

Uploading Files to Course Topics

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8/9/2021

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Purpose

This training material highlights uploading files to course topics in eCourseware.

Audience

This training material is designed for University faculty and staff that will be using eCourseware.

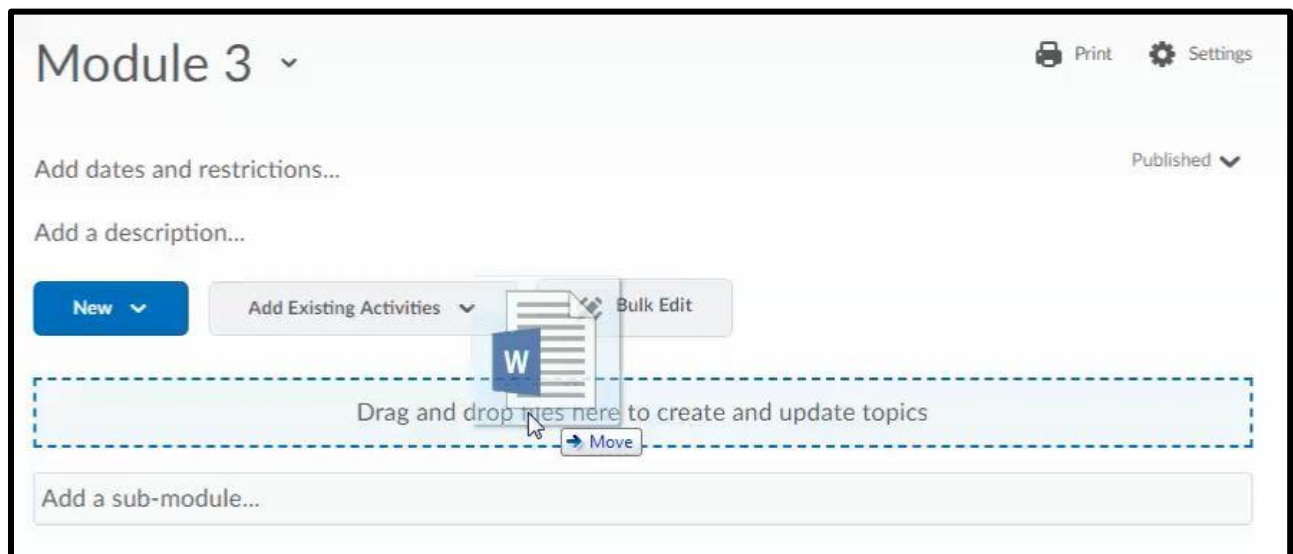
Uploading Files to Course Topics

Using the Drag and Drop Feature

Note: Internet Explorer 9 and older currently do not support dragging and dropping files from your desktop into Learning Environment.

In the Content tool, you can create new topics by dragging files from your computer into the corresponding module.

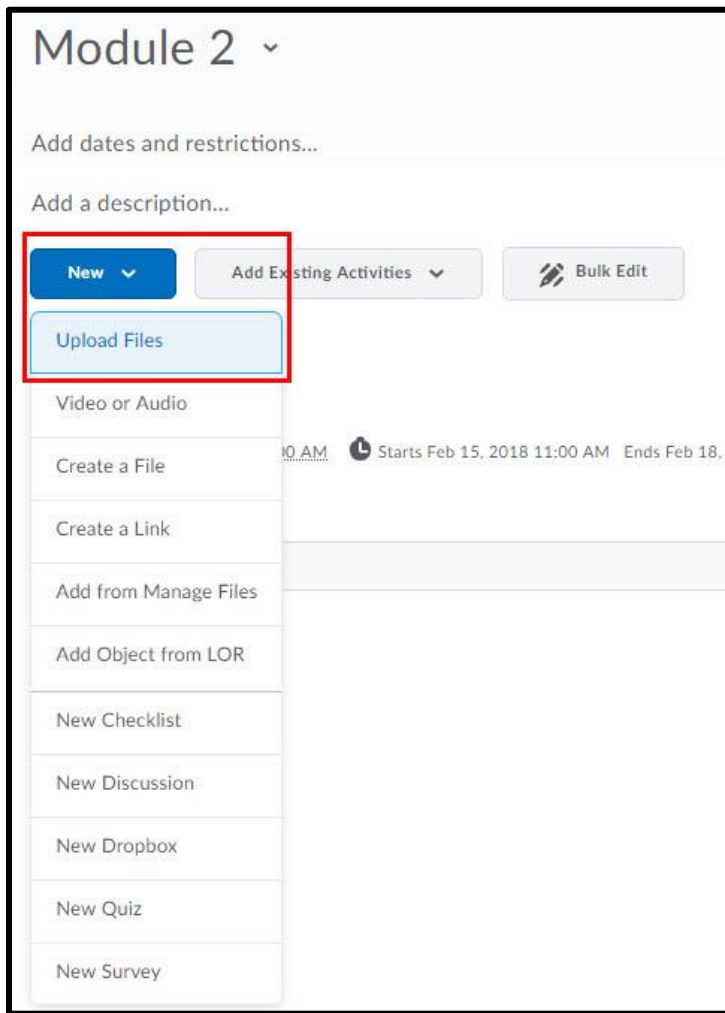
1. Select the “Table of Contents”.
2. Navigate to the file(s) on your computer that you’ll like to add to your course topic.
3. Drag and drop into the center of the module you’d like to add it to. The area will highlight a different color when using the drag and drop feature.



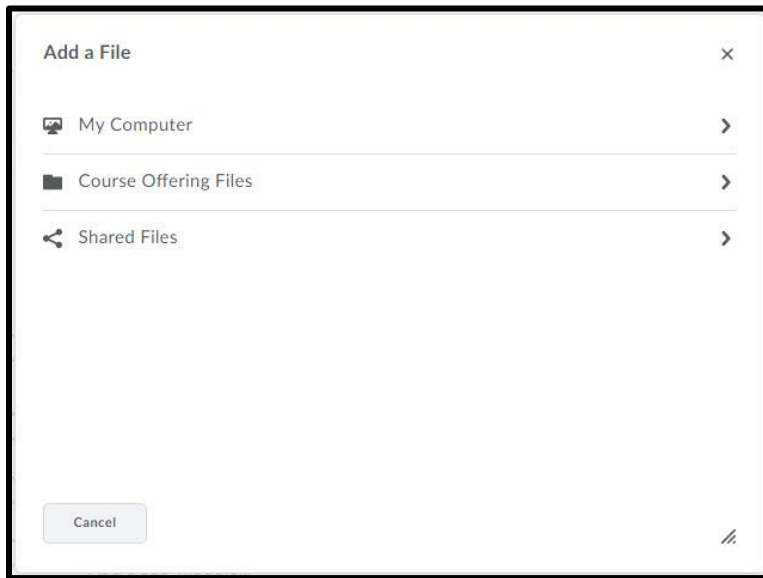
Upload Files Option

To create a topic by browsing to files on your computer:

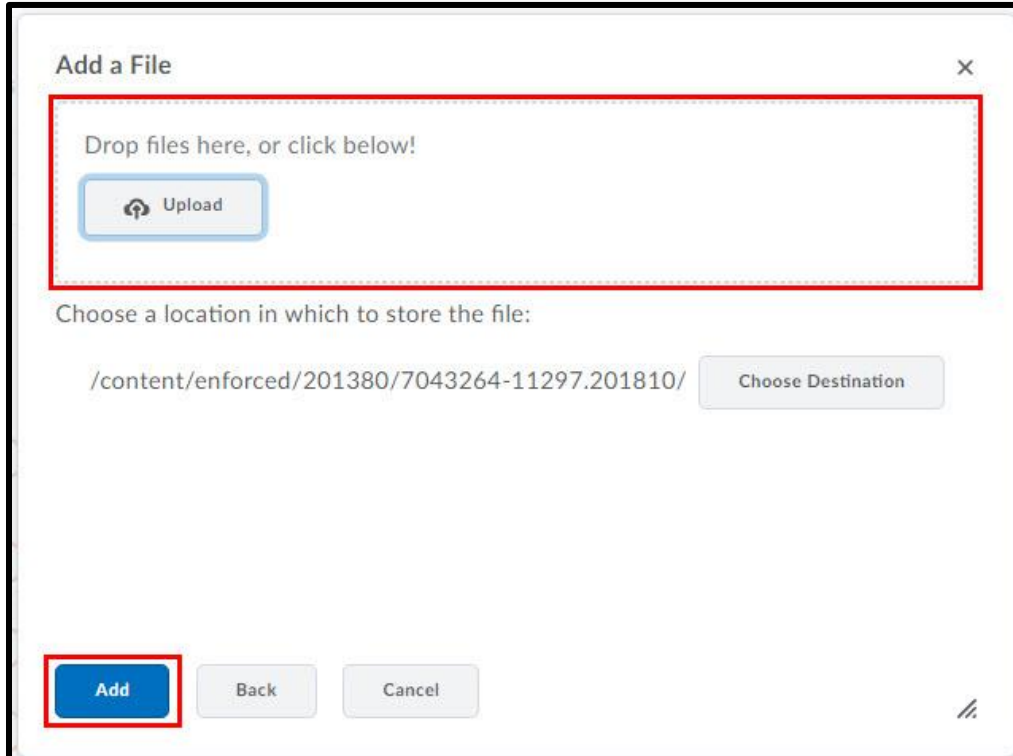
1. Select the “Table of Contents”
2. Click on the module you want to create a new topic for from the Table of Contents panel.
3. Select the **New** button and from the drop-down menu select **Upload Files**.



4. Select where you want to select files from.



5. Browse to find the file(s) on your computer. Double click the file's name to select it.



6. Click Add.

Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
 - Monday - Friday 8:00 am - 8:00 pm
 - Saturday 10:00 am - 2:00 pm
 - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)