



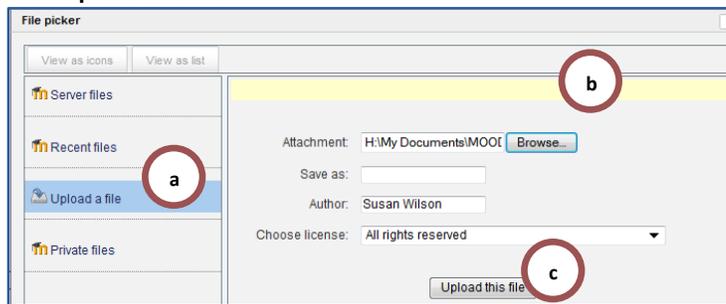
Cougar Courses 2.0 Attaching Files to Your Assignments

Many activities allow you to upload files to share with your instructor or other students. In the new CC, you will use the filepicker to select the file from your local computer or a remote repository. The file is then copied into CC and stored securely with the activity.

1. Create your document and save to your computer, USB Flash drive or network drive.
2. Log onto Cougar Courses and go to the main page of your course.

Uploading Single Files

3. Click the assignment, forum, wiki.
4. When the File picker opens:
 - a. Select **Upload a file**.
 - b. Click the **Browse** button and locate the file on your computer.
 - c. Click **Upload this file**.



Note: If you have recently uploaded the file into another course, select the Recent files button, instead of Upload a file in step a.

5. The screen will say "**File Uploaded Successfully**;" your file is now saved to CC and ready for your Instructor to grade.

Uploading Advanced Files

The **Advanced File Upload** feature allows you to put up and take down multiple assignments. Instructors use this kind of file upload when they want you to submit different drafts of the same paper, or if they want to keep multiple term papers in the same area, like a Digital Dropbox.

1. Click on the link to the assignment - a new screen will appear in CC.
2. Click the Browse button and a new window will pop up.
3. In the new window, find the file that you want to upload (on your computer, USB flash drive, or F: drive), highlight it, and click OK.
4. Click the "Upload this file" button and the file will upload to the CC page, but it will not be sent to your Instructor until you click the "Send for Marking" button.
5. If you want to delete a file, click on the black " X " symbol next to your file name.
6. If you want to upload another version of the file, repeat steps 1-4.

When you are ready to submit your work, click the "**Send for Marking**" button.

Anything you upload will be accessible by your Instructor. Therefore, make sure to delete all files that you do not need or want to send to your Instructor. You cannot delete your file submission after you send your work for marking, so be sure that you only use the "Send for Marking" button for the final version you want to send to your professor.

