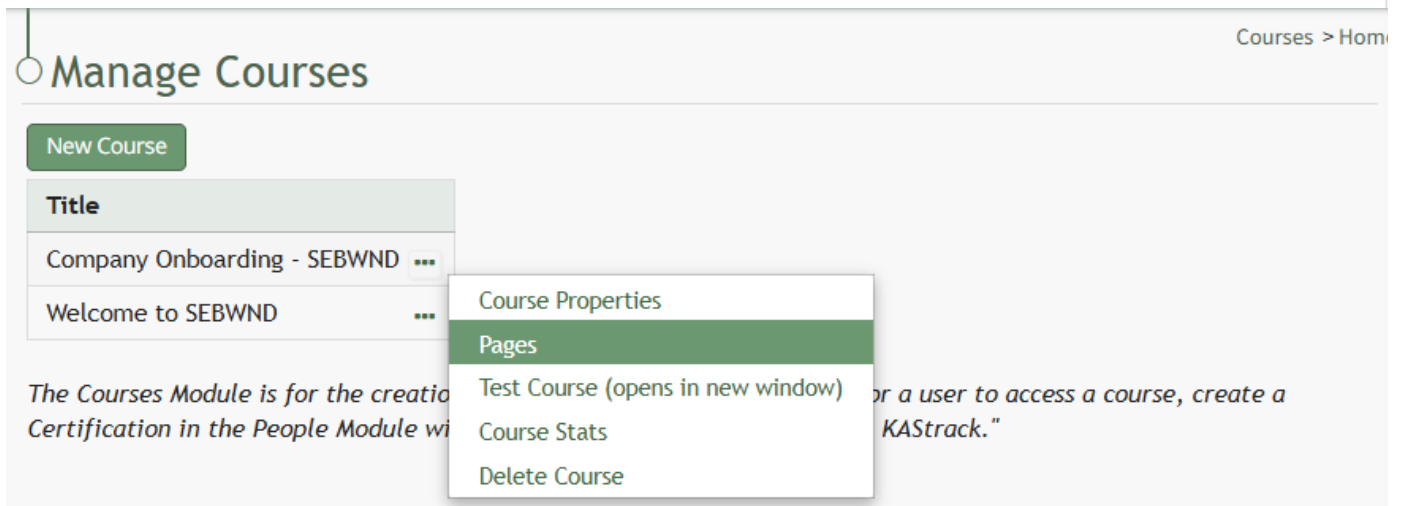


Upload a Video / Document in the Courses Module

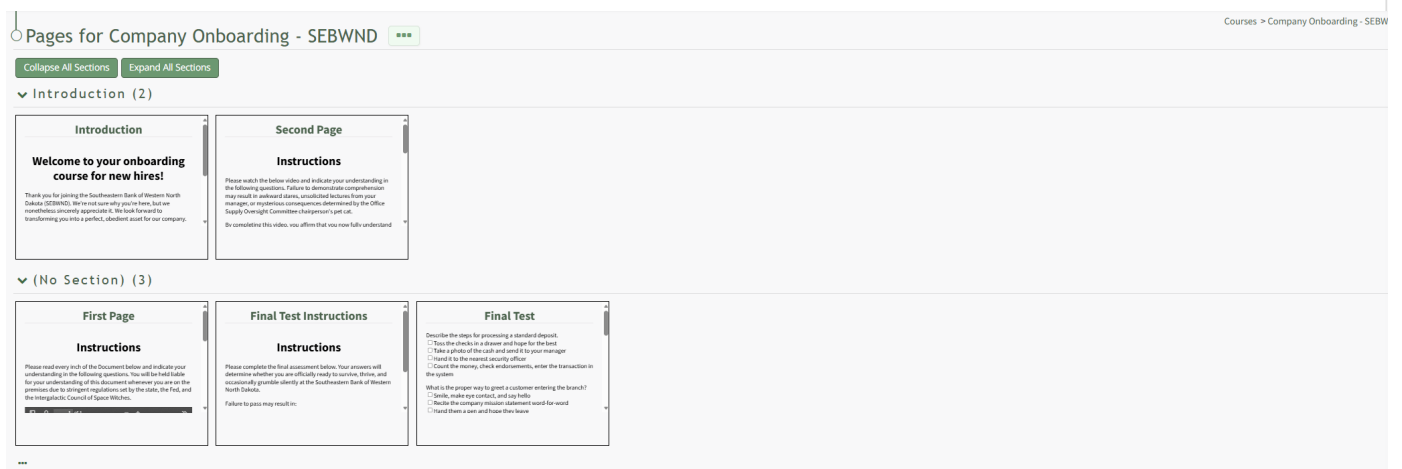
To upload a video/document to be used in a course, you must be on a page within the course. An explanation of how to access a course page is provided in the How To below.

How To: Access A Specific Page in a Course

To access a specific page in a course, open the Courses Module Home Page and click the three-dot icon to the right of the course title to open the Course Context Menu.

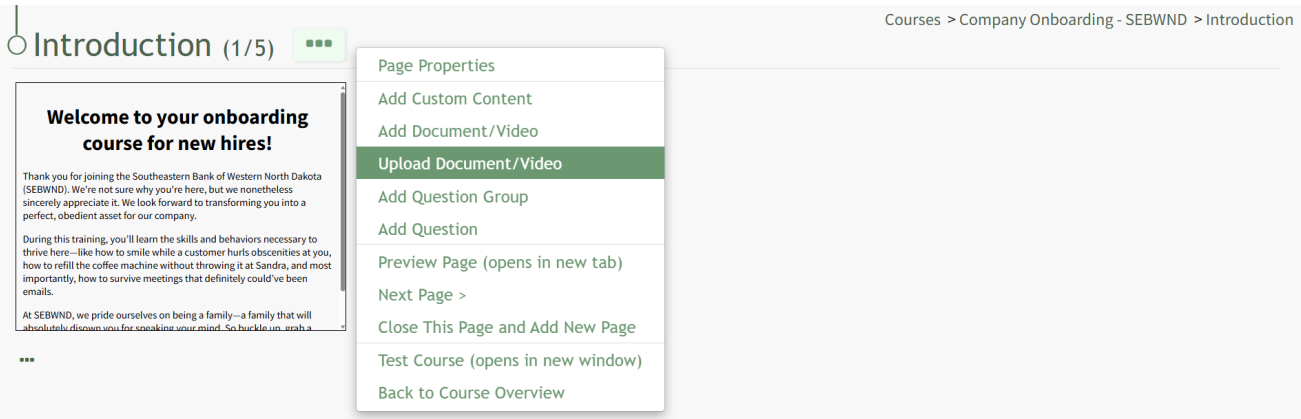


Select Pages from the Context Menu.



This opens a course's Details Page. Click the page you want to edit to access the page in the course.

Once you are on the specific page in the course, click the three-dot icon to the right of the page title opening the Page Context Menu.



Upload File ✕

Note: Max file size is 524MB

Choose Files No file chosen

Title *

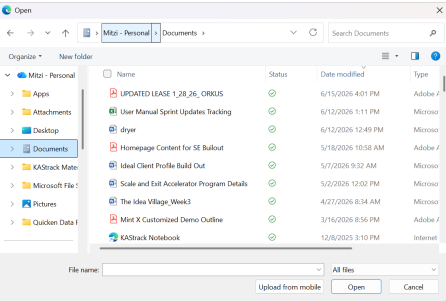
Revision

Revision Date

Document Owner(s) *
Mitzi Orkus (user morkus) ✕

Click the "Choose Files" button.

Click the "Choose Files" button.



Select the File you want to upload from your personal device. Once it is uploaded, the file selected will show in the Upload File Modal.

Upload File



Note: Max file size is 524MB

Filename: Scale and Exit Accelerator Program Details.docx ✕

Title [Use Filename](#) *

Revision

Revision Date

Document Owner(s) *

Save

Cancel

Enter a new title for the file or click the "Use Filename" clickable link for the original filename to be saved.

Indicate the revision number and revision date as well as the Document Owner(s).

Select "Save".

○ Introduction (1/5) ...

Welcome to your onboarding course for new hires!

Thank you for joining the Southeastern Bank of Western North Dakota (SEBWND). We're not sure why you're here, but we nonetheless sincerely appreciate it. We look forward to transforming you into a perfect, obedient asset for our company.

During this training, you'll learn the skills and behaviors necessary to thrive here—like how to smile while a customer hurls obscenities at you, how to refill the coffee machine without throwing it at Sandra, and most importantly, how to survive meetings that definitely could've been emails.

At SEBWND, we pride ourselves on being a family—a family that will absolutely ~~disown~~ you for sneaking your mind. So buckle up, grab a

[Download Document](#)

The uploaded file now shows on the page.

Revision #5

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