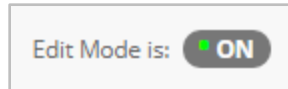


EDIT AN EXISTING FILE

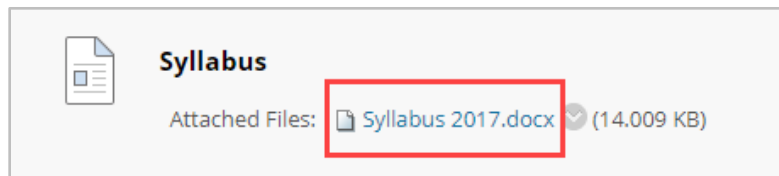
At times, you may need to replace or update a file that was previously uploaded to ulearn.

Instructions

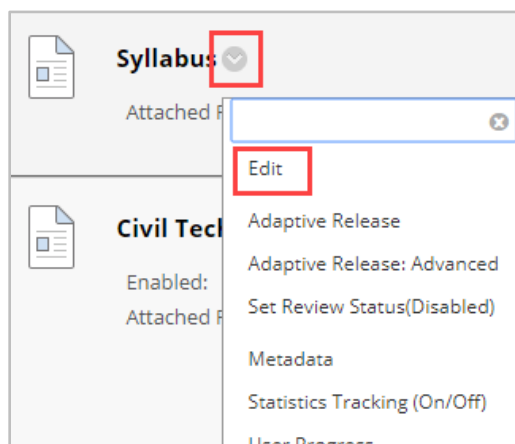
1. Start by making sure the **Edit Mode is ON** by looking in the upper right corner of the screen. If it says OFF, click it to turn it ON.



2. In ulearn, **navigate** to the file that you need to modify. Click on the name of the file. When prompted to open or save the file, select Save and save it to a location on your computer where you can easily find it again (such as the Desktop).



3. Find the file and open it with the appropriate program. For example, if the file ends with '.doc' or '.docx' you will open it in Microsoft Word. Make the edits and either save the file or resave it with a new name.
4. Return to ulearn and to the right of the item's name select the down arrow and then **Edit**.



EDIT AN EXISTING FILE

5. Scroll down to the Attachment section of the page and under Attached Files, click on **Mark for Removal** to remove the old file.

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you select a file you do not want, click **Do Not Attach** to remove the attachment from the content item. The file itself is not deleted.

Attach Files

Attached files

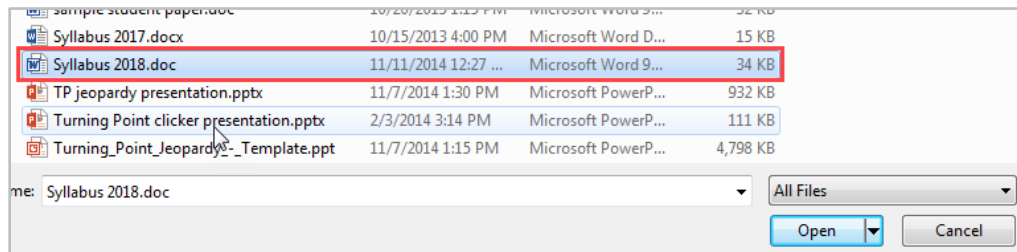
File Name	Link Title	File Action
Syllabus 2017.docx	Syllabus 2017.docx	Create a link to this file <input type="button" value="Mark for removal"/>

The option you just clicked will now change to Unmark for Removal. If you wish to undo your action, click Unmark for Removal. Otherwise, proceed to step 6.

Attached files

File Name	Link Title	File Action
Syllabus 2017.docx	Syllabus 2017.docx	Create a link to this file <input type="button" value="Unmark for removal"/>

6. Click **Browse My Computer** to browse to the new file you just edited on your computer. **Select** the file and Open.



Name	Date Modified	Type	Size
Syllabus 2017.docx	10/15/2013 4:00 PM	Microsoft Word D...	15 KB
Syllabus 2018.doc	11/11/2014 12:27 ...	Microsoft Word 9...	34 KB
TP jeopardy presentation.pptx	11/7/2014 1:30 PM	Microsoft PowerP...	932 KB
Turning Point clicker presentation.pptx	2/3/2014 3:14 PM	Microsoft PowerP...	111 KB
Turning_Point_jeopardy..._Template.ppt	11/7/2014 1:15 PM	Microsoft PowerP...	4,798 KB

File name: Syllabus 2018.doc

7. You will now see your new, replacement file listed under the Attachments section of the Edit Item page.

Attached files

File Name	Link Title	File Action
Syllabus 2017.docx	Syllabus 2017.docx	Create a link to this file <input type="button" value="Unmark for removal"/>
Syllabus 2018.doc	Syllabus 2018.doc	Create a link to this file <input type="button" value="Do not attach"/>

8. Click **Submit** to complete the edit.