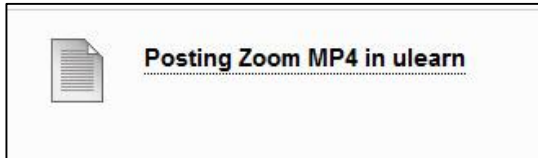


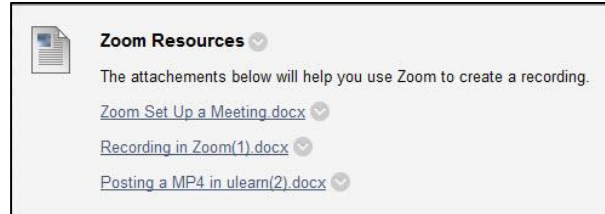
Linking Multiple Documents in ulearn

Creating an item allows you to link to several documents in one area. You may need to add more than one file when providing students with information about a project or instructions for completing a task. Linking files as an item is different than just adding one file.

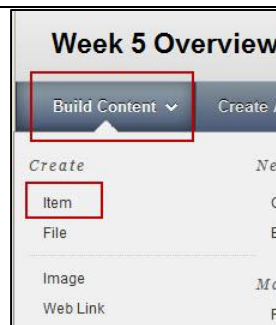
In Build Content use **File** when attaching one document.



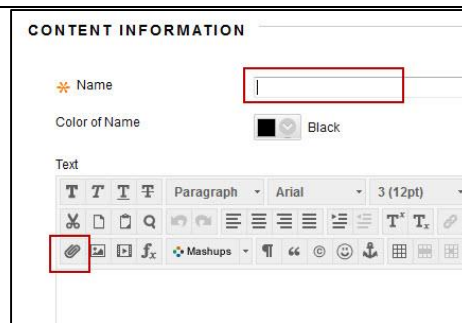
In Build Content use **Item** when attaching several related documents.



1. Go to the content area you would like to add files. Click **Build Content** and select **Item**.



2. Give the item a name that is representative of all documents (e.g. Project Resources). Add a description, if appropriate, to explain what the files are for. Click on the **Insert File** icon that looks like a paper clip.



Note: If you do not see the Insert File icon, double click on the drop down arrow on the right side of the tool bar. The entire tool bar will display.



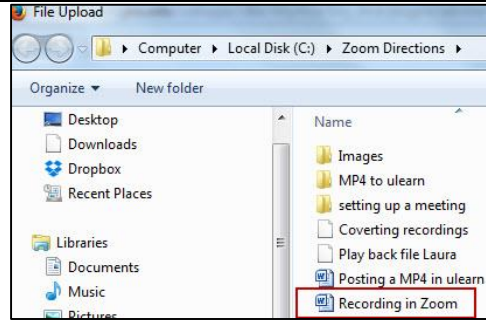
3. Click **Browse My Computer**.



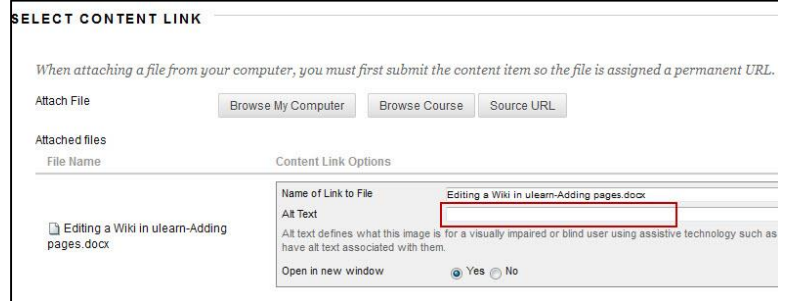
Linking Multiple Documents in ulearn



4. Locate and select the file you want to attach. Then click **Open**.

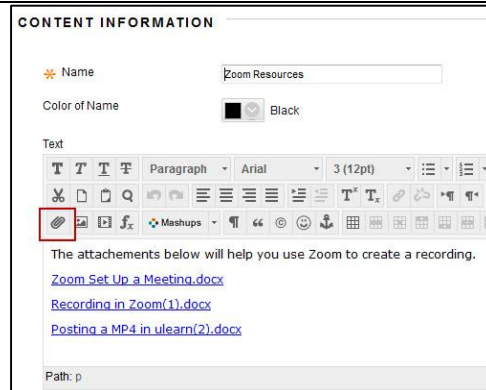


5. Add in **Alternative Text** if needed and click **Submit**.



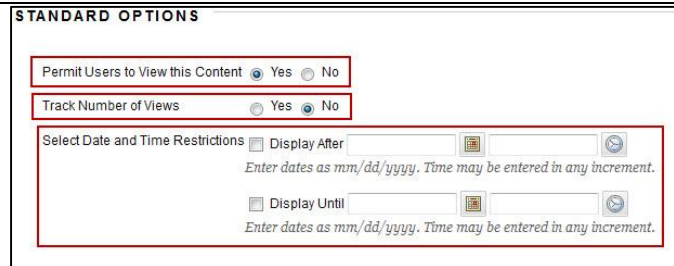
6. The file displays in the text box.

Go to the next line. Click on the **Insert File** icon and repeat steps 3-5 to add additional files.



7. Set the availability options for the item.

When you are done click **Submit**.



8. Links display in the content area.



For additional help please contact the Online Education Team at onlinehelp@jwu.edu or (401) 598-4429.