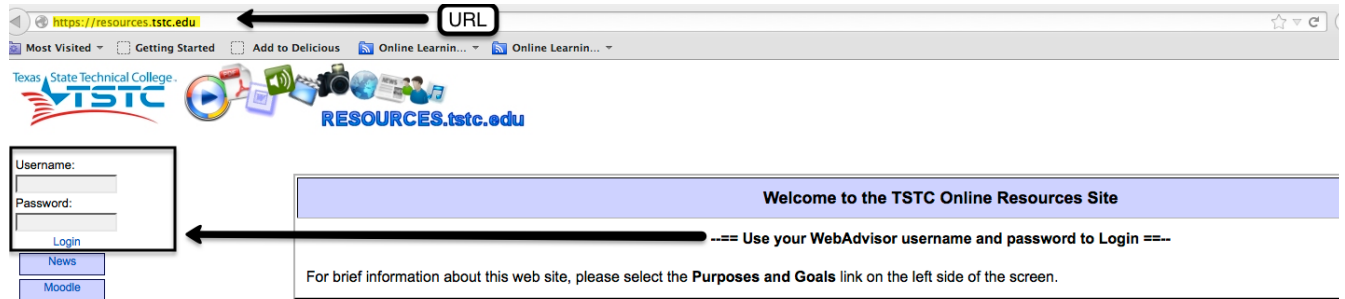


## Uploading and linking to files on the TSTC Resources Server

1. Navigate to the resource server website at <https://resources.tstc.edu>
2. Log-in with your WebAdvisor credentials. You will be taken to your personal repository home page.



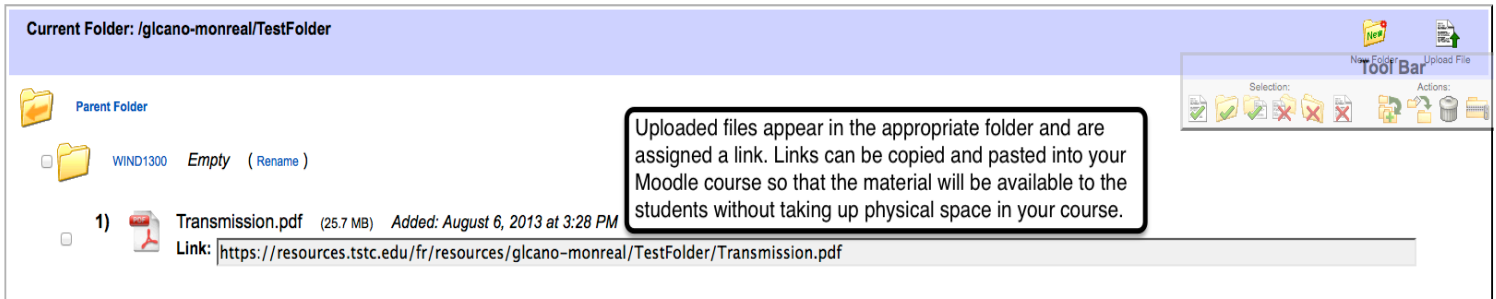
3. Use the icons on the right-hand side to add content to your repository. Click on the New Folder icon to create folders to which you can add and manage content.



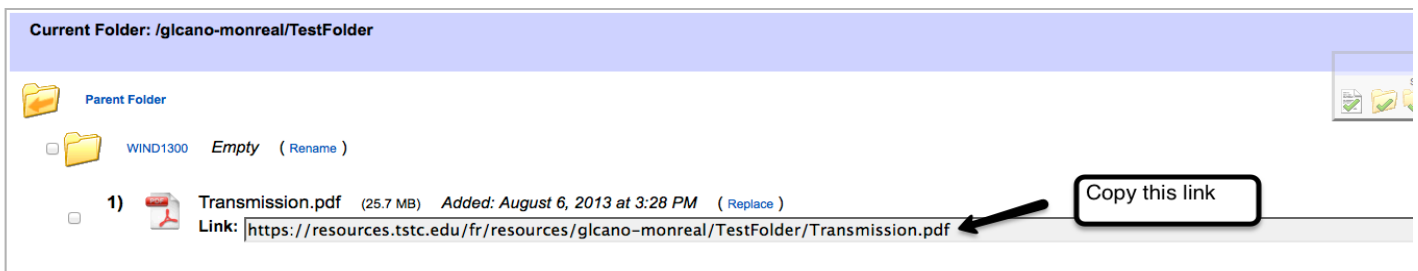
4. The Folder will appear in your listing. Click on the Upload File icon to add files to your folders.



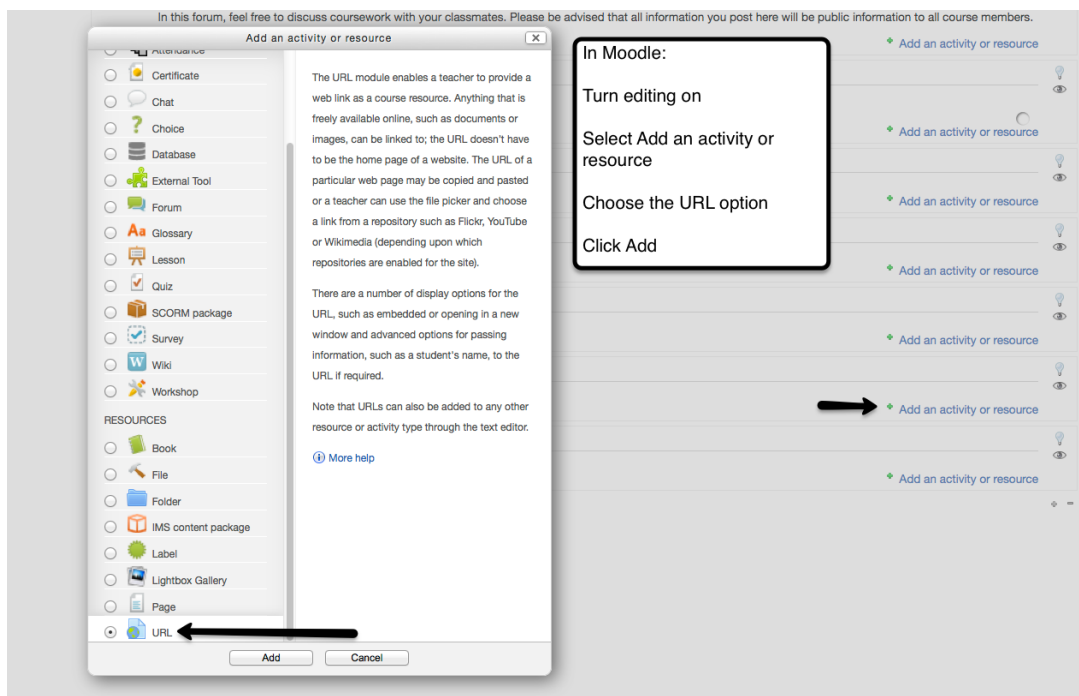
5. Uploaded files will appear in the folders and a link for each is provided.



6. Copy the link to the file in the repository that you wish to add to your course.



7. To add the link to the content to your Moodle course navigate to the desired course, turn editing on, and select to at the URL resource.

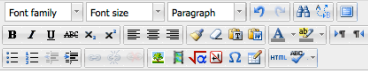


8. Fill out the information on the URL topic page and paste the link into the External URL box. Select In pop-up from the Display drop-down menu and save.

Adding a new URL to Topic 6

**General**

Name\* Transmission Information

Description\*   
Transmission Information

Path: p

Display description on course page

**Content** Paste link here

External URL\* <tc.edu/fr/resources/glcano-monreal/TestFolder/Transmission.pdf> Choose a link...

**Options**

Display  In pop-up Select In pop-up from the Display drop-down menu

Display URL name

Display URL description

**Parameters** At the bottom of the page click Save and Return to Course

9. You will be taken back to your course where you will now see the linked item.

#### Topic 4

##### Student Forum

In this forum, feel free to discuss coursework with your classmates. Please be advised that all information you post here will be public information to all course members.

#### Topic 5

##### Transmission Documents

The linked item now appears in your course.  
Clicking on it will open the item in a new window.

#### Topic 6