

Submitting a Document/Powerpoint to a Discussion in Canvas

1 Open the Discussion

2 Review the instructions for the Capstone Project

3 Click the Reply button

4 The text editor for the discussion is open  
You can add text and documents in this space

5 Type text directly or paste text from a source (e.g. MS Word doc)

To add documents like a MSWord file or Powerpoint Presentation

6 Select the Documents icon on the tool bar

7 Click Upload File in the window that opens

9 Select your file on your computer

10 Click the Open button

11 Your file will show in the Upload File window

12 Click the Submit button

13 Your file is added to your discussion post

14 Click the Post Reply button

15 Your post is available for your classmates to review