### **Adding a Handout(s)/file(s) to your course**

Be sure the “Handouts” feature is added to the course page.

1. Select “Add a Handout”. (If you need to add/create a set (category), create/add the set first, then add the handout after the set is created).
2. Enter the handout name
3. Select what file should be used from either from your Moxie Manager (internal file manager), or from your computer.
4. Select the file from the location you chose.
5. Choose the “set” (if applicable). By default, if no set is selected, it will list under “Ungrouped”.
	* Adding a description is optional.
6. Choose “When?” the handout is to display if applicable. By default, the handout/file will “display now”.
7. Save or Save and add another handout/file.