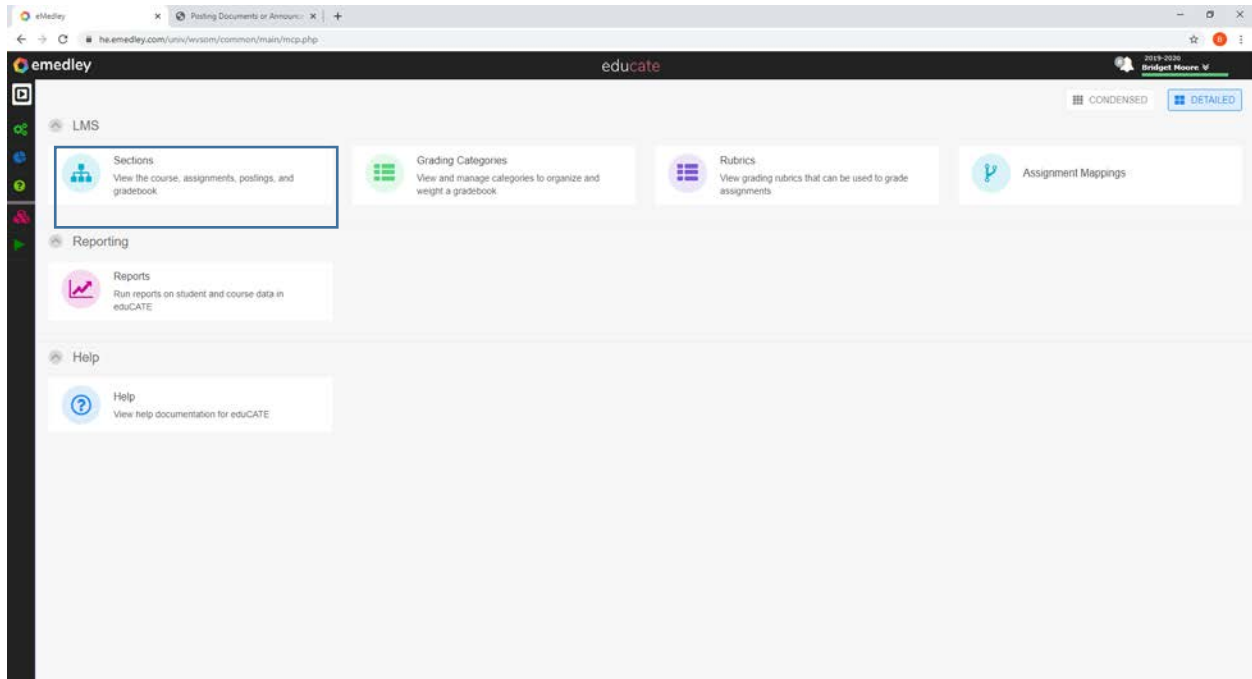
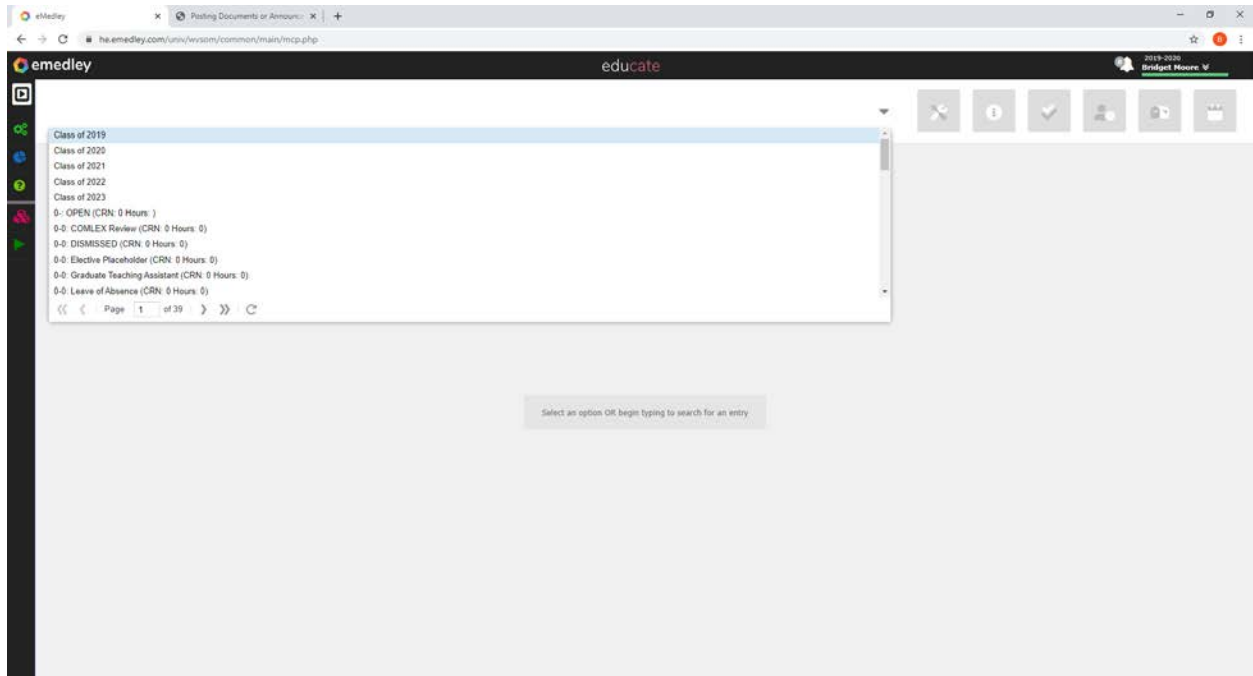


## Posting Documents or Announcements to a Course

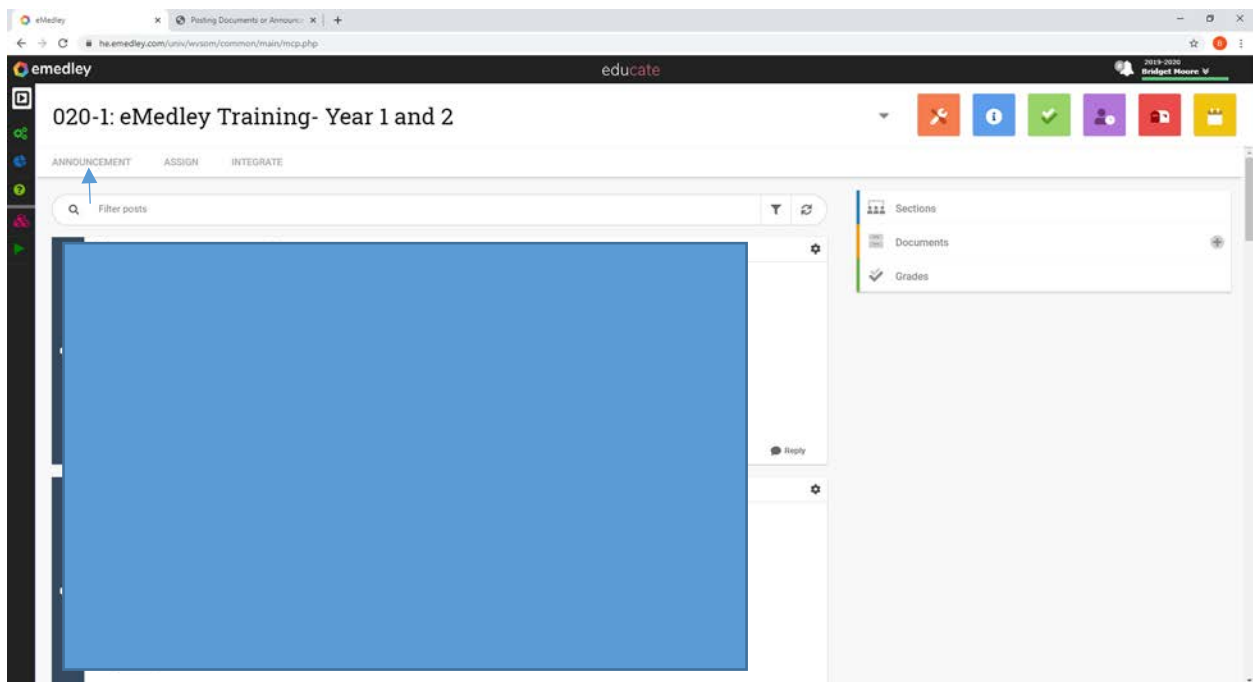
1. Once you are in eMedley click the *Applications* icon and select *educate*.
2. Click on the *Sections* icon.



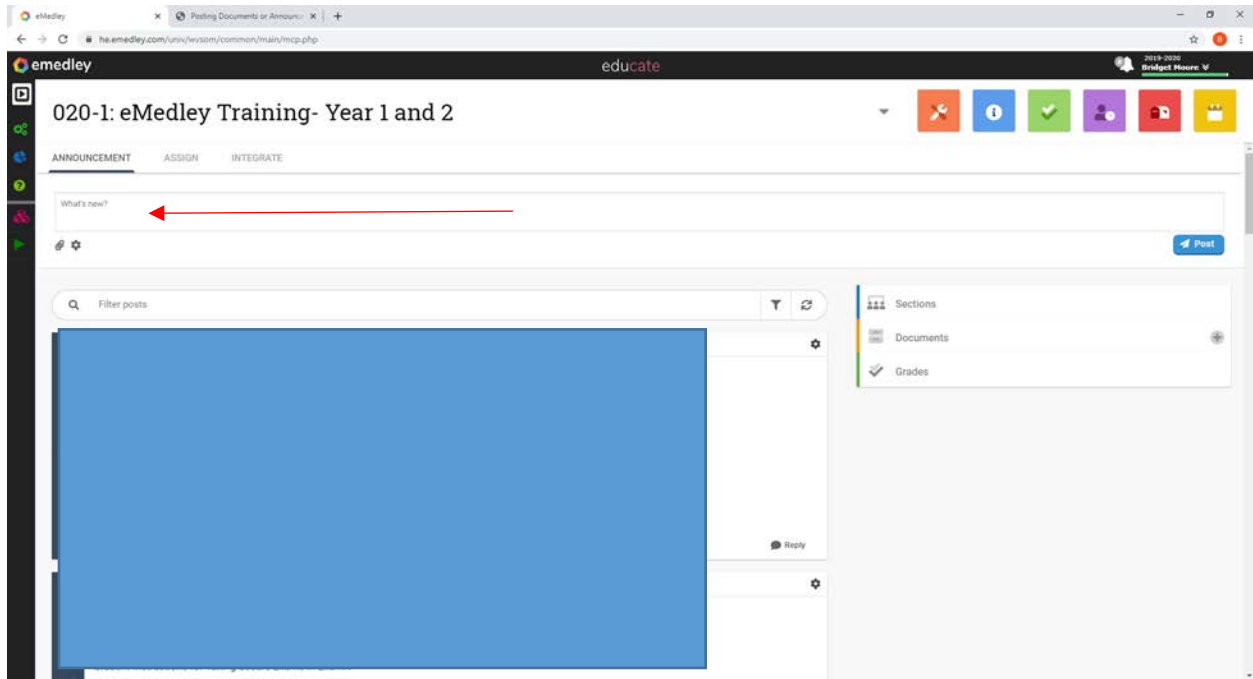
3. From this screen you can either search for your class or use the dropdown menu and scroll till you find your course. Click on the name of your course.



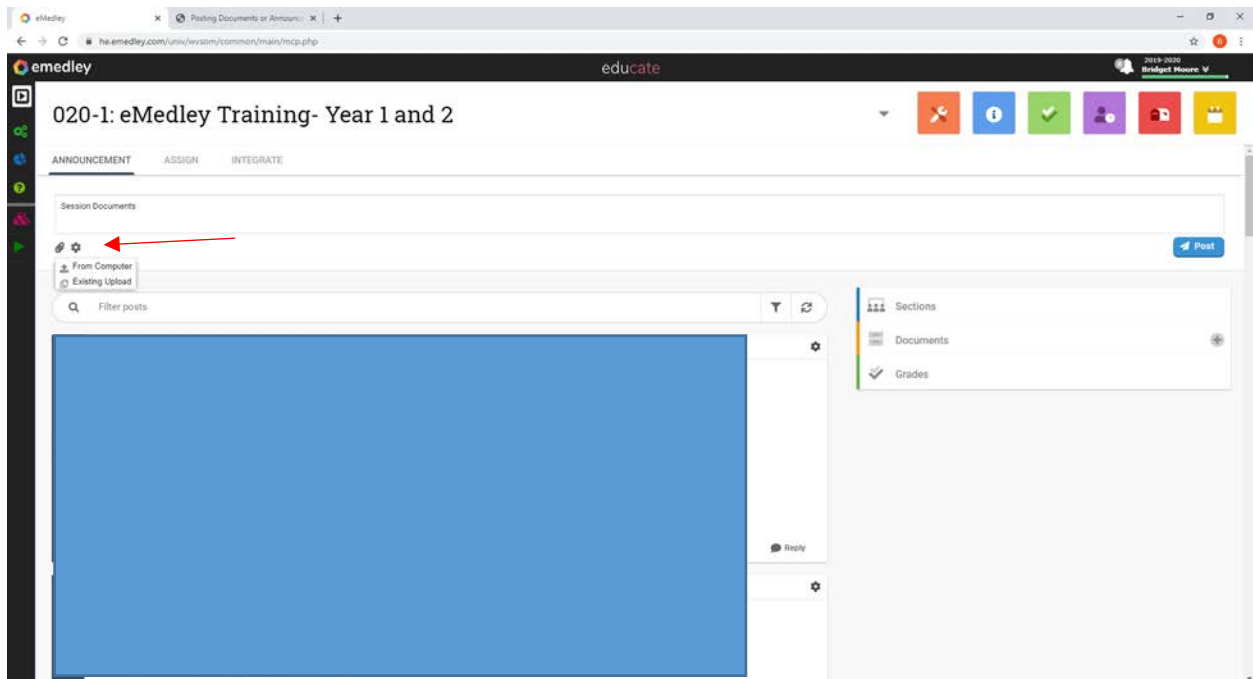
4. When your course opens click the *Announcement* button.



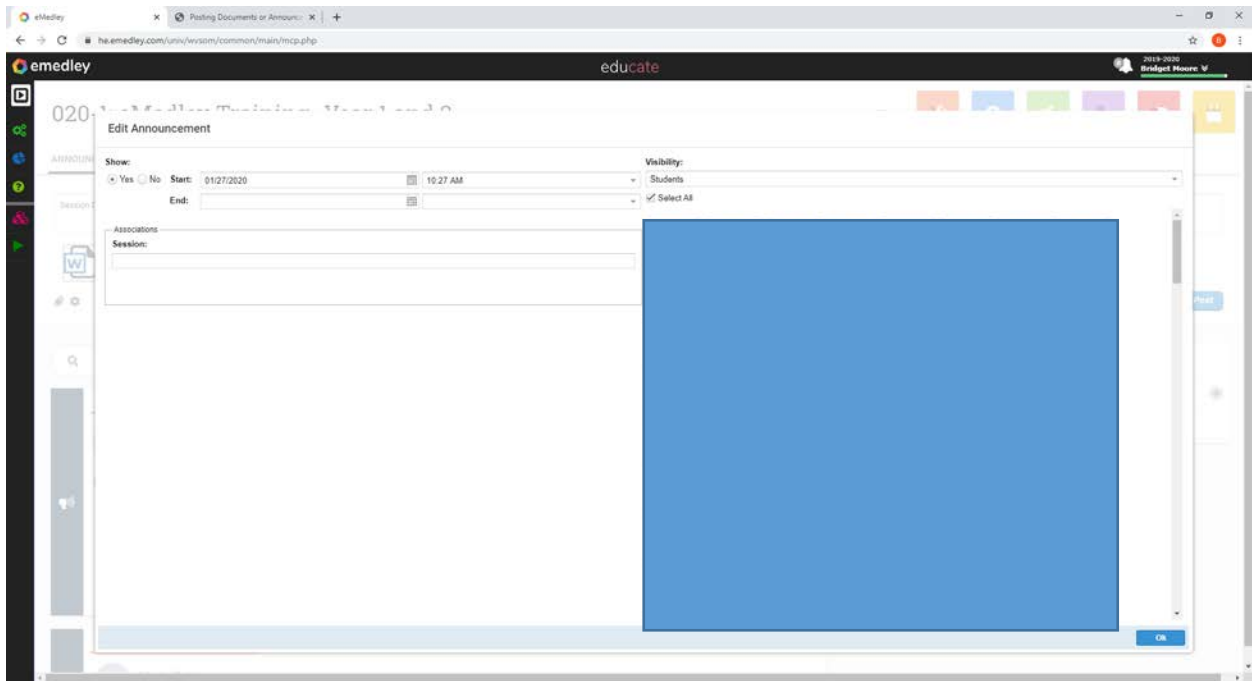
5. Under Announcements in the *What's New* box, type Session Documents. This is important because students search by the documents to get a list of all documents for the course.



6. Click on the paperclip and browse to find your document on your computer. Click on the name of the file and then click open. This will upload your file into eMedley.



7. Click on the gear icon and it will open a window that allows you to put in the dates you want the information to be available. You can also select if you want to allow all students to see this or just specific students.



8. Now select the session that this document goes with. If you do not select a session the system aligns this with the entire course, not your specific session. Then click ok at the bottom right of the screen.

