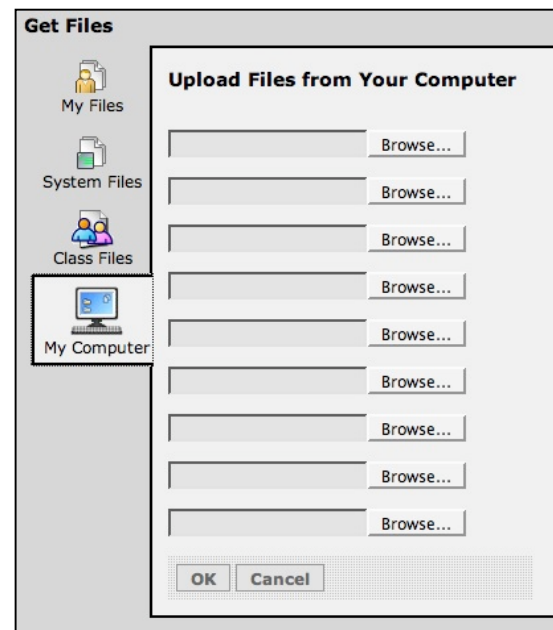
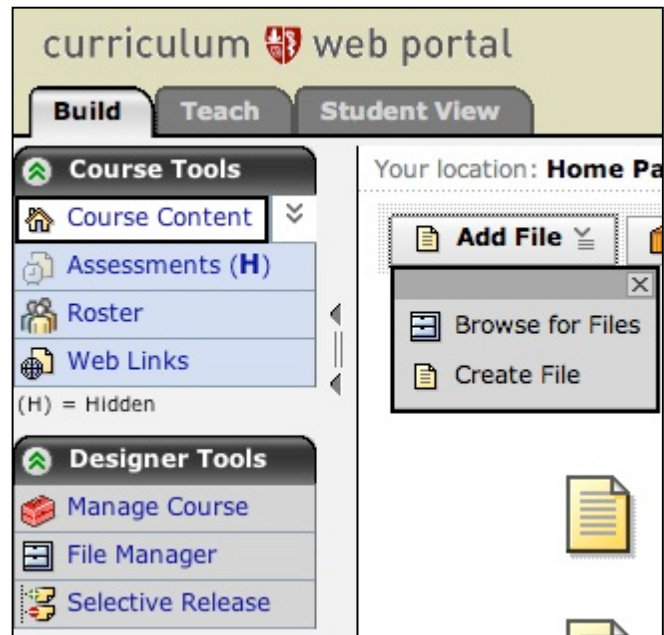


CWP – Posting a file to a course

CWP makes it easy to post a file from your computer onto a course page.

- 1) Login to your CWP account at:
<http://cwp.stanford.edu>
- 2) Click the 'Build' tab. If you do not see a 'Build' tab this means your account does not have designer access. Contact cwpsupport@lists.stanford.edu to update your account.
- 3) Click the 'Course Content' link under 'Course Tools' on the left menu.
- 4) Click the action menu icon (≡) next to 'Add File'.
- 5) Choose 'Browse for Files' from the action menu.
- 6) In the 'Get Files' window, choose 'My Computer'
- 7) Click the 'Browse' button(s) and browse to the file you want to post a link to. You can post links to up to nine files at a time.
- 8) Click 'OK'. The links to the file(s) you browsed to will now appear on your 'Course Content' home page. See the CWP help file 'Customizing a link' for more on customizing these links.



Once you have posted a link to a file – that file is uploaded into the CWP system, into the class files accessible under 'File Manager'.

You can also post links to files that already exist inside the CWP course. To do this, instead of choosing 'My Computer' choose 'Class Files' from the 'Get Files' window.

If you have any questions, please contact us at: cwpsupport@lists.stanford.edu