

Using the Resources Tool

In your site go to the Resources tab. There click Actions to see the menu of your choices.

Click upload files to send files to Sakai.

Next you can drag files to the gray area or click “click here to browse” and a window will appear and you can choose a file to send to Sakai.

Hit Continue and the file will be added.

Another option is to add a weblink. In the actions tab hit “add web link” and a new window will appear.

Next put in the URL address or website address and then insert the name of the link which can be whatever you want. Then click Add web link now.