

Files Overview Video Script

In this video, you will learn how to access and manage files in Canvas.

To access your Canvas files, click the Account link in Global Navigation. ...then click the Files link. The Files page displays all files you have uploaded to your Canvas user files, course files, and group files.

Files are organized in folders in the left panel. User files are listed in the My Files folder. Course and Group files are organized in folders with the course or group name. You can also access Course and Group files through the Course or Group Home Page.

To expand a folder, click the Arrow icon. To view folder contents in the right panel, click the folder name. By default, files are sorted alphabetically. You can sort files by date created, date modified, who modified the file, and file size by clicking the corresponding column header.

To search for a specific file, type in the Search field. To add a folder within the folder currently displayed, click the Add Folder button. Type the folder name and click the Check button.

To upload one or multiple files to the current folder, click the Upload button. Select the files you'd like to upload, then click the Open button. You can also drag and drop files from your computer into Canvas folders.

To move multiple files or folders into another folder, select the items you'd like to move by holding the Shift key on your keyboard and clicking the file or folder lines. Then drag and drop them into the corresponding folder.

To manage a single file or folder, click the file or folder row. A toolbar displays at the top of the window. You can use the toolbar to view the file or folder, manage access, download, or move or delete the file or folder.

You can also view options to manage a file or folder in the file or folder's Options menu. To preview a file, click the file name. From the file preview, you can view file details and download the file. You can also zoom in or out and view the document in full screen. To close the file preview, click the Close link.