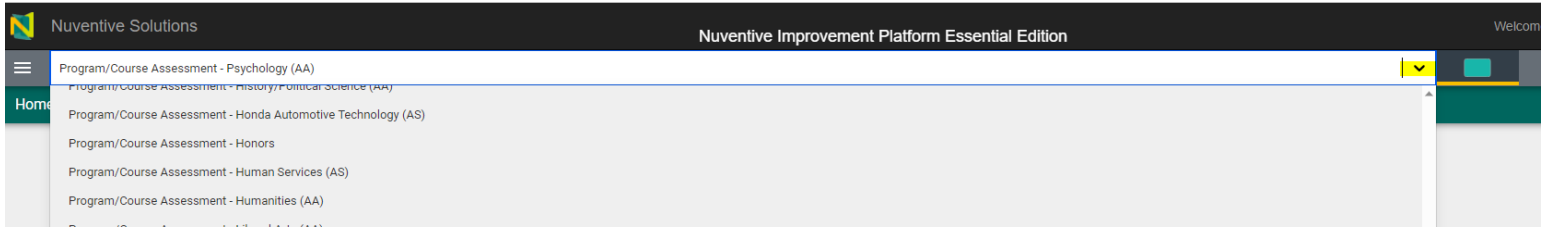
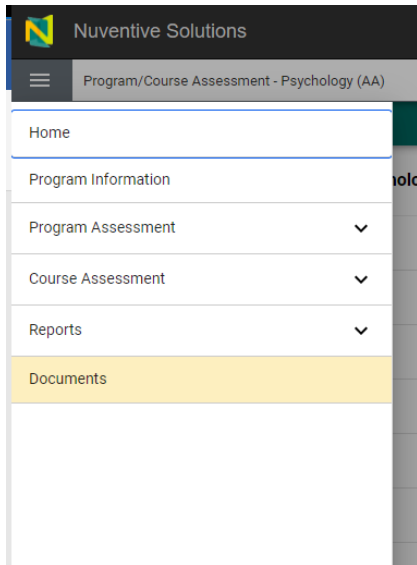
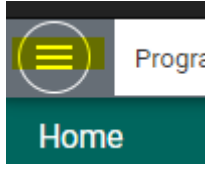


Uploading Documents into Improve

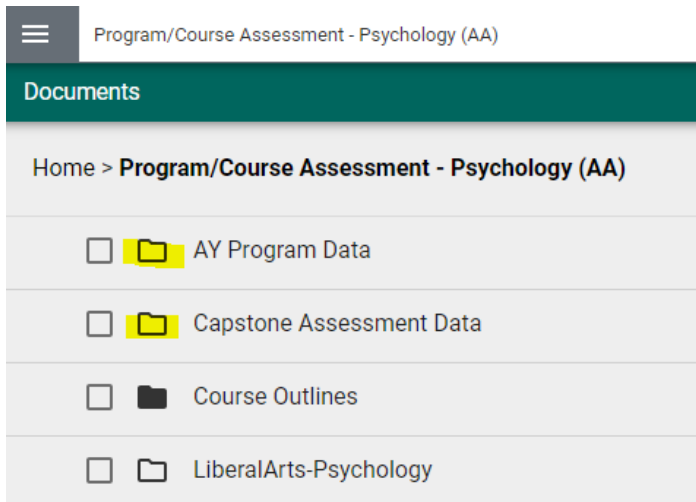
1. After signing in click on **drop down arrow** to the right of the white box and choose the area you wish to up load to.



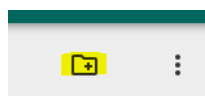
2. Next click on the **Home** to the left of the white box choose Documents.



3. Then Choose a folder or subfolder to open by clicking on the folder icon. (all dark folders indicate subfolders)



4. To add a folder, click on the  icon in the upper right.



5. Click on the folder/subfolder you want to upload to to open it. Then click on the



icon in the upper right corner,

6. Click on the Choose File button. Choose the file(s) from your pc.

A screenshot of a web form titled "Add Document(s) to 202330 Summer 2023". At the top left, there is a "Choose Files" button highlighted in yellow, followed by the text "No file chosen". Below this, there is a section labeled "Urls" with a table structure. The table has three columns: "Name", "Url", and "Description". There are three empty rows for data entry. A blue asterisk note below the table reads "* denotes a required field." At the bottom right, there are two buttons: "CANCEL X" and "SAVE" with a save icon.

7. The file name will appear in the Name Box. You can add a description if you wish. Click save.

A screenshot of the same web form, now showing two files added. The "Choose Files" button is now greyed out and followed by "2 files". The first entry has "Name *" filled with "PSYC101N-1 SU23 DUNLAPL.docx" and an empty "Description" field. The second entry has "Name *" filled with "PSYC130N-ZZ SU23 RONDEAU.D.docx" and an empty "Description" field. The blue asterisk note is still present. At the bottom right, the "SAVE" button is now highlighted in yellow.