of work, including paper exams, digital homeworks, and programming assignments.

Honorlock
Honorlock LTI Tool

Library Resources

LinkedIn Learning

LockDown Browser
Displays the LockDown Browser and Monitor Dashboard

URL:

Page Name:

☐ Load in a new tab

Indentation: **Don't Indent**

Link Resource from External Tool

OneDrive

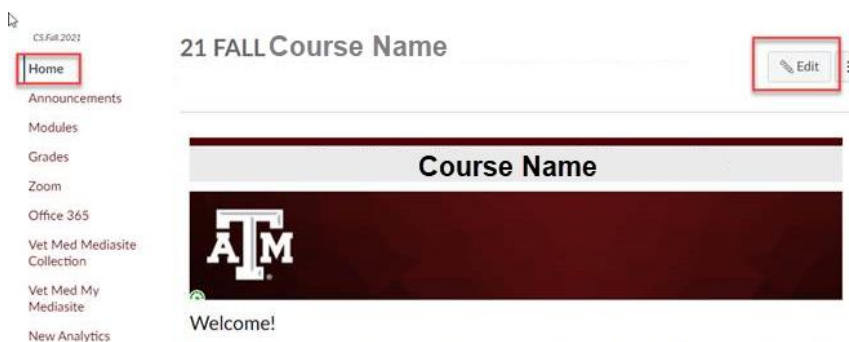
Search

Files > VMID 935 Surge...

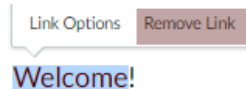
| | Name | Modified | File Size |
|-------------------------------------|--------------------------------------|--------------|-----------|
| <input type="checkbox"/> | anethelisa_workup_sheet_fillable.pdf | 02 Jun 15:17 | 53.8KB |
| <input checked="" type="checkbox"/> | Goat castration.docx | 02 Jun 15:20 | 112.4KB |

Linking Files to Pages

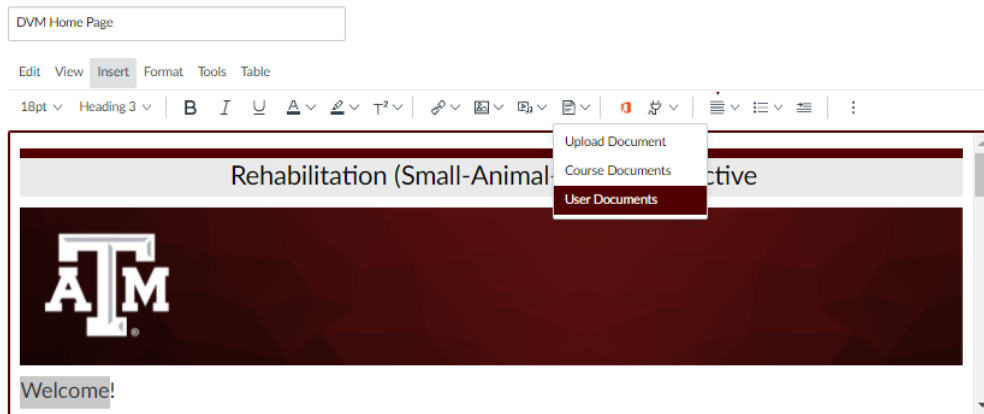
- Open the Page where you want to link the file. Select the Edit button



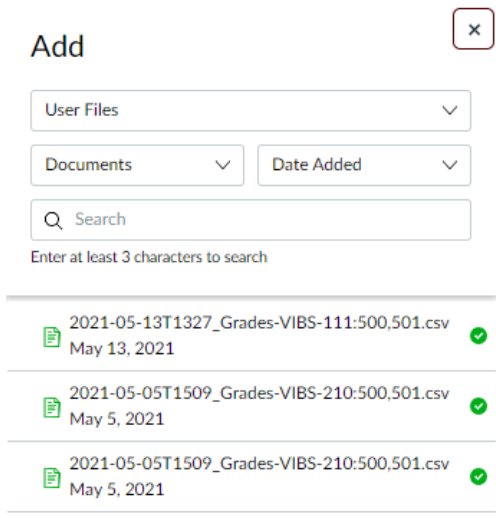
- In editing mode, click on the image or select the text where you want the file linked.
- If there is an existing link, use the Remove Link option before trying to add a new link.



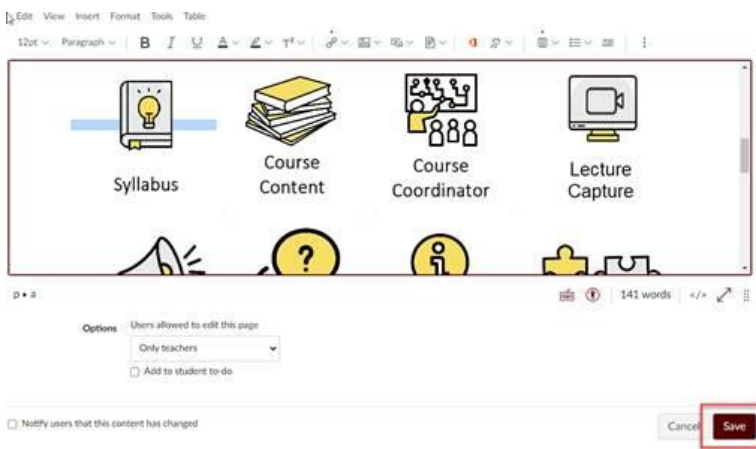
- With the image / word still highlighted choose the Course or User documents link from the Documents icon in the tool bar. Note: If the file is on Google Drive or Office 365, then select the plug icon.



- Select the correct document in the list that displays on the right.



- Be sure to click Save when finished.



Contact information

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