

Staff Learning

[Home](#) [Tutorials](#) [Resources](#) [Vision 2013 Process](#)

Uploading a File to your OxleyLearning Site

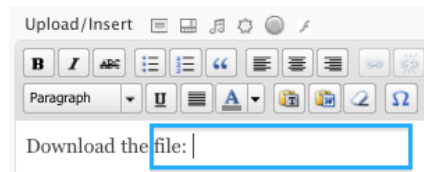
Why

Putting a file online allows students and parents to access it anytime, anywhere. This is very handy for things like Revision Guides, Assessment Tasks, Research Assignments, Class Handouts, Scaffold Sheets, Excursion Information, etc.

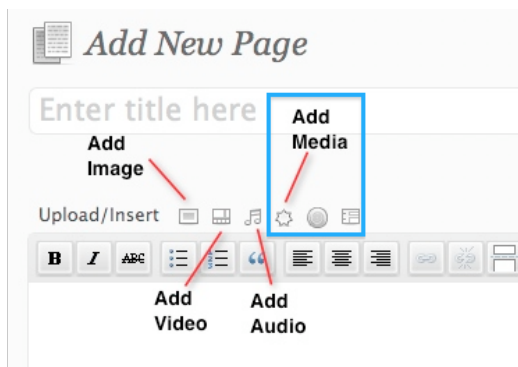
How

The easiest way to upload a document is to do it when you are in the Rich Text Editor for a Post or Page at your Faculty's site on Oxley Learning or the Exams and Assessments site.

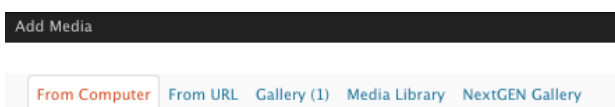
First, make sure your cursor is where you want the file link to appear in your Rich Text Editor



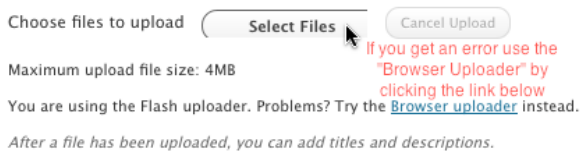
To upload a file (doc/docx, pdf, ppt/pptx, xls/xlsx, etc.) Look for the "Add Media" icon above the Rich Text Editor menu.



You will then see a pop-up window prompting you to select the file you want to upload. Simply navigate your hard drive to find the file. Note: Always upload a file from your computer, not the Oxley Network as this is much slower and likely to stall the upload.



Add media files from your computer



Once the file uploads, you will see a screen similar to the one below. You will do two things on this screen. First, take the opportunity to rename the file something that might be more intelligible to help people know what they are downloading. An example is in the screenshot. Second, all you have to do is click "Insert into Post/ Page" for the link and file name to be sent to where you left the cursor in the Rich Text Editor.

