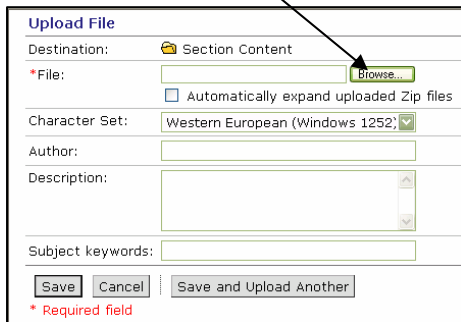
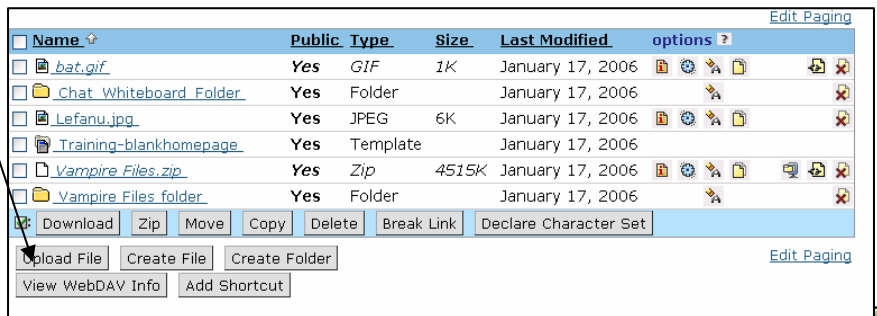


Uploading Files into Vista

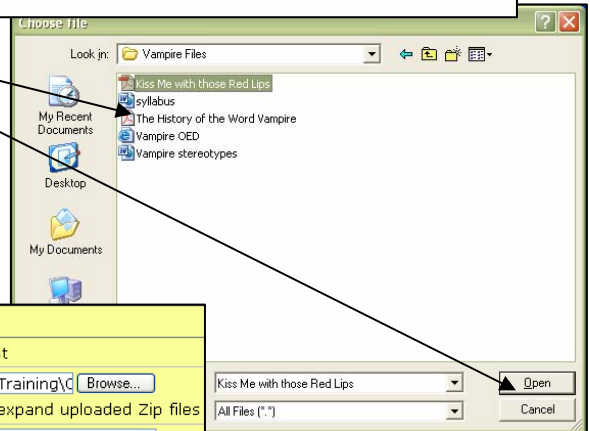
1. In Vista, select course where you wish to upload files.
2. Click the **File Manager** link.



3. Click the **Upload File** button.
4. In the File Upload screen, click **Browse** to locate the files you wish to upload.

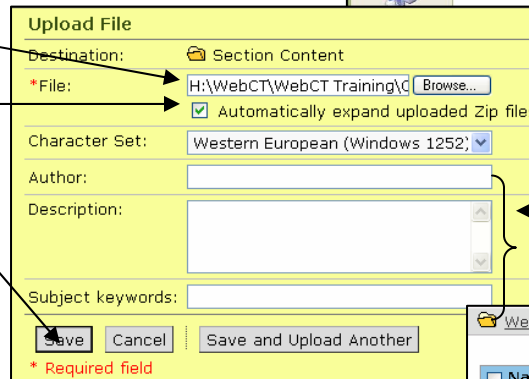


5. Locate the file, and click **Open**.



6. In the Upload File screen, the file should appear in the File field.

*Note: if uploading a Zipped folder, click the box to **Automatically expand uploaded Zip files**.*
7. Click **Save**.



These fields are optional.

Note: The files will upload to the Section Content folder for that course.

If you want to copy or move files to another section or to your My Files area:

1. Select the desired files from the Section Content area.
2. Click the **Copy** or **Move** button.
3. Select the location where to want to copy/move your files and click the **Paste** button.

