

## Create a new File Activity

The Studywiz File Activity allows you to load files into Studywiz. You can add as many files as you need. Other users can then download the files or copy them to their eLockers.



1 Roll the pointer over the **Create** button.

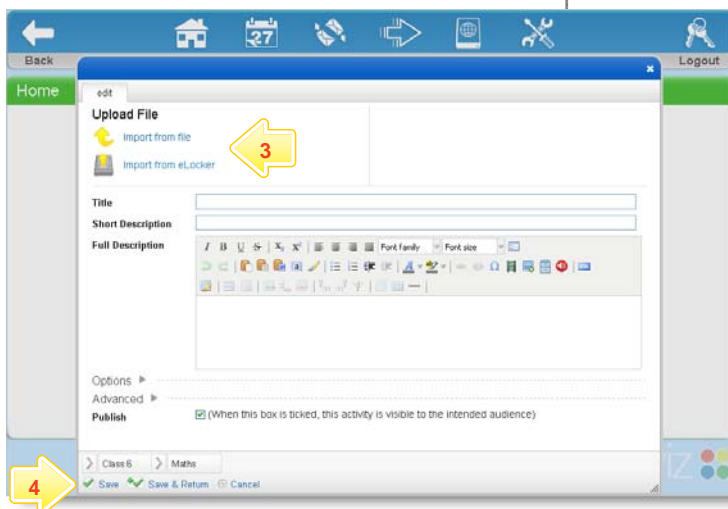
2 Click **File**.

3 Click **Import from File** or **Import From eLocker**:

- If you are uploading a file, navigate to the file location, select the item and click the **Open** button.
- If you are importing a file from your eLocker, just click the eLocker item.

The title of the File Activity is filled in automatically.

The 'File uploaded successfully. Remember to save your changes.' notification appears.



### Hint

If you want to set keywords or make the Activity featured, expand the **Options** section.

If you want to set the dates for which the File will be available, set precedence or allow collaborative editing, expand the **Advanced** section.

4 Save the Activity

## Tips and Hints

- 1 Use the Studywiz File Activity to deliver files to students while a class is in progress.
- 2 Put multiple files into one File Activity
- 3 Upload a numbered series of files that students can open and use in order during a class. This makes it easy to make sure that your students are looking at the right material at the right time.
- 4 Cut and paste notes into the Description area to get information to students quickly.

If you have any ideas for Studywiz Resources, you're invited to share them with other teachers at the Studywiz Global Community – <http://studywizqc.org/>. Log in using the button on your Studywiz deployment.