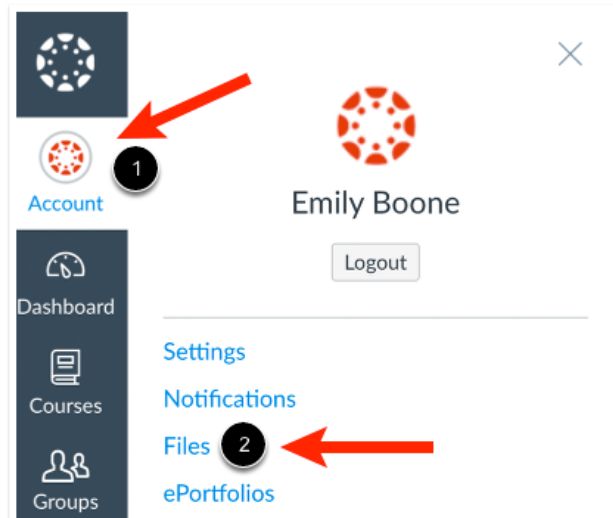


CREATE YOUR *STATS-CLASS* FOLDER IN CANVAS

You can upload documents and pictures to your personal storage area in Canvas. These files can be used for assignments, discussion replies, and conversation attachments. Additionally, items in your personal storage area can be embedded in Canvas using the Rich Content Editor. For example, you will be able to embed a .png file in your initial post to a discussion. But first you must create your personal storage folder for this class.

1) Log into Canvas.

In Global Navigation, click the **Account** link (1), then click the **Files** link (2).



2) Create a folder for this class.

- Click **+Folder** (1)
- Name the folder *Stats-Class* (2)
- Click check mark (3)

