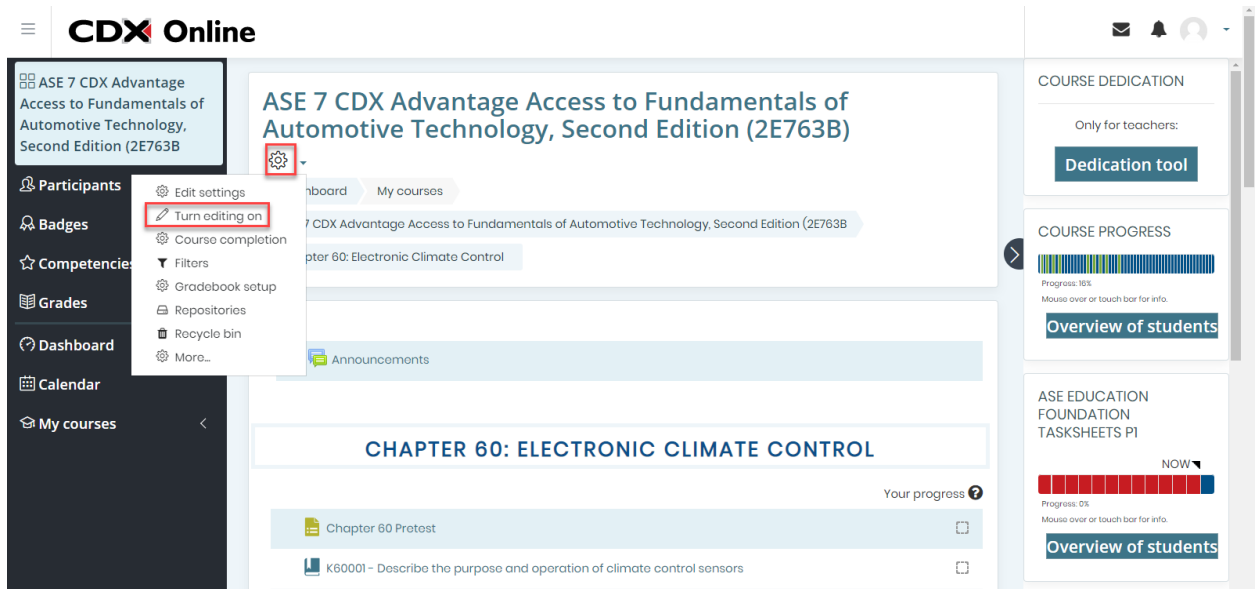# How Do I Add My Own Documents or Files?

1. Begin by navigating to the page on which you would like to upload your own custom content.

2. At the top of this page, click the Actions button ⚙️ ▾ and turn editing on.


3. Next, locate the file on your computer desktop. Click and hold this file. Then, drag and drop it directly into the course page. You may upload multiple files at a time if you need to using this method.
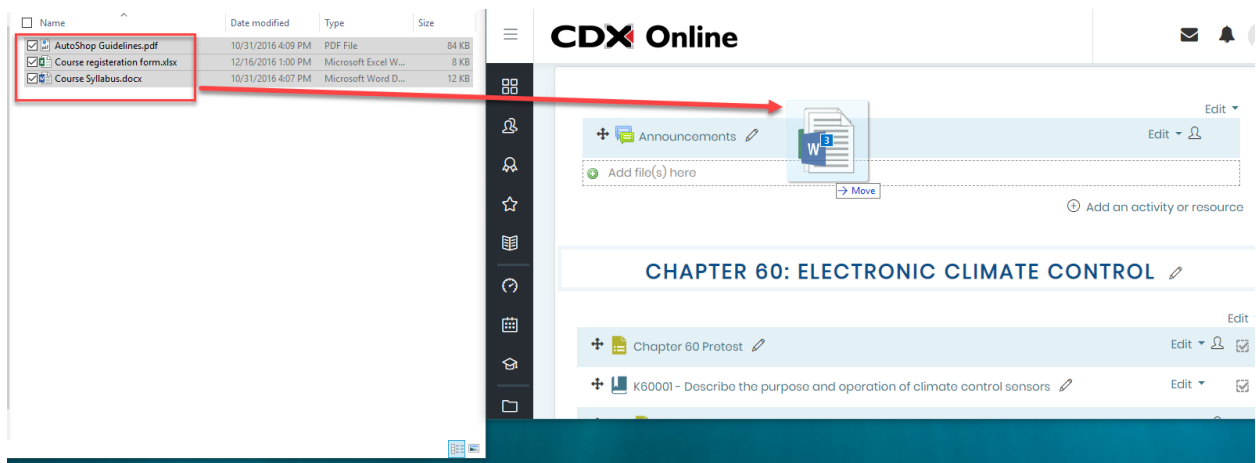

4. **Please note:** Any content you add will automatically be populated at the bottom of the course page or topic content. You will need to manually move the file to its desired location after uploading it, if you wish to place it elsewhere.

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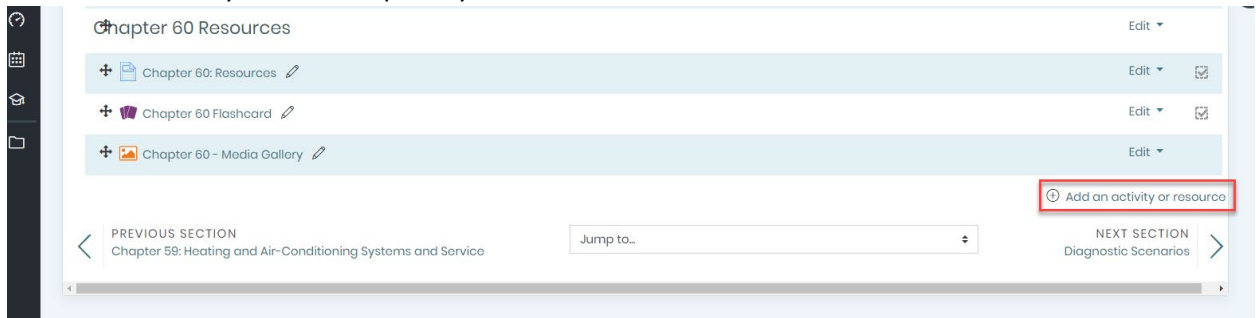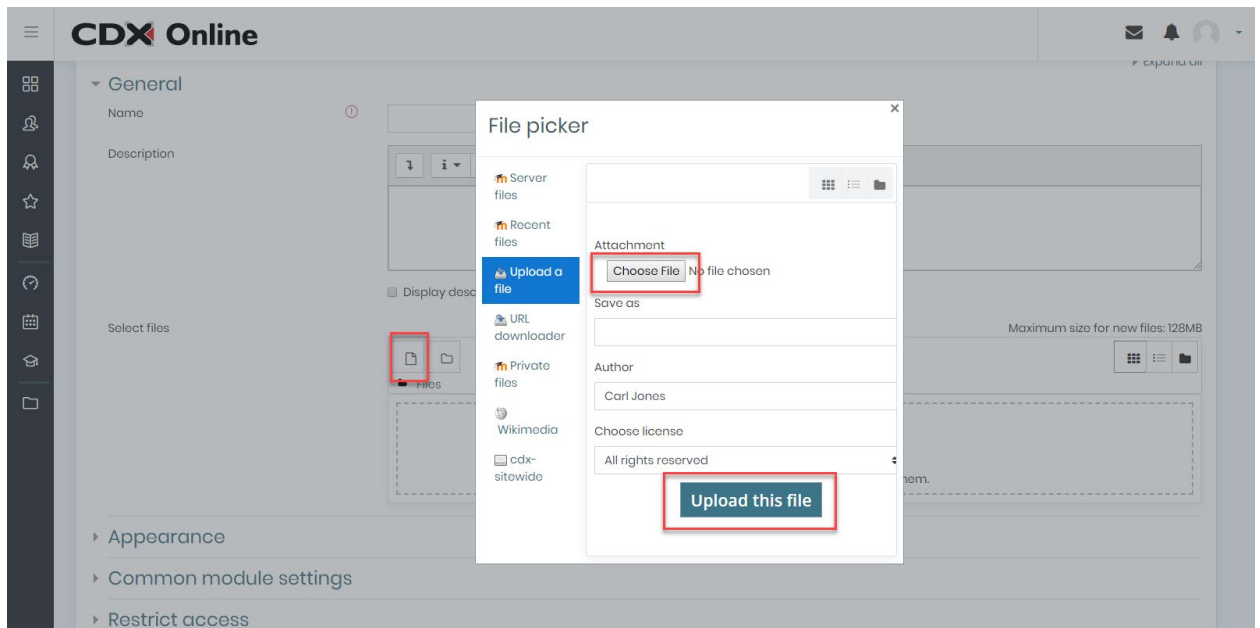

6. In the window that pops up, scroll down under the Resources options. Then, click the dial next to "File" and click "Add."
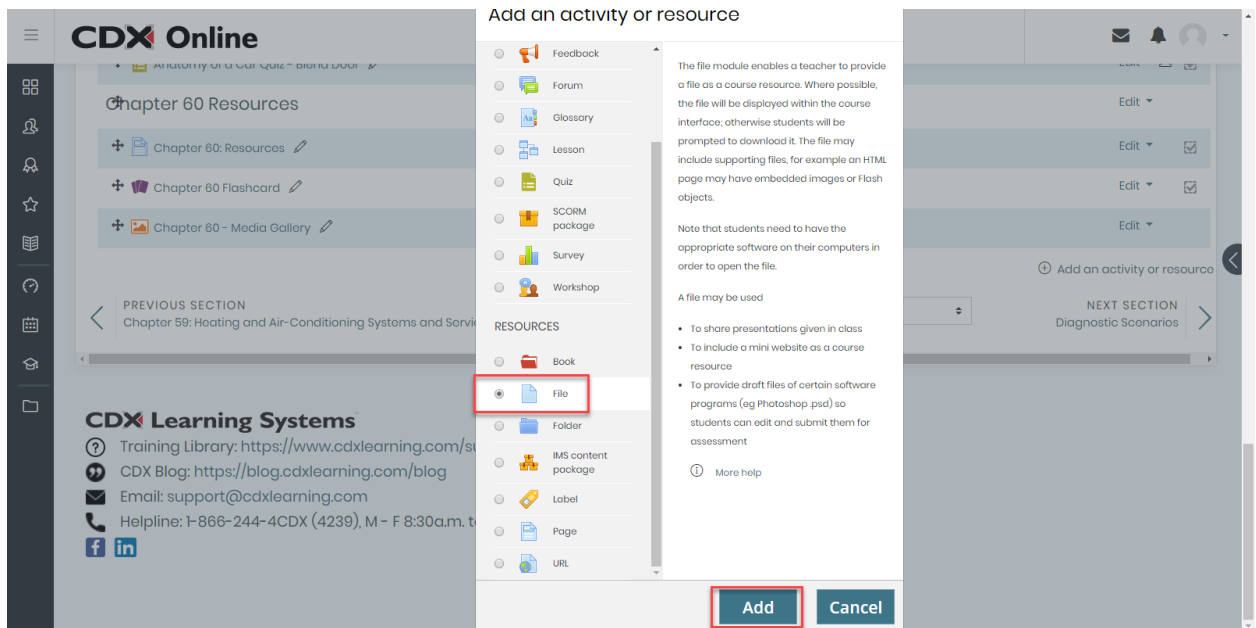
7. On the following page, you may drag and drop your files from your desktop directly into the submission box or you may click the 'File picker' button, click 'Choose File', and click the button to upload this file.

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8. Adjust any additional settings you would like to apply. Then, click the Save and return to course button at the bottom of the page.

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