How to Add a PDF:

*Note:* To update the item that was uploaded, you would need to have the original file and save it to the appropriate format, then upload into 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. Repeat steps I-IV to get to the “Add Items” page. For the “Name,” enter the type of item it is. For example, “Lecture.”

VI. In the drop down menu select “Web Content Upload.”

*Note: The “Web Content Upload” is used to upload items that have been created outside of PLS, for example, HTML, Videos, Animated Lectures, PDFs, etc.*
VII. For the “Add To” area, select the week that you would like to add the “Web Content Upload” item to. Example “Week 1: Week 1.” Once the week is selected click “Add Item.”

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.

If the item you are uploading will be graded, be sure to click “Create dropbox basket” and also enter the points for the item.

VIII. Under “Week 1” of the left navigation, click the item that was just added. For this example, click “Lecture.”

IX. On the “Edit Lecture” page, click “Browse.”
X. 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.

XI. 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 File.”

XII. To preview your file, click “Course” (for student view) at the top of the left navigation page.
XIII. The “Web Content Upload” item has been added.