



Uploading Files in FoxTALE

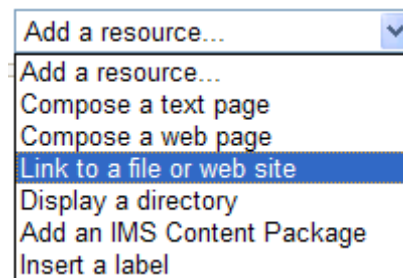
Uploading Files in FoxTALE

- **FoxTALE**, Fox's Teaching And Learning Environment, is the Learning Management System used at George Fox University by teachers and students to provide options for online classroom interaction.
- You can upload course files such as syllabi and other materials so that students may access the files electronically. An electronic copy of the file is stored within FoxTALE. This guide explains the procedure for uploading files.
- If you prefer to store course files in FoxFiles and set up a link in FoxTALE, see the quick guide *FoxTALE Link to FoxFiles*.

Faculty: Uploading a File into Your FoxTALE Course

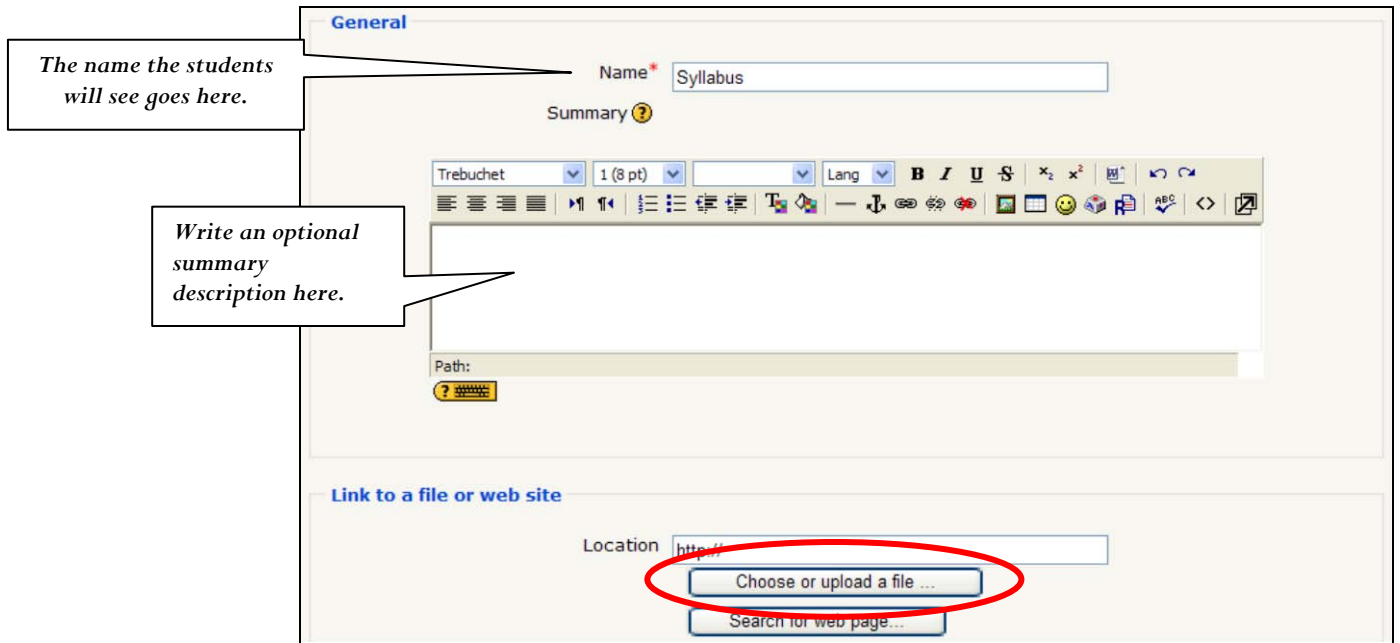
To upload a file into a course:

1. Log in to FoxTALE, and open the course.
2. Turn editing on.
3. Under the course topic or week where you wish to upload the file, select **Add a resource** > **Link to a file or web site**.

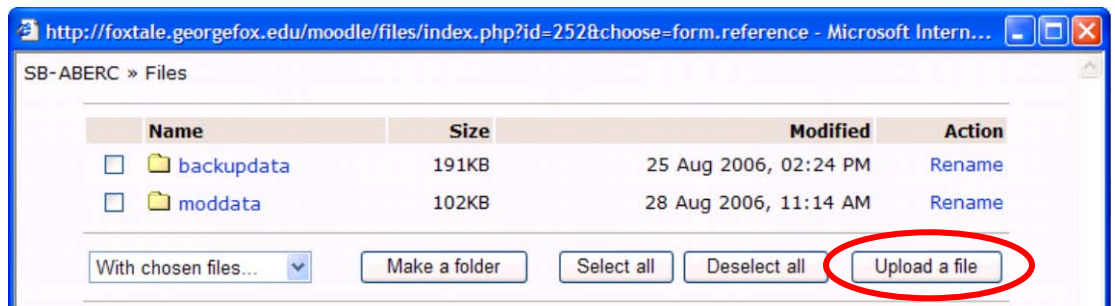




4. You'll see a screen for entering information about the file. Enter a name for the file; this is the name students will see in the course (not the file name). In this example, the name is "Syllabus." If you wish, you can also type in a description in the Summary box.

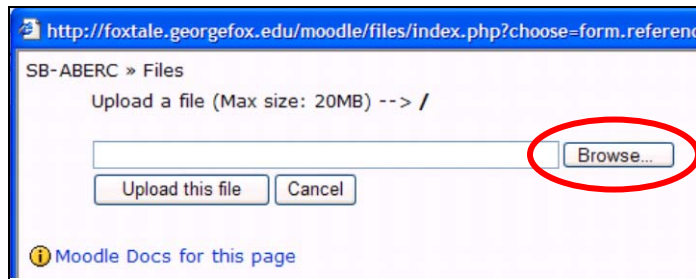


5. Click **Choose or upload a file.**
6. In the next screen, you'll see any existing files or folders. To upload a new file, click **Upload a file.**

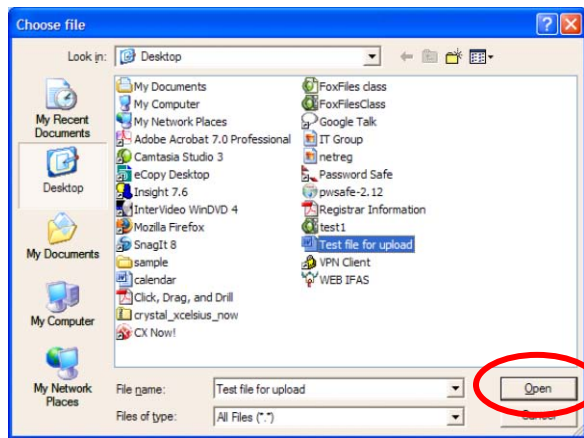




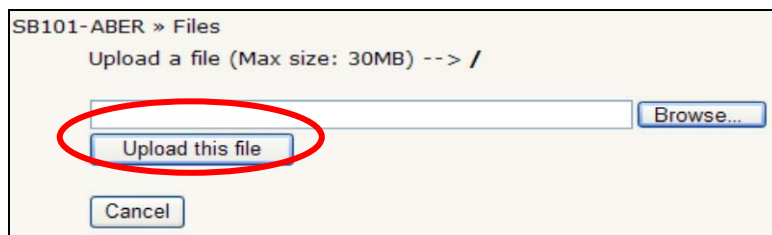
7. In the next screen, click **Browse**.



8. Locate your file and click **Open**.

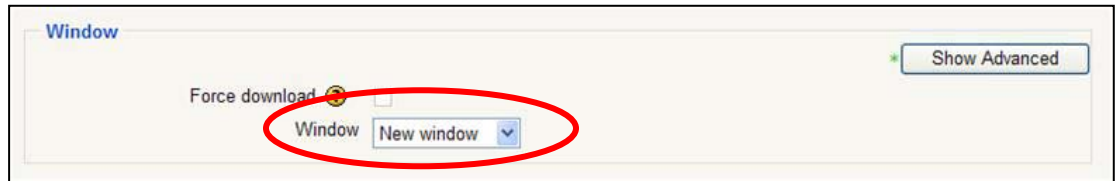


9. The file name and path will show on the FoxTALE screen. Click **Upload this file**.

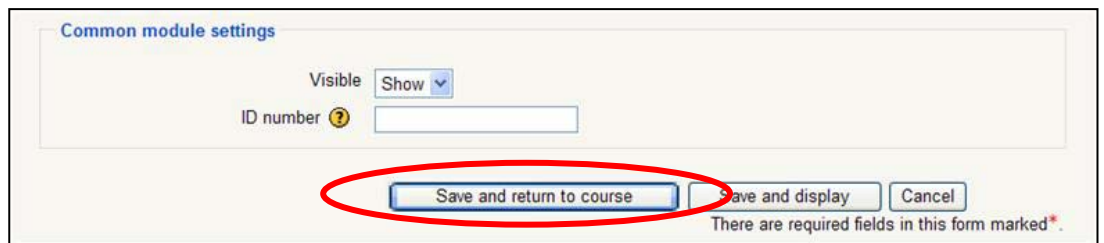




12. In the **Window** setting, you can choose whether you want the file to open in a new browser window or in the same browser window. We recommend **New window**.



13. Click **Save and return to course** at the bottom.



14. You'll see the file. Students will be able to open or download the file. (They should disable pop-up blockers for the FoxTALE web site.)

The file is listed under the topic you chose.

