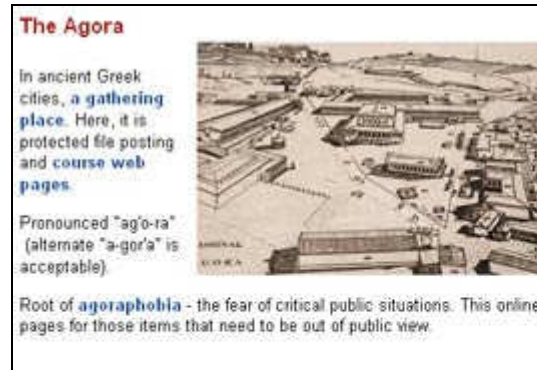


## How to upload documents and add Web links to your course Web page

You can now upload documents and add Web links to your course home page without having to use Web editing software, and you can do this from anywhere you have an Internet connection and a Web browser.

1. Go to <http://law.gsu.edu/agora>.

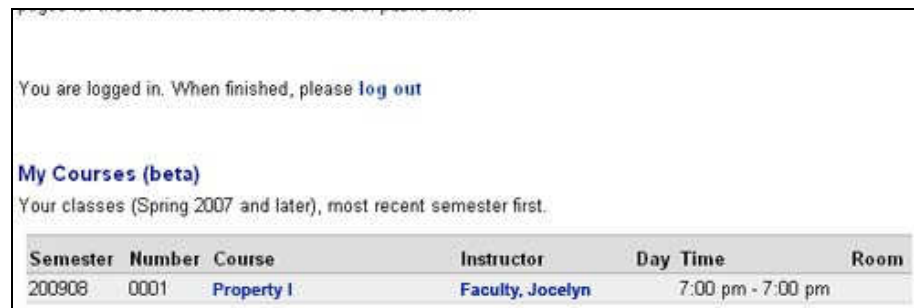


2. Log in with your MyLaw ID and password.

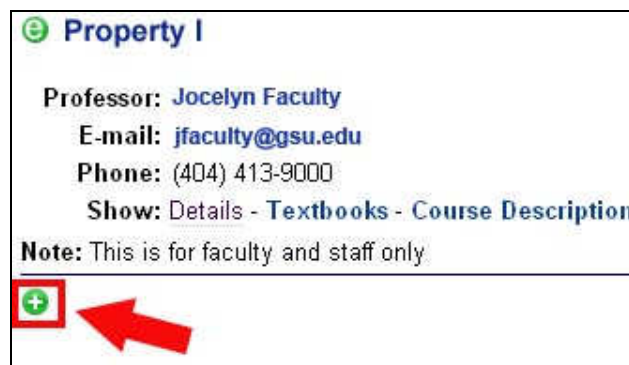


3. You will see your courses listed under **My Courses**.

Click on the course name.



4. Click on the **green plus sign icon** to add an item to your course Web page.



5. Type in the item title for the document or Web link you want to add.

Item for: Property 1

Item title:

File attachment:  Browse...

Upload limit: 100Megabytes

Web link address:  Test link

6. If you are uploading a document, click on the **Browse** button to navigate to the file you want to upload and click **Open**.

Browse...

7. If you are adding a Web link, type in the Web link address (URL) in the **Web link address field** shown below. Test the link to make sure the Web address is correct and displays by clicking **Test link**.

Item for: Property 1

Item title:

File attachment:  Browse...

Upload limit: 100Megabytes

Web link address:  Test link

Details: **B** *I* **Styles** **Format**

8. If you would like to put a description or additional information about the document you are uploading or the Web link you are adding to your page, type that information in the **Details field**.

Web link address:

Details: **B** *I* **Styles** **Format**

Display Start Date:  2009-07-24 00:00:00

Display End Date:  2009-07-28 00:00:00

9. If you want to delay the display of your document or web link to a certain date and time in the future, enter that date and time in the **Display Start Date** field.

<b>Display Start Date:</b>	2009-07-24 00:00:00	
<b>Display End Date:</b>	2009-07-28 00:00:00	
<b>Access:</b>	public	<input type="radio"/> public
<b>Owner:</b>	cdheaton	(MyLaw ID)
<input type="button" value="Save item"/>		

10. If you want the document or web link to display only until a certain date or time, enter the time you want the item to disappear off the page in the **Display End Date** field.

<b>Display Start Date:</b>	2009-07-24 00:00:00	
<b>Display End Date:</b>	2009-07-28 00:00:00	
<b>Access:</b>	public	<input type="radio"/> public
<b>Owner:</b>	cdheaton	(MyLaw ID)
<input type="button" value="Save item"/>		

11. If you want the document or web link to be visible to the general public, click the **Public** radio button. If you want to restrict the item to the College (anyone with a MyLaw ID), click the **Everybody in the college** radio button. If you would like to restrict it to your class, click the **Class/group** radio button.

<b>Display End Date:</b>	2009-07-28 00:00:00	
<b>Access:</b>	public	<input type="radio"/> public   <input type="radio"/> everybody in the college   <input type="radio"/> class/group (MyLaw group " )
<b>Owner:</b>	jfaculty	(MyLaw ID)

12. When you are finished, click **Save item** to add the item to your course web page.

<b>Access:</b>	public	<input type="radio"/> public
<b>Owner:</b>	jfaculty	(MyLaw ID)
<input type="button" value="Save item"/>		