


# Quick Start Guide to Adding Content to UM Learn

## STEP 1: Navigate to the course in UM

Learn ([www.umlearn.ca](http://www.umlearn.ca))

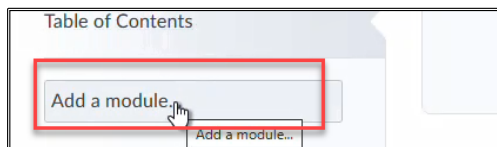
1. Click the waffle menu  in the mini-bar and performing a search. Click on the name of the course.

2. In your course, click on **Content** on the navbar



## STEP 2: Add a Module

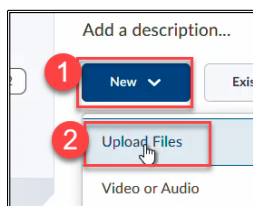
1. Click **Add a module...**



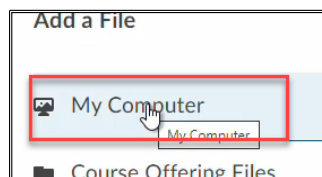
2. Type the name of your module and press **Enter**.

## STEP 3: Upload file(s) to the module

1. Click **New > Upload Files**



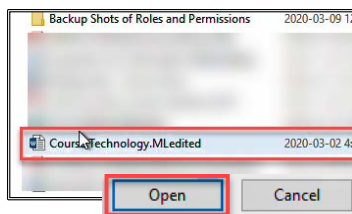
2. Select **My Computer**



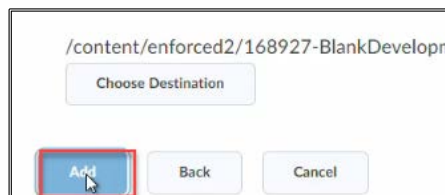
3. Click **Upload**



4. Select the file and click **Open**

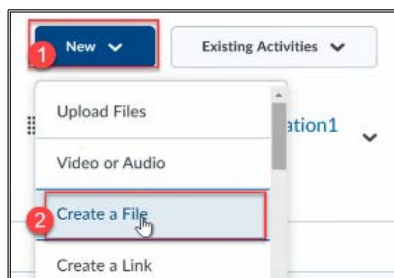


5. Click **Add**



## STEP 4: Add content directly into UM Learn

1. Click **New > Create a File**



2. Enter a Title for the page (1), create/paste the content (2), format with the tool bar (if desired) (3), click **Save & Close** (4)

