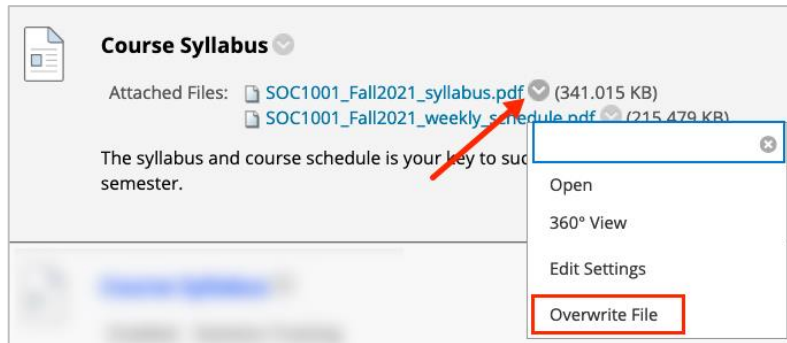


OVERWRITE A FILE

At times, you may need to replace or update a file that was previously uploaded to ulearn. You must either locate the original file on your computer or go to ulearn and download the file and edit it in your program (i.e., Word, PowerPoint, etc.,)

Instructions

1. In ulearn, **navigate** to the file that you need to modify. Click on the **down arrow** for the attachment. Select **Overwrite File**.



2. Click **Browse Local Files** to select the file you wish to overwrite the existing file. You can also drag and drop into the area.



3. The new file will be listed under Attached Files. When done click **Submit**.

