Adding a Microsoft Office Document:
*The Microsoft Office items that can be uploaded are Word, PowerPoint, and Excel.*

**Note:** To update the Microsoft item, you will need to have the original document and then upload the document again in PLS.

**Requirements:** Approved Course Syllabus with Course Grading Criteria & Course Schedule

I. In your course, click "**Author**" at the top of the left navigation menu.

II. Next, click the week you would like to add the item to for the week you chose to open. For example, "Week 1."
III. At the top of the page click “Week Content Items” for the “Week Content Items” page to open.

IV. Click “Add Items” for the ‘Add Items’ window to open.

V. For the “Name” type the name of the item. For this example, type “Writing Assignment.”

VI. In the drop down menu, select “Microsoft Office Document.”
VII. For the “Add To” area, select the week that you would like to add the “Microsoft Office Document” to. Example “Week 1: Week 1.”

**Note:** You may select all of the weeks to add the item to every week. Or select the weeks that you would like to add the item to.

*For Mac: By holding down the “Command” key on the keyboard, you can select multiple weeks.*

*For a PC: By holding down the “Shift” key.*

VIII. If the “Microsoft Office Document” that you are uploading is an assignment, you will need to check “Create dropbox basket.”
IX. Under the “Grading” area, enter how many points the assignment will be worth. Then, click “Add Item.” This example assignment is worth 50 points.

Note: You do not need to enter points if this assignment doesn’t include a dropbox.

X. The “Writing Assignment” has been added to “Week 1.” In “Week 1” click “Writing Assignment.”

XI. The “Edit Writing Assignment” page will open. Click “Browse” to be located the “Microsoft Office Document” you would like to use.
XII. When the “Browse” window opens, located the file that you would like to use. Once you have located the file click “Open,” to attach the file.

XIII. The file that was selected will be listed next to the “Browse” button. Be sure to check that the right file has been selected. Click “Upload & Convert File.”

XIV. A notification window will open click “OK.”

XV. To preview your file, click “Course” (for student view) at the top of the left navigation page.
XVI. The “Microsoft Office Document” assignment has been added.