



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.



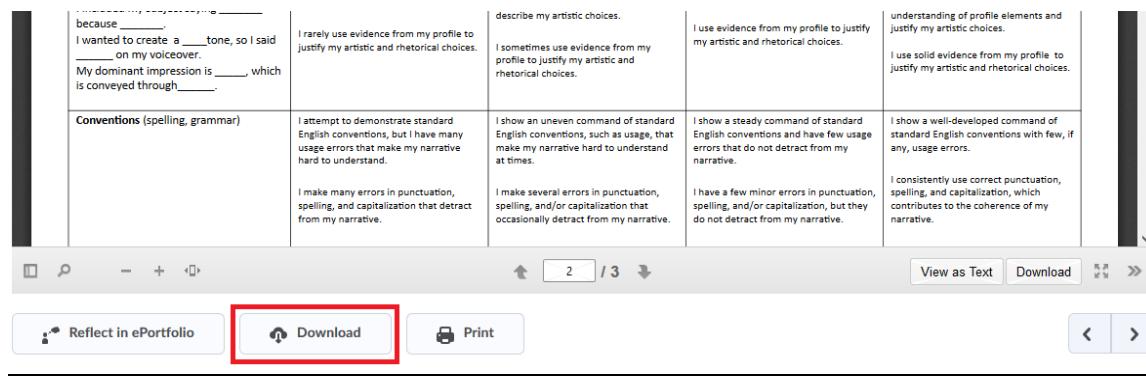
Mailing Address: Campus Box 204 | P.O. Box 173363 | Denver, CO 80217

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How-to Download Files

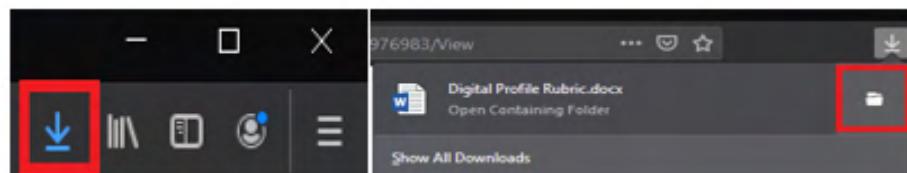
Download from D2L

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.

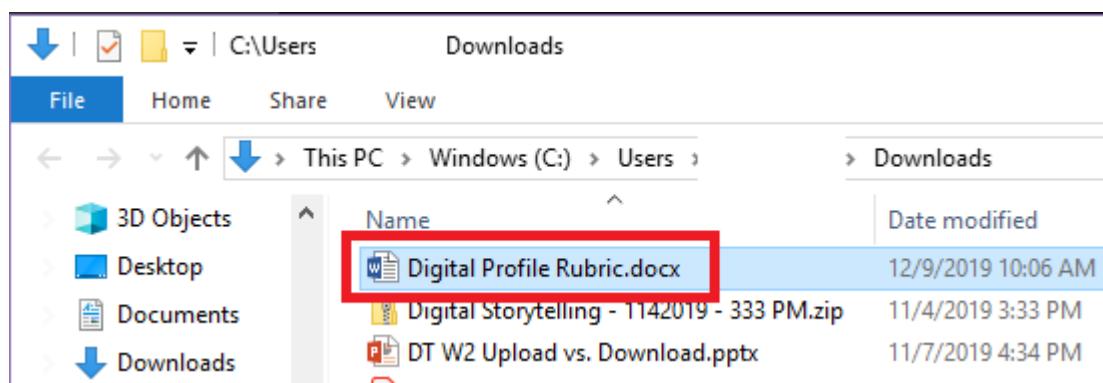


The screenshot shows a rubric for a digital profile. The rubric has five columns representing different levels of achievement. Below the rubric, there are navigation buttons (back, forward, search, etc.), a page number (2 / 3), and download/print/print as text buttons. The 'Download' button is highlighted with a red box.

2. In the upper right corner of the browser's taskbar, click the download symbol to open the file. Or click the File symbol to save the desired file to the personal device.



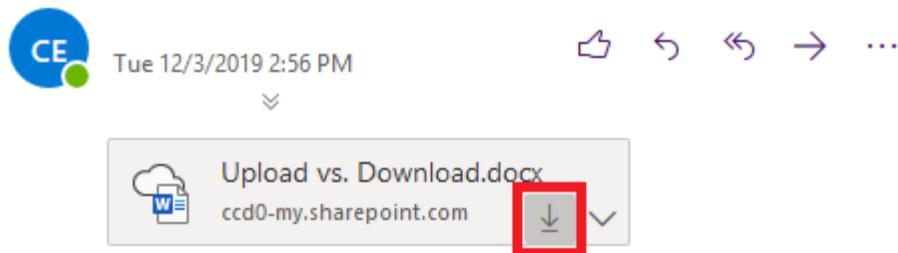
3. The downloaded file will appear in the File Explorer.



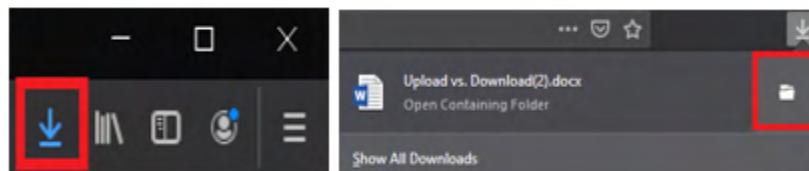
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Download from Email

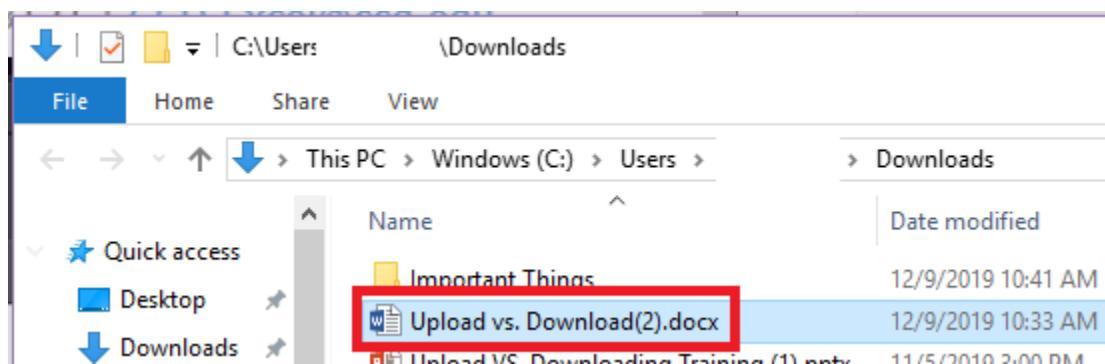
1. Select the desired email message with an attachment from the inbox. Then, click the download symbol located at the bottom right of the attachment.



2. In the upper right corner of the browser's taskbar, click the Download icon to open the file. Or click the File symbol to save the desired file to the personal device.



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



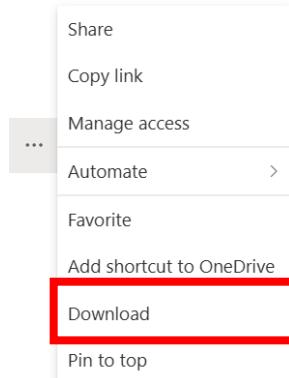
Download from Microsoft Office 365: One Drive

1. Click the three dots on the desired file.

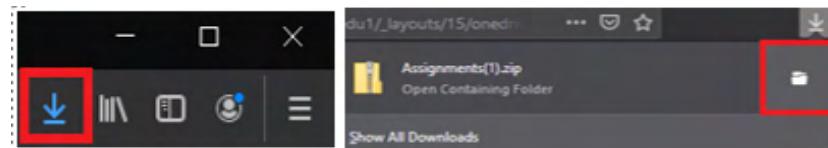


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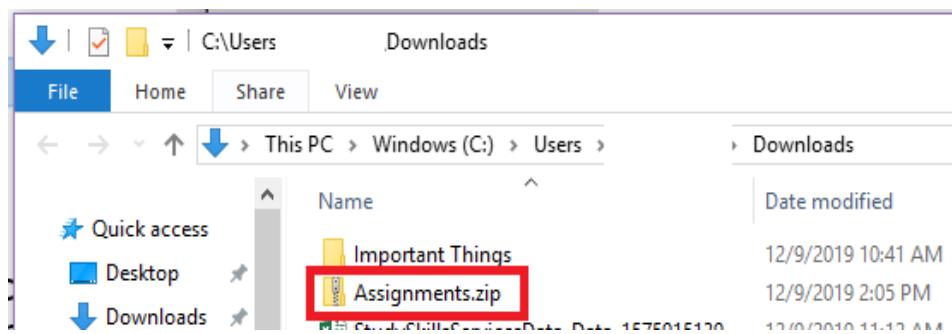
2. Select “Download” from the dropdown menu that appears.



4. In the upper right corner of the browser's taskbar, click the Download icon to open the file. Or click the File symbol to save the desired file to the personal device.



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



How-to Upload Files

Upload to D2L through the Assignments tab

1. Select the “Assignments” tab to view assignments that are due for the class.

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Assignments

[View History](#)

Assignment	Completion Status	Score
No Category		
Practice Assignment Folder 	Not Submitted	- / -

2. Click on the Assignments name. In this example it is titled “Practice Assignment Folder”.

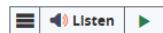
Assignment	Completion Status
No Category	
Practice Assignment Folder 	Not Submitted

3. To upload your assignment, you must first click on “Add a File”.

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Assignments > Practice Assignment Folder

Practice Assignment Folder (1)



[▼ Hide Assignment Information](#)

Instructions

Please submit any files into this practice assignment folder. This is not a graded assignment - it is just for practice.

Note that *only* your instructor can see the assignments you submit in your real course(s).

Submit Assignment

Files to submit *

(0) file(s) to submit

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

[Add a File](#)

[Record Audio](#)

[Record Video](#)

Comments



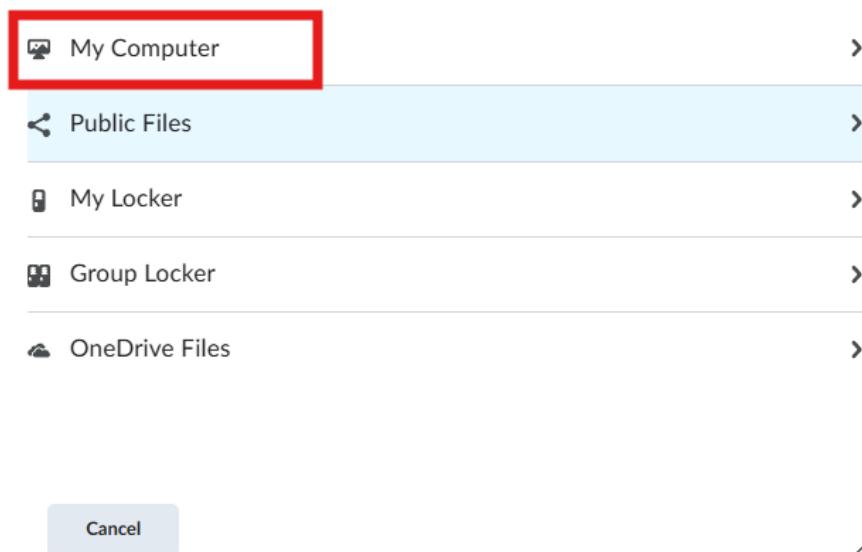
[Submit](#)

[Cancel](#)

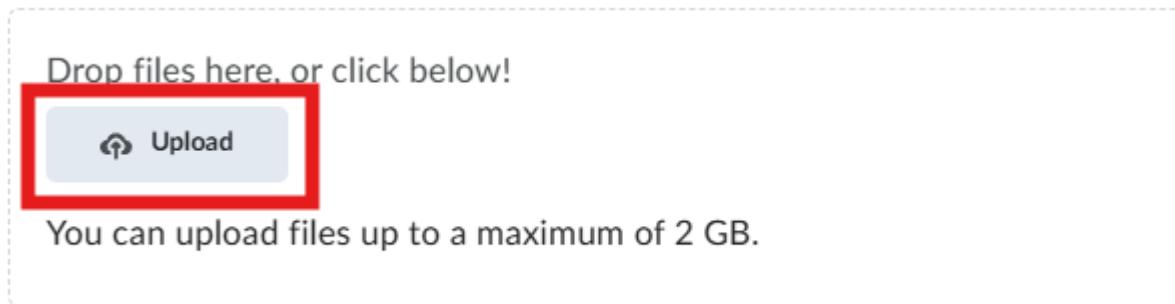
4. In the dialog box, “Add a File -” Click on the desired storage location. For example, “My Computer”.

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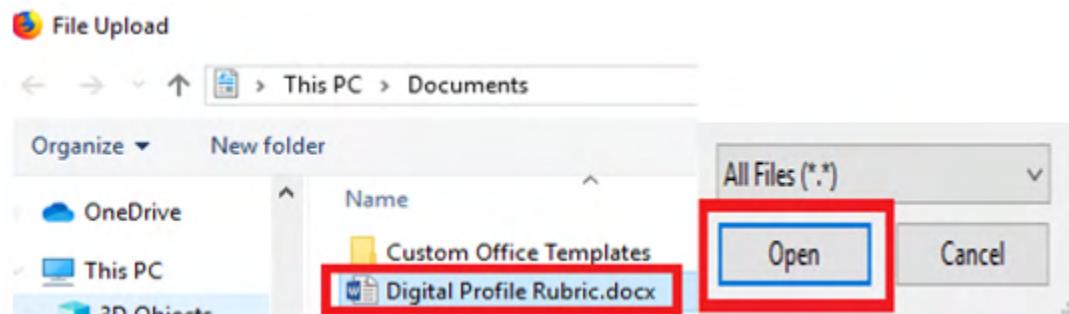
Add a File - Learn D2L - CCD Student Support - Colorado Community College System



5. Click "Upload".

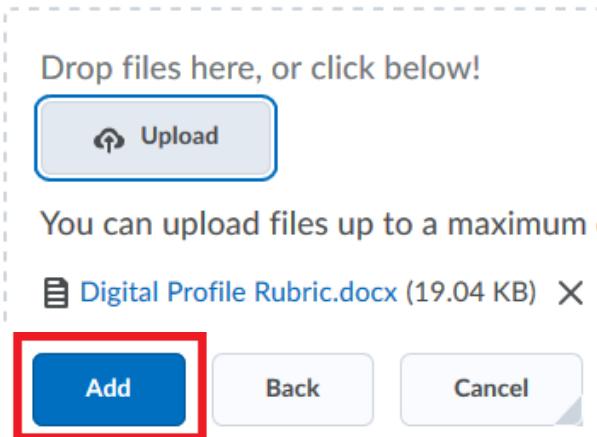


6. Select the file from the personal device's File Explorer and click "Open".



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7. Click “Add” in the bottom left corner of the dialog box.



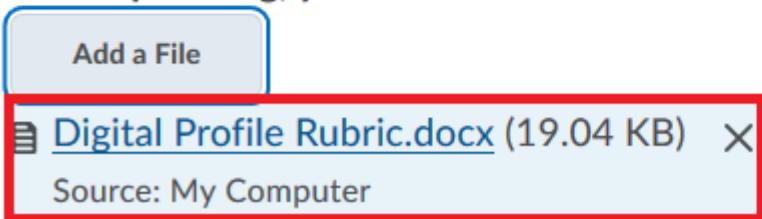
8. The uploaded file will appear under “After uploading, you must click Submit to complete the submission.”

Submit Assignment

Files to submit *

(1) file(s) to submit

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



9. Click “Submit”.



Upload to D2L through an Assignment located in Content

1. Click on an assignment located within Content.

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Practice Assignment Folder

Assignment

Please submit any files into this practice assignment folder. This is not a graded assignment - it is just for practice.

Note that *only* your instructor can see the assignments you submit in your real course(s).

Quizzes  Updated ✓

 Web Page

2. Click on “Upload”.

Practice Assignment Folder

Instructions

Please submit any files into this practice assignment folder. This is not a graded assignment - it is just for practice.

Note that *only* your instructor can see the assignments you submit in your real course(s).

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

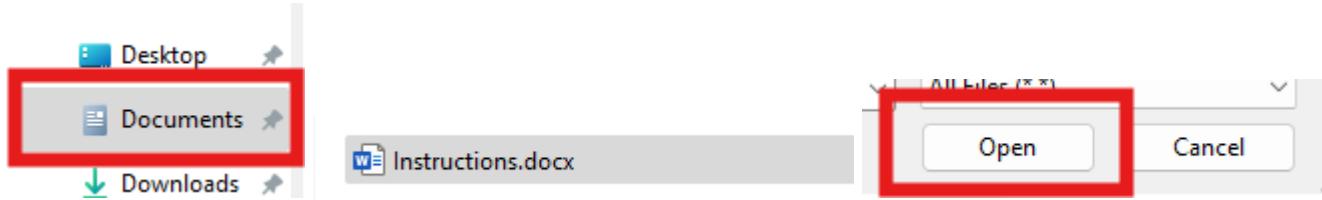
 Upload Record Choose Existing

You can upload files up to a maximum of 2 GB.

Comments

Paragraph              Lato (Recommend)  19px            <img alt="

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4. The uploaded file will appear under “You can upload files up to a maximum of 2 GB.”.

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

 Upload  Record  Choose Existing

You can upload files up to a maximum of 2 GB.

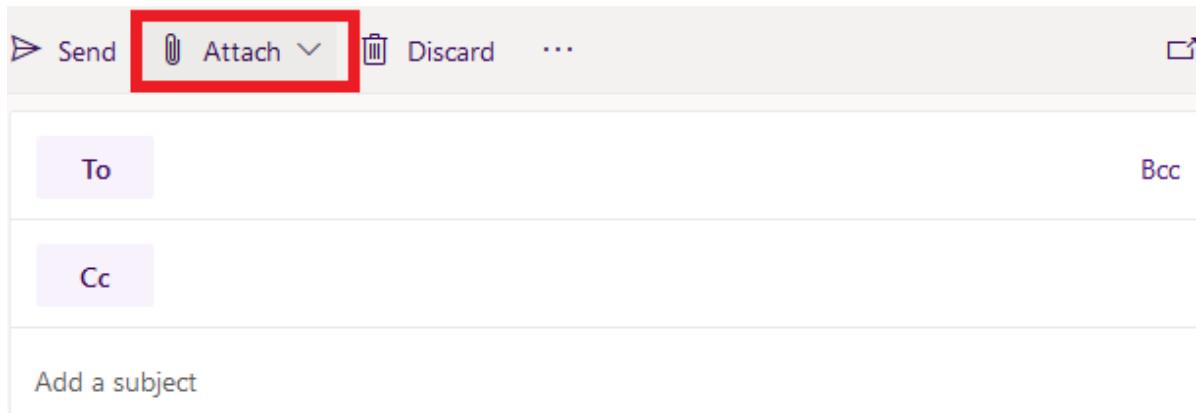
 [Instructions.docx \(88.89 KB\)](#) 

5. Click “Submit”.



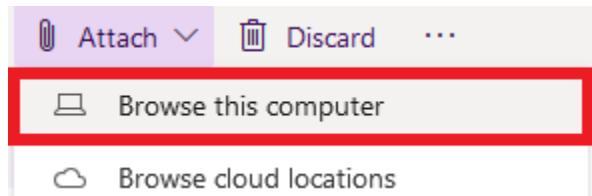
Upload a file attachment to an Email

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

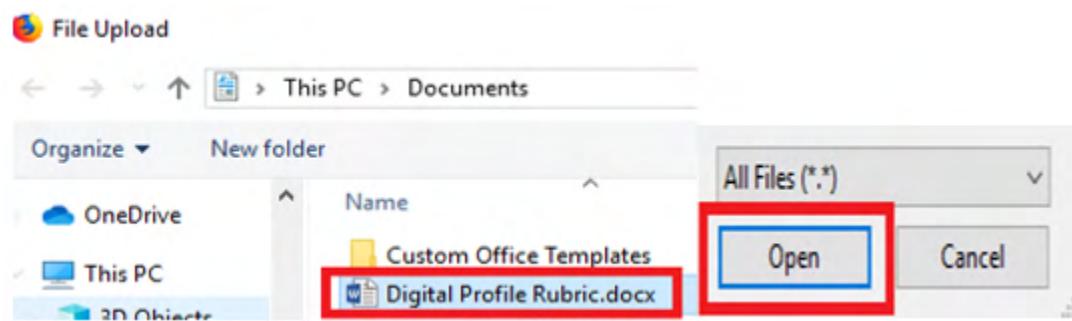


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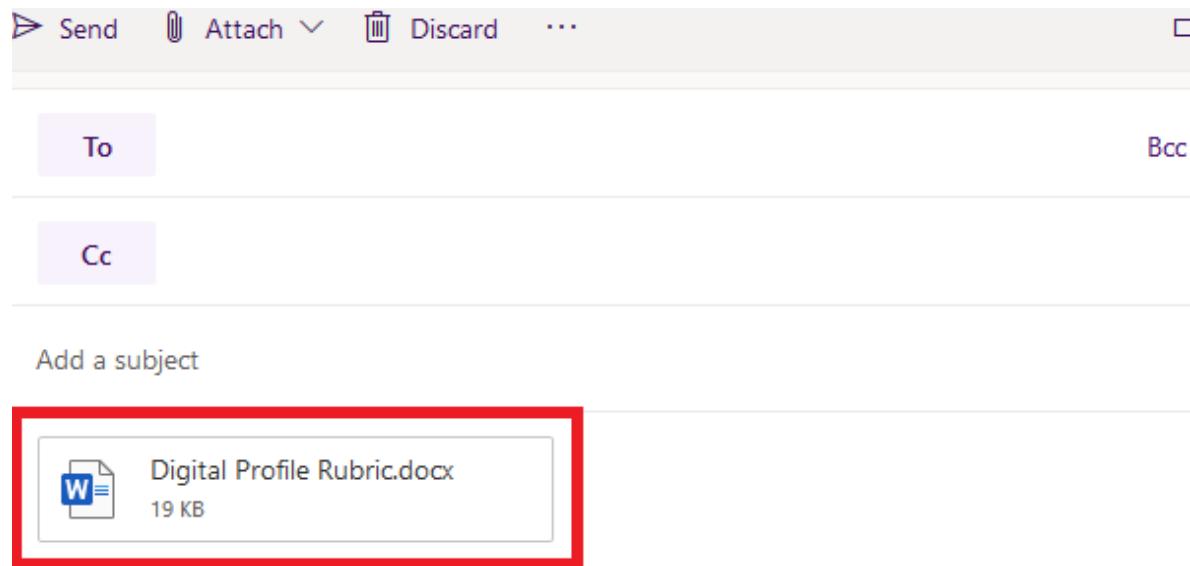
2. Click on the storage location where the file is saved. For example, “Browse this computer”.



3. Select the file from the personal device’s File Explorer and click “Open”.



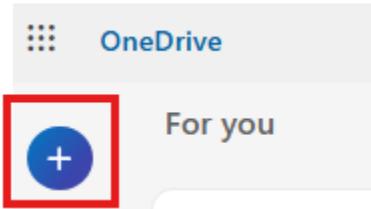
4. The uploaded file will appear under the subject line of the email.



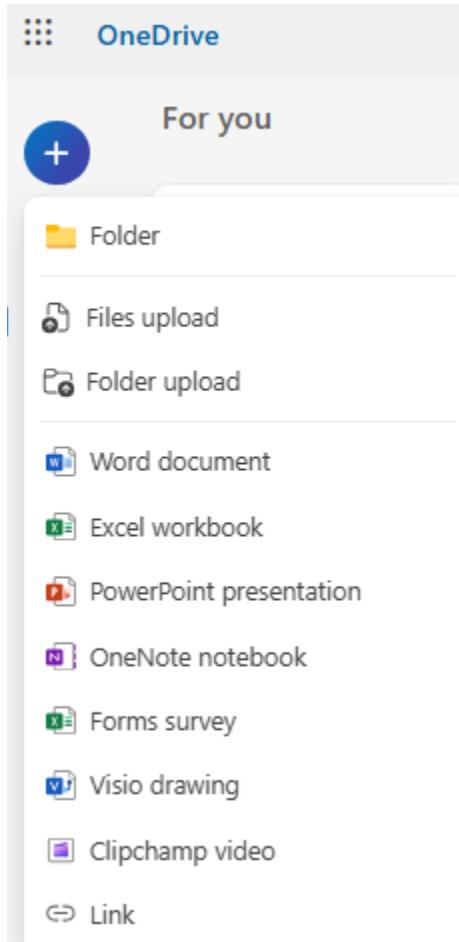
Upload to Microsoft Office 365

1. Select the blue circle with a plus inside.

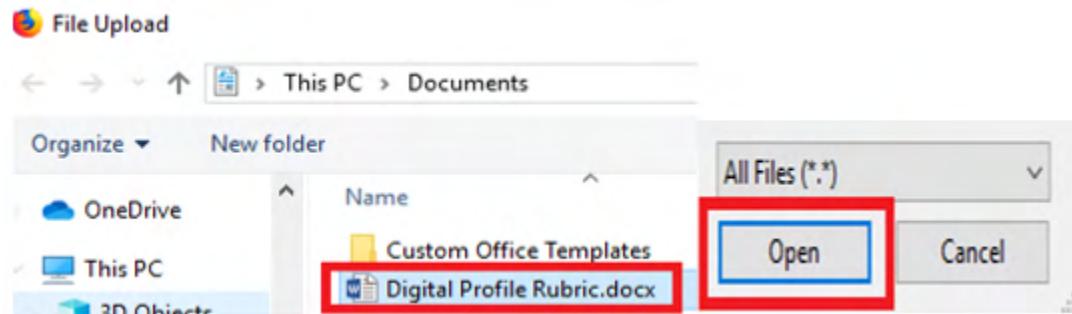
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2. Click files upload or your preferred file format.

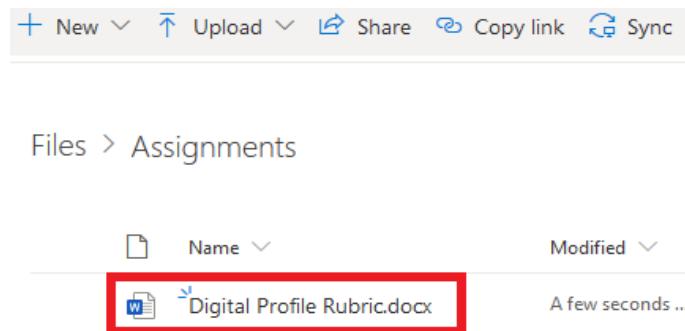


3. Select the file from the personal device's File Explorer and click "Open".



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



A screenshot of a cloud-based file storage interface, likely OneDrive. The top navigation bar includes 'New', 'Upload', 'Share', 'Copy link', and 'Sync' buttons. Below the navigation is a breadcrumb trail 'Files > Assignments'. The main area displays a list of files with columns for 'Name' and 'Modified'. A file named 'Digital Profile Rubric.docx' is highlighted with a red box around its thumbnail and name.

Need more support?

- CCD recommends using Firefox for supporting 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 located in the [EXCEL! Zone](#) on the 4th floor of the Confluence Building.