

OIT Web Services | CommonSpot Help Guide

Guide to Documents: Uploading a Document

<http://www.ohio.edu>

Guide to Uploading a Document

An incorrectly uploaded document will not be accessible (visible) to anyone without logging in to CommonSpot. For example, if you have a successful link from an existing web page to a document in CommonSpot, that link will be broken if you do not follow these steps to upload a document.

The following instructions will help you to correctly upload a document into your CommonSpot page. If you have a need to publish non-public documents, please contact Web Services for assistance.

1. Log in to http://author.oit.ohio.edu/your_subsite/manage

·The **Manage : Manage** page will appear, as shown next.

2. Click the semi-transparent pencil icon in the upper right-hand corner of the page to reveal a menu.

·The icon is barely visible (left picture, below) until the mouse is hovered over it (as in the right picture, below.)

3. From the revealed menu, choose **View Page in CommonSpot**.

4. Click **New** in the CommonSpot toolbar to reveal the menu shown below:

5. Click **Uploaded Document** (circled in illustration above).

·The **Upload New Document** window will open, as shown below.

6. Click the **parent** of the "manage" subsite. (In many cases the parent is selected by default. In the illustration above, the parent of the "manage" subsite is "academics".)

7. Click **Upload Single Document** (circled above) at the bottom left of the window.

·The **Upload New Document** window will appear, as shown below.

8. In the **Upload New Document** window:

A. Click the **Browse** button and search for your file on your computer.

B. Provide a **title** that will help you recall the document later.

C. Provide additional details about the document in the **Description** field. This is recommended, but optional.

D. Choose a **category** to ease searching for the document later.

E. You may choose to schedule the **availability** of the document using the **publication date** and **expiration date** fields.

F. Click **Save** at the bottom right of the window and wait while the document upload process completes.

· The document is now uploaded to the CommonSpot server.

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