Instructor

Files Overview

In this video, you will learn how to access and manage files in Canvas. Files are organized into three different areas: User Files, Course Files, and Group Files. To access all your files in Canvas, click Account then click Files.

Your user files are listed first in the My Files folder. Course and Group files are organized in folders indicated by the course or group name. You can also access Course and Group files through the Course or Group home page.

To search for a specific file, use the search field. To add a folder nested in the current folder, click the Add Folder button. Type a name for the new folder and press the Return or Enter key to create the folder. To Upload a file to the current folder, click the Upload button.

The left panel shows all folders for quick navigation. Some folders may be housed within other folders. Click the arrows next to the folder name to expand a folder. When you click the name of a folder, all contents within the folder you are viewing display in the right panel. By default, files are sorted alphabetically. To sort files another way, click the name of any column heading.

To select a file or folder, click the file or folder line. When a file or folder is selected, a toolbar appears at the top of the window. The toolbar has options that allow you to:
- View the file
- Manage access to the file
- Download the file
- Move the file or
- Delete the file

You can also manage some or all options for a selected file within the file's Options menu. Click the name of a file to see a preview of the file and file details, as well as a link to download the file. You can scroll through the document, zoom in and out, and view the document in full screen. To add a file to a folder, click the file and drag and drop it into a folder. You can also click the Options menu select the Move option and choose the folder where you want to move the file.

To select multiple files or folders to move, hold down the Shift key on your keyboard and click the lines of multiple files or folders then click and drag the group to the desired folder. To upload a file or group of files, click the Upload button. Select the file or files to upload from your computer. Note that files will be uploaded to the folder you are currently viewing. Click the Open button to complete the upload.

You can also drag and drop files from your computer into the folders in Canvas. If you choose to upload a .zip file, a pop-up window will ask if you would like to expand the contents of the zip folder or just upload them as a zip file. To download your Canvas files or folders, click the line for the file or folder and click the Download button.

You've now completed this tutorial video on Files. For additional information on this or any other topic about Canvas, please visit guides.canvaslms.com. You can also ask questions and engage with other Canvas users by visiting community.canvaslms.com.