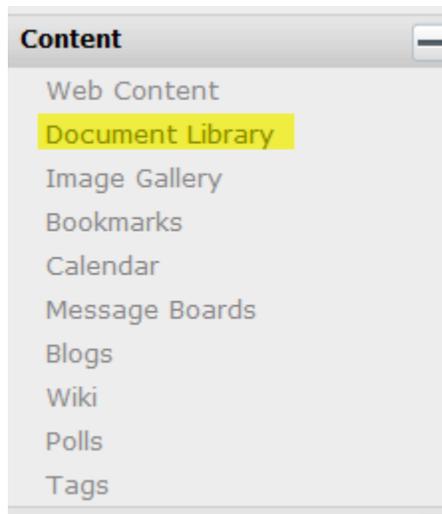


How to add documents using Document Library

Uploading your Document to the Server

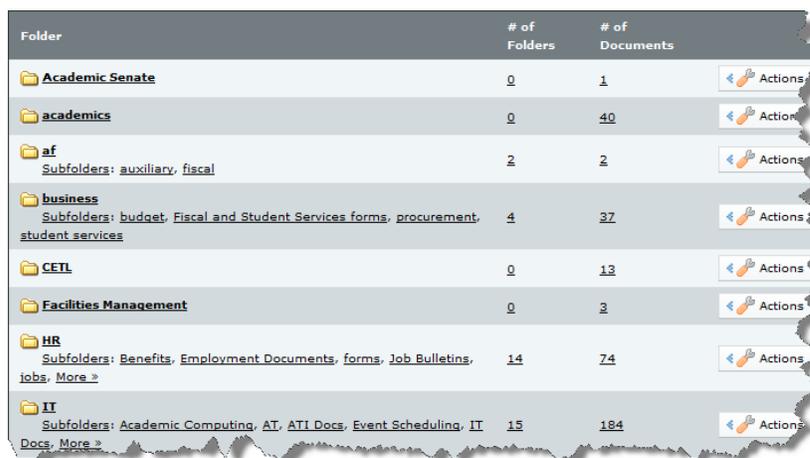
1. Login to www.csum.edu with your Cal Maritime Credentials
2. Select My Menu → Control Panel and select *Document Library* from the Control Panel Menu



You will then see the **Document Library** of the community you have permissions to edit. If you have access to content across multiple communities, you will have the option to select the appropriate community using the community drop-down arrow.



3. The **Document Library** contains folders that have been created to organize documents. Navigate to the folder in which you would like to save your file by clicking on it.

A screenshot of a document library interface showing a list of folders. The list has columns for 'Folder', '# of Folders', and '# of Documents'. Each folder entry includes a folder icon, the folder name, subfolders (if any), and an 'Actions' button with a left-pointing arrow.

Folder	# of Folders	# of Documents	Actions
Academic Senate	0	1	Actions
academics	0	40	Actions
af Subfolders: auxiliary, fiscal	2	2	Actions
business Subfolders: budget, Fiscal and Student Services forms, procurement, student services	4	37	Actions
CETL	0	13	Actions
Facilities Management	0	3	Actions
HR Subfolders: Benefits, Employment Documents, forms, Job Bulletins, jobs, More »	14	74	Actions
IT Subfolders: Academic Computing, AT, ATI Docs, Event Scheduling, IT Docs, More »	15	184	Actions

- The folder view will open and show all documents in that folder. To add a document, select the **Add Document** button.

Folder	# of Folders	# of Documents	Action
Showing 0 results.			
Documents			
Search	<input type="text"/>	Search this Folder	Add Document Add Shortcut
Name	Size	Downloads	Locked
CAC - November 2010 - Agenda and Minutes.pdf	102.4k	224	No
Actions			

- File-** Click the **Browse...** button to select your document from your computer
- Title-** This is the name that will show up in the folder
- Description-** The description is optional.
- Tags-** You can add a Tag or a short one to two word description of the file. You can search and organize by this tag later on.

[Folders](#) » [business](#) » [budget](#) » Add File Entry

Upload documents no larger than 20480k.

File [Browse...](#)

Title

Description

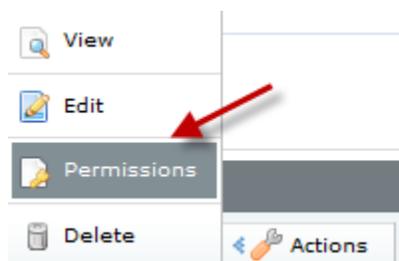
Tags [Add Tags](#) Or [Select Tags](#)

- When you are done, select **Save**. Your document will now appear in the document library and is now uploaded to the server. You can now link to it from any page on your website by using the Link button when editing your webpage. See the **Linking to files and Pages** document.

Creating Proper Permissions

If you want to make sure your document is viewable by everyone on the internet, you must set the view permissions of the file to **Guest**.

- Select the **Permissions** tab from the **Actions** button next to your file.



- In the table that appears, for the row labeled **Guest**, make sure the **View** column is checked. Select the **Submit** button when done.

Role	Add Discussion	Delete	Delete Discussion	Permissions	Update	Update Discussion	View
<u>Academic Senate Exec</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Admin</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Alumni</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ARC Admin</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ARC Member Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ASCMA Community Administrator</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Blue Company Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>CEAI ALL 2013 Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>CSUM Contributor</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Division 1 admin</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Division 1 Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Division 2 Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Division 3 Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Faculty</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Faculty User Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Gold Company Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Guest</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Housing Community Admin</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>IT role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Moodle Role</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

