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How-to Guide: Uploading and Downloading Files

This support guide provides information about uploading and downloading files to technology platforms such as: emails, cloud-based services, browsers, and Desire2Learn (D2L).

What is the difference between uploading and downloading files?

Uploading is sending files and visuals from your computer/device to a cloud-based service, such as Office 365 or D2L Locker

• For example: Upload assignments to D2L to be graded

Downloading saves files and visuals from the internet to your own computer/device

• For example: Download a syllabus from D2L to any personal device to see when assignments are due

Where to Download and Upload a File?

It is important to know where to save or send files. Download and upload files and visuals from a personal computer, cloud-based services, email, or D2L.

To download a file, click the download button, download symbol, or "Save Page As" in a D2L shell, email, or Microsoft Office 365.



To upload a file, click the upload button, upload symbol, "Attach," or "Add a File" in the D2L shell, email, and Microsoft Office 365.



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How-to Download Files

Download from D2L

1. Select the desired module and topic on the class's D2L shell. Scroll down to the bottom of the document and click on Download.

	because	l rarely use evidence from my profile to justify my artistic and rhetorical choices.	describe my artistic choices. I sometimes use evidence from my profile to justify my artistic and rhetorical choices.	I use evidence from my profile to justify my artistic and rhetorical choices.	understanding of profile elements and justify my artistic choices. I use solid evidence from my profile to justify my artistic and rhetorical choices.		
	Conventions (spelling, grammar)	I attempt to demonstrate standard English conventions, but I have many usage errors that make my narrative hard to understand. I make many errors in punctuation, spelling, and capitalization that detract from my narrative.	I show an uneven command of standard Englink conventions, such as usage, that make my narrative hard to understand at times. I make several errors in punctuation, spelling, and/or capitalization that occasionally detract from my narrative.	I show a steady command of standard English conventions and have few usage errors that do not detract from my narrative. I have a few minor errors in punctuation, spelling, and/or capitalization, but they do not detract from my narrative.	I show a well-developed command of standard English conventions with few, if any, usage errors. I consistently use correct punctuation, spelling, and capitalization, which contributes to the coherence of my narrative.		v
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i *	Reflect in ePortfolio Download					<	>

2. In the dialog box, "What should Firefox do with this file?" choose "Save File" and click "OK".

Opening Digital Pro	ofile Rubric.docx	×		
You have chosen	You have chosen to open:			
Digital Profile Rubric.docx				
which is: Microsoft Word Document (19.0 KB)				
from: https:	from: https://ccd.desire2learn.com			
What should Firefox do with this file?				
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Ostantial State Stat				
Do this <u>a</u> utomatically for files like this from now on.				
	OK Cancel			

3. In the upper right corner of Firefox's task bar, click the download symbol. Click the File symbol to save the desired file to the personal device.



4. The downloaded file will appear in the File Explorer.



Download from Email

1. Select the desired email message with an attachment from the inbox. Then, click the download symbol located at the bottom right of the attachment.



2. When the dialog box appears, choose "Save File".



3. In the upper right corner of Firefox's task bar, click Download. Click the File symbol to save the desired file to the personal device.

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Revised: 04/15/2020
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4. The downloaded file will appear in the File Explorer.



Download from Microsoft Office 365: One Drive

1. Click the circle to select the desired file.



2. Select "Download" on gray task bar under the purple ribbon.

	CCD	SHAREPOINT HOMEPAGE	One	Drive	
Q	Search every	thing	🖻 Share	ල Copy link	⊥ Download

3. When the dialog box appears, choose "Save File."

Opening Assignments.zip				
You have chosen to open:				
🖁 Assignment	Assignments.zip			
which is: Co	mpressed (zipped) Folder			
from: https:/	from: https://northcentralus1-mediap.svc.ms			
What should Firefox do with this file?				
○ <u>O</u> pen with	○ <u>O</u> pen with Windows Explorer (default) ~			
● Save File				
Do this automatically for files like this from now on.				
	OK Cancel			

4. In the upper right corner of Firefox's task bar, click Download. Click the File symbol to save the desired file to the personal device.



5. The downloaded file will appear in the File Explorer.



How-to Upload Files

Upload to D2L

1. Select the desired module and topic on the class's D2L shell. Click "Add a File."

Submit Assignment

Files to submit *

(0) file(s) to submit

After uploading, you must click Submit to complete the submission.



2. In the dialog box, "Add a File -" Click on the desired storage location. For example, "My Computer".





3. Click Upload.

Add a File - Digital Storytelling - Community College



4. Select the file from the personal device's File Explorer and click "Open".

File Upload ← → ∨ ↑ 📄 → This PC → Documents Organize ▼ New folder OneDrive OneDrive Custom Office Templates Open Cancel

How-to Guide: Uploading and Downloading Files

5. Click Add in the bottom left corner of the dialog box.

Add a File - Digital Storytelling - Comm				
Drop files here, or click below!				
You can upload files up to a maximum				
Digital Profile Rubric.docx (19.04 KB) 🗙				
Add	Back	Cancel		

6. The uploaded file will appear under "After uploading, you must click Submit to complete the submission."



Upload to Email

1. In the new message box, click on "Attach" symbol.

⊳ Send	🛚 Attach 💛 🛍 Discard	C
То		Bcc
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Add a su	ıbject	

2. Click on the desired storage location to upload the file. For example, "Browsed this computer".



3. Select the file from the personal device's File Explorer and click "Open".



4. The uploaded file will appear under the subject line of the email message.

⊳ Send	🛚 Attach 🗡 🛍 Discard	··· C
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	Digital Profile Rubric.docx 19 KB	

Upload to Microsoft Office 365

1. Select Upload in the gray task bar under the purple ribbon.



2. Click file or folder to send the selected file to the desired cloud-based service, like One Drive.



3. Select the file from the personal device's File Explorer and click "Open".



4. The uploaded file will appear in the cloud-based service's files.



Need more support?

- CCD's recommends using Firefox for supporting the student resources, like CCDconnect, D2L and Office 365
- To learn more about downloading or uploading from different browsers, meet with a Digital Zone tutor for individualized support