

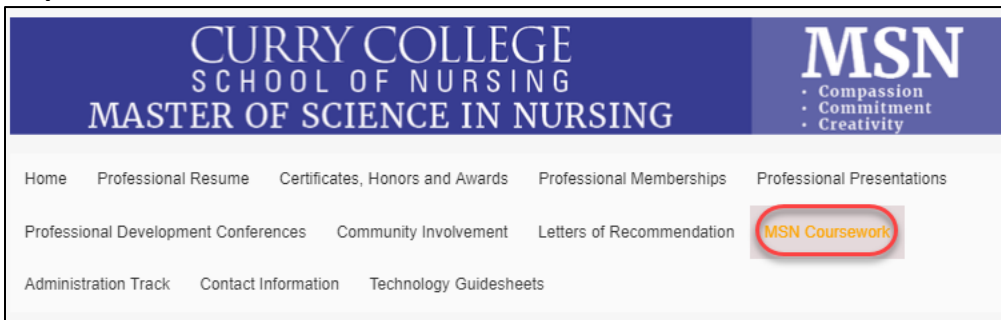


Uploading Document(s) to MSN Coursework Tab

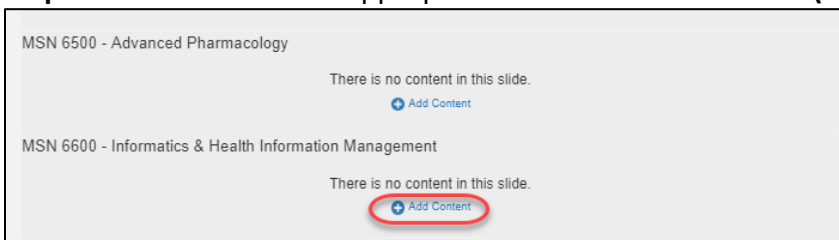
(Same instructions for Administration and Education Track)

Uploading one document:

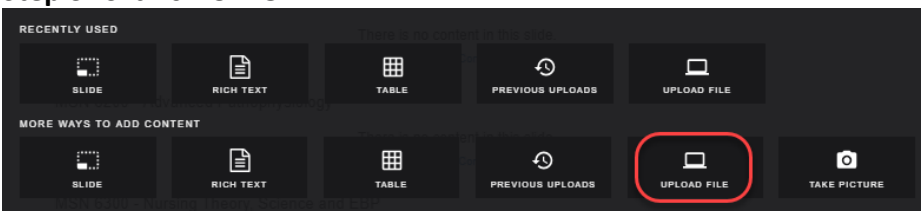
Step 1: Click on the MSN Coursework Tab



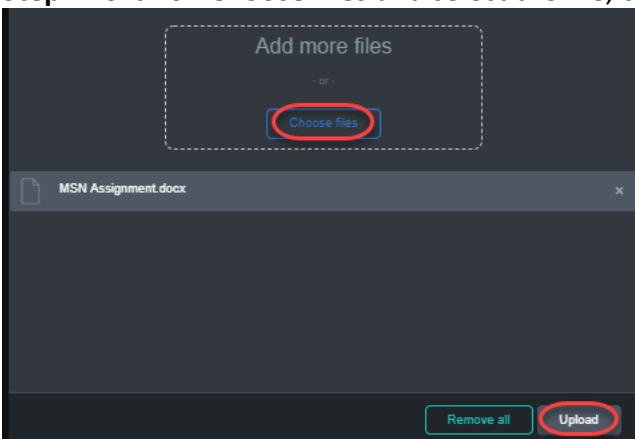
Step 2: Scroll down to the appropriate course and click on the (+) Add Content icon under the course title



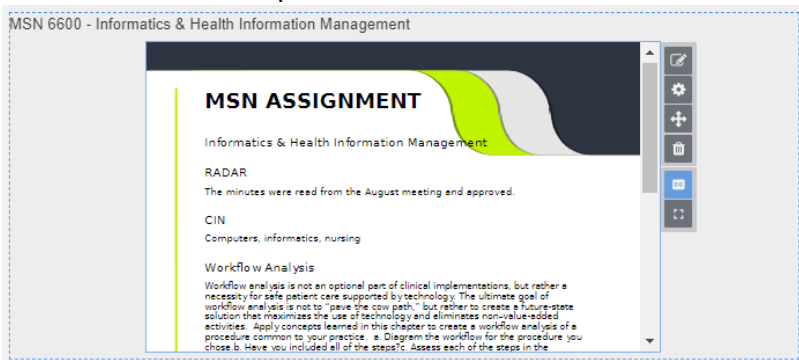
Step 3: Click on UPLOAD FILE



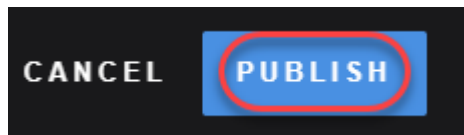
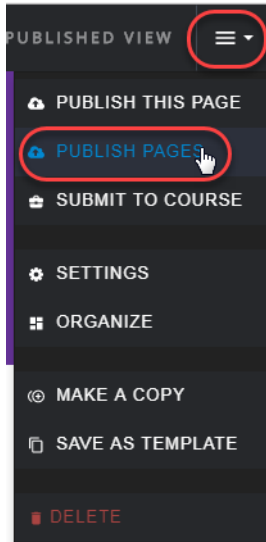
Step 4: Click on Choose files and select the file, click on Open and then click on Upload:



You will see the file uploaded:

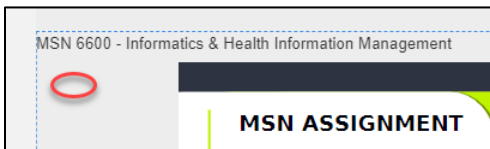


Step 5: Click on the 3 lines in the upper right hand corner and click on **PUBLISH PAGES**, then **PUBLISH**:



Uploading additional Documents:

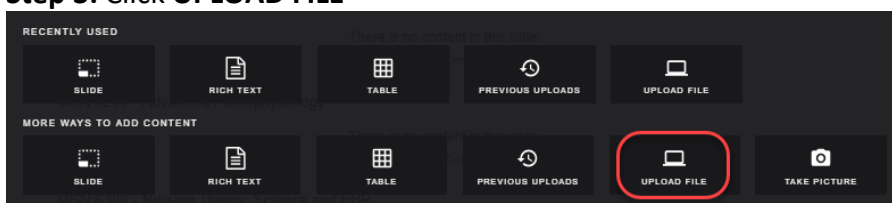
Step 1: To select the course to add a document to hover under the course title and click (a blue dotted outline will indicated that the course is selected)



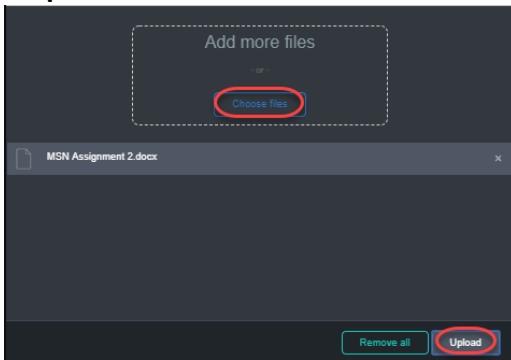
Step 2: Click on the blue/white **Add Content** icon located on the bottom right



Step 3: Click **UPLOAD FILE**



Step 4: Click on **Choose files** and select the file, click on **Open** and then click on **Upload**:



The new document will upload under the existing document:

