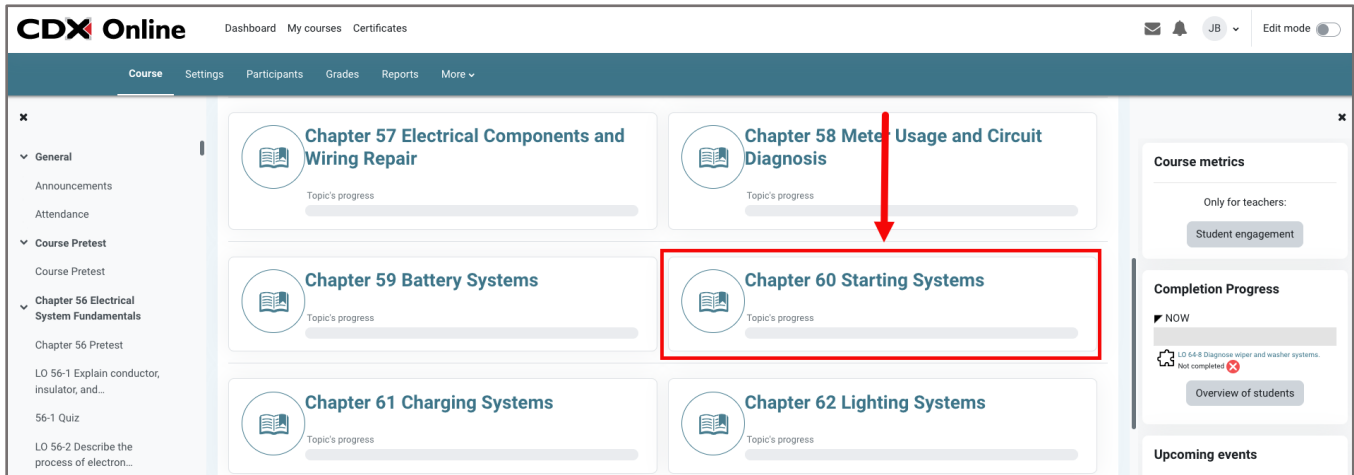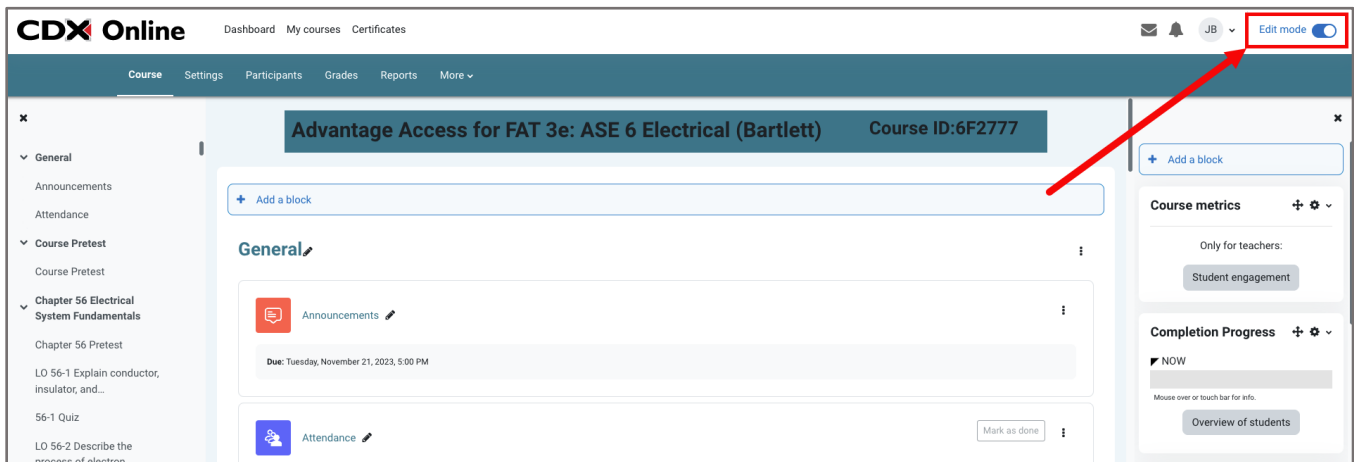# How to Add and Manage Your Own Files

This document provides instructions on uploading your own local PC files (PDFs, PowerPoints, etc.) to a course in CDX Online.

1. Begin by navigating to the course section or topic in which you would like to upload your own custom content.
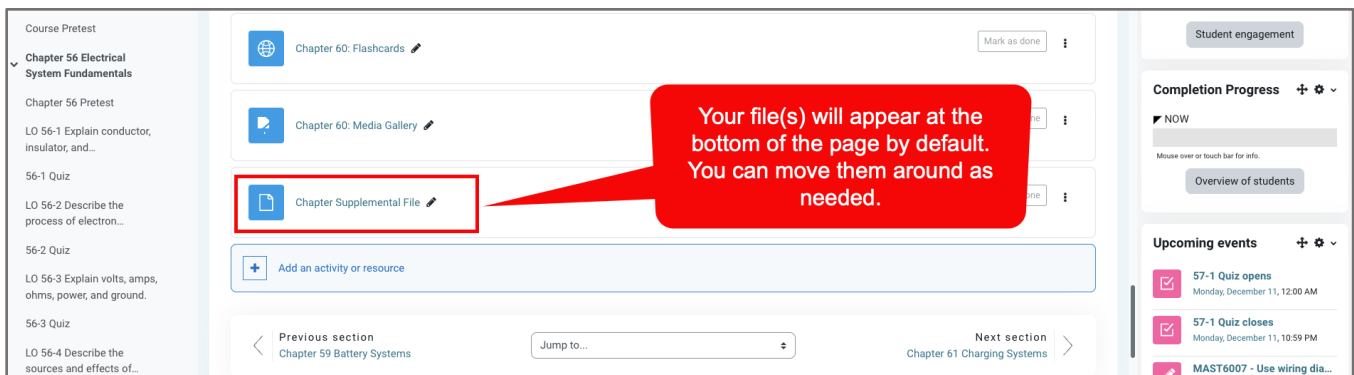

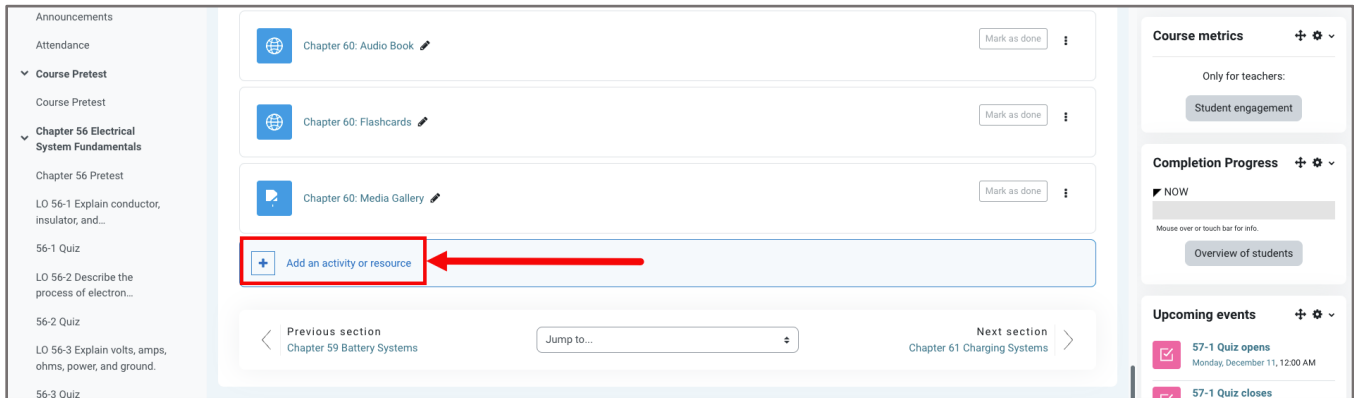2. Toggle on the course **Edit Mode** if it is not on already.

3. Next, locate the file on your computer's desktop. Click and hold on this file and then drag and drop it directly into the course page displayed in your browser where a "Drop files here to add them at the bottom of this section" notification displays. You may upload multiple files at a time as needed.
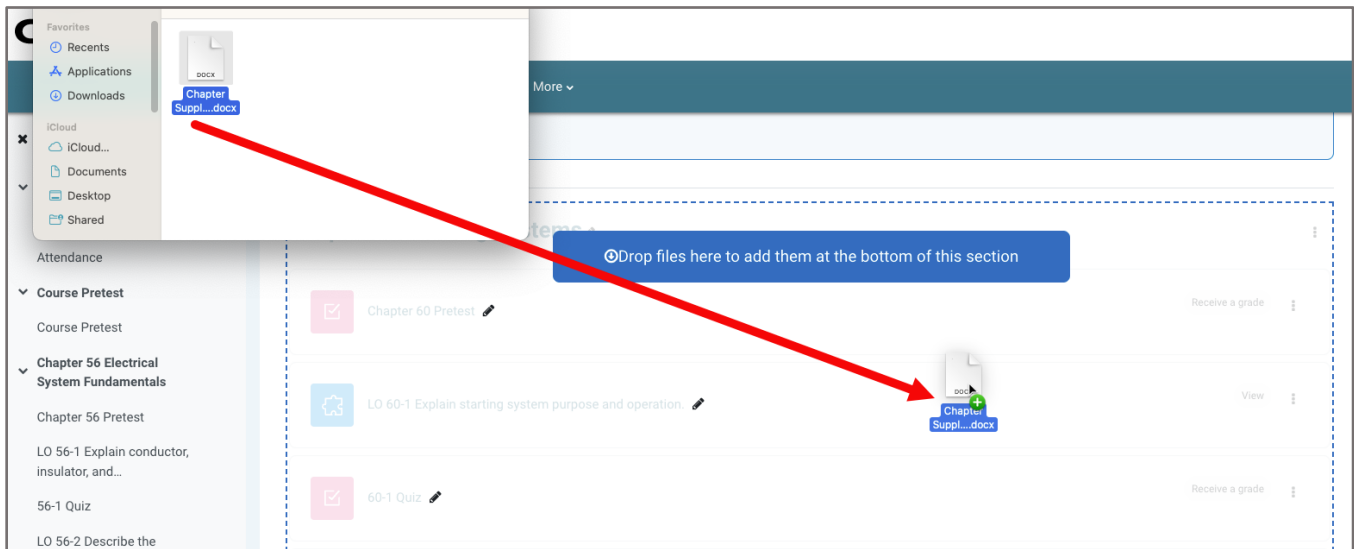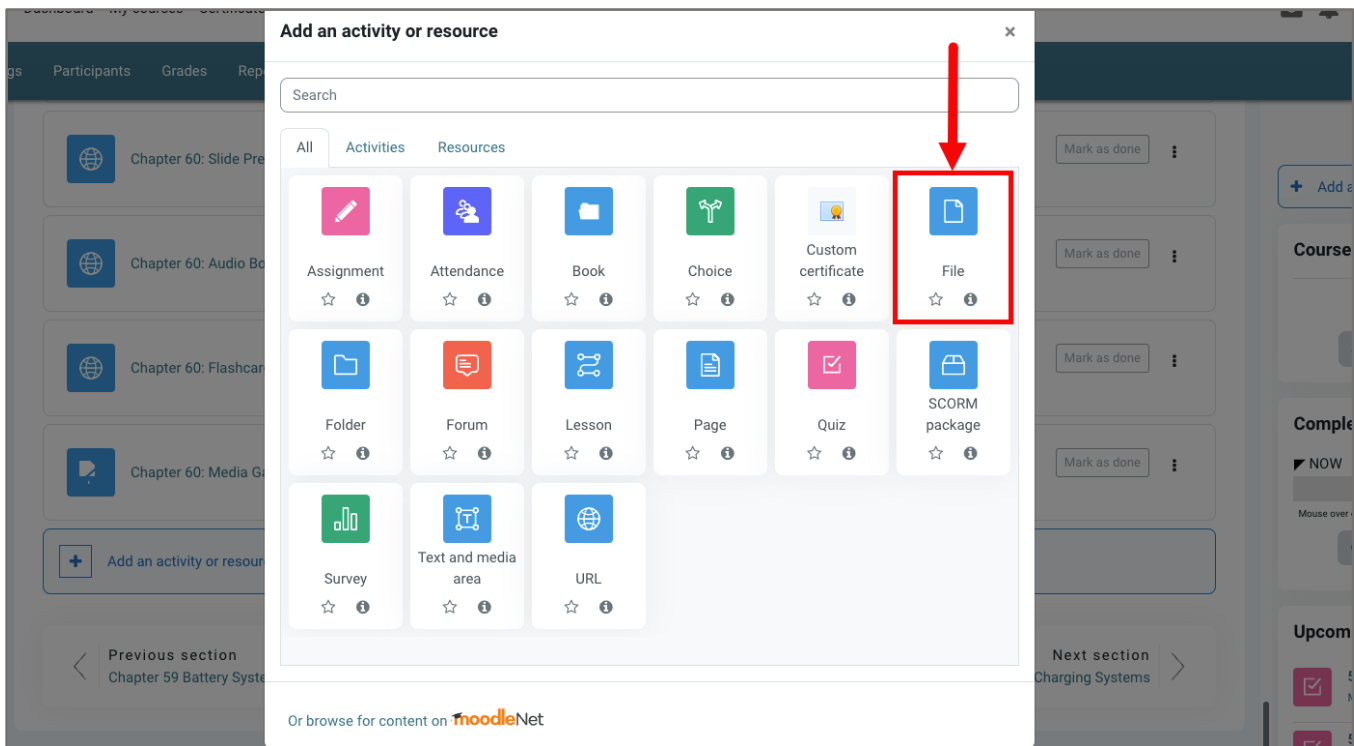

4. Note, files you upload are automatically added to the bottom of the course section's content. You must manually move the file to its desired location after uploading it if you wish to place it elsewhere.

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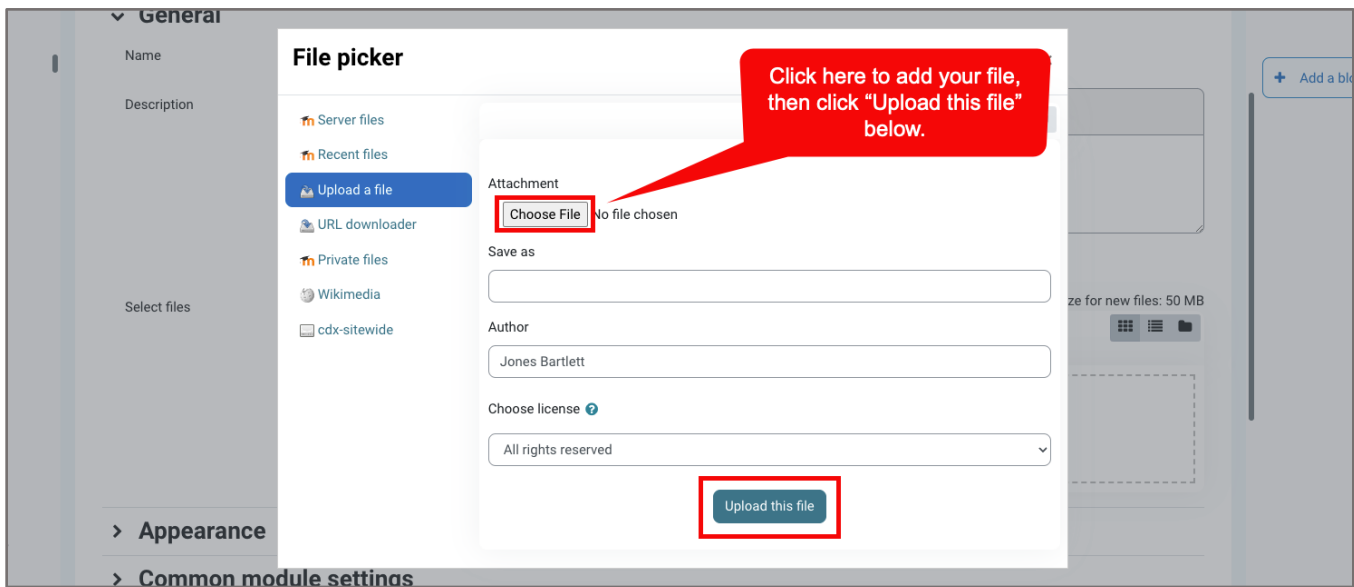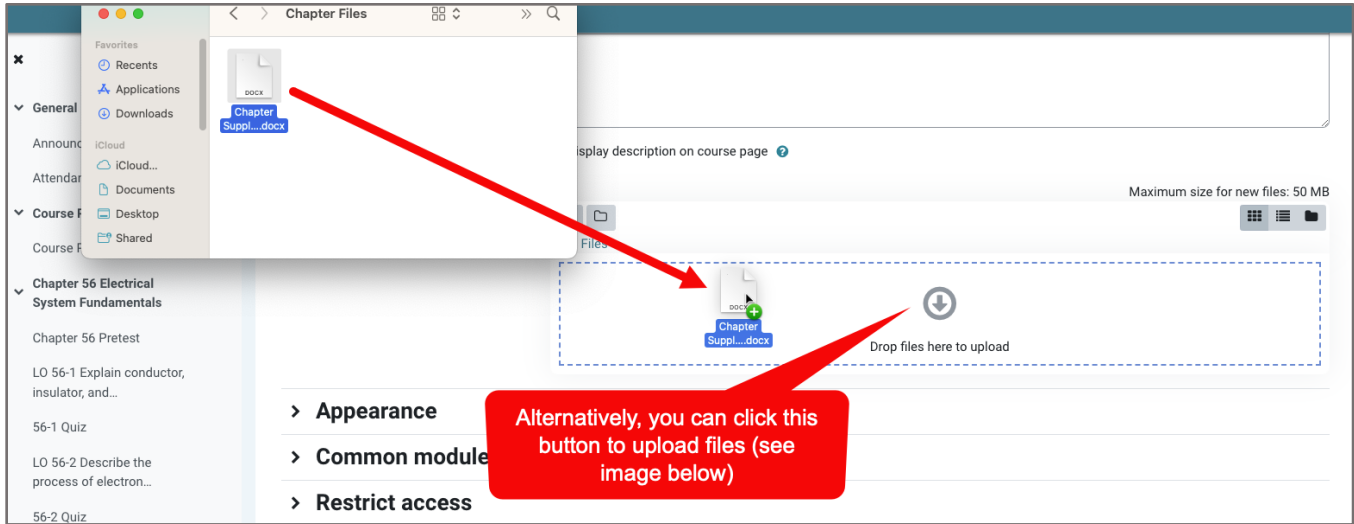Phone: 1-866-244-4CDX (4239)

CDX

5. Alternatively, you may add files to the course by clicking the **Add an activity or resource** option under the section/chapter you wish to upload your content to.

6. In the window that pops up, click **File**.

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7. On the following page, you may drag and drop your files from your desktop directly into the submission box (pictured below), or you may click the **Files** icon, click **Upload a File**, and then click **Upload this file** after choosing your file.

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8. Adjust any additional settings you would like to apply to the content you have just added, then click **Save and return to course** at the bottom of the page.

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