

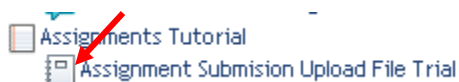
Student Moodle How To's: How to Upload a File for an Assignment

- 1) Prepare the file to meet your assignment requirements. For example, you may have had to draft a rubric for marking. You would likely do this in Word. Our example will assume that you have already created the file you will upload into Moodle.

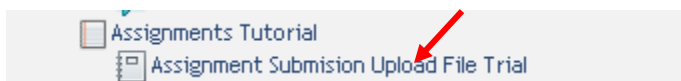
Note: Files to upload must be smaller than 100MB

- 2) Know where the file is saved—it could be in your Desktop, “My Documents” on a Flash/Thumb drive, or in your U: drive. You need to have an idea where the file is located. Login to Moodle & your course. Go to the section of the course where your assignment is.

Note: Assignments have this icon .



- 3) Click on the assignment name. In this case it was “Assignment Submission Upload File Trial”.



- 4) This brings you to the page that explains the assignment & the page where you will upload the file. Click on the “Browse” button near the bottom.

EDUC @ VIU ► EDTE431_F10 ► Assignments ► Assignment Submission Upload File Trial

Create a Word doc explaining what I should know about you. Can be brief, point form of one page or less. (Grammar & spelling not an issue with this assignment.) Upload the file here to demonstrate that you can upload a file as an assignment submission.

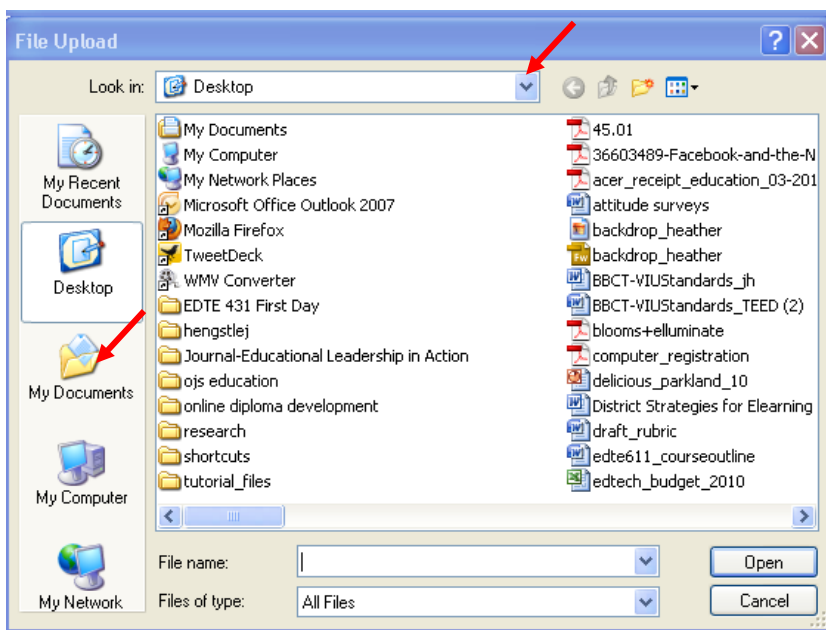
Available from: Tuesday, 7 September 2010, 02:40 PM
Due date: Friday, 24 September 2010, 02:40 AM

Submission

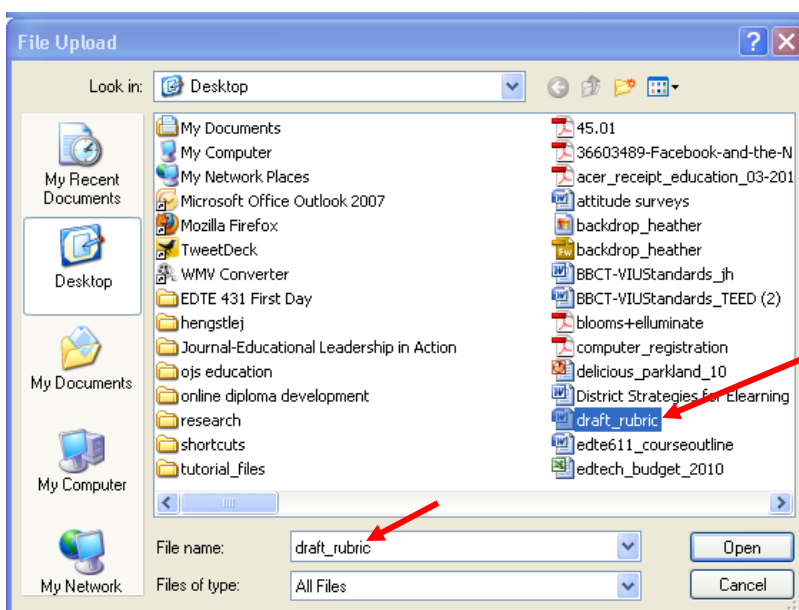
No files submitted yet

Upload a file (Max size: 100MB)

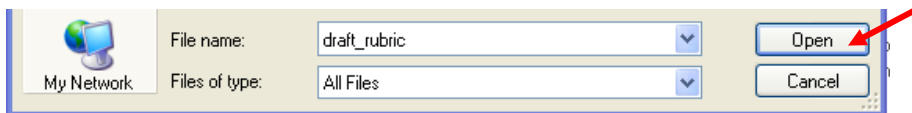
- 5) This will open up a window showing files from your computer. In our case the files are on the Desktop. This is why you need to know where you saved your assignment file. You may have to click on “My Documents” on the left, or the drop down list to the right of the “Look in: Desktop” area to navigate to another folder where your assignment is stored.



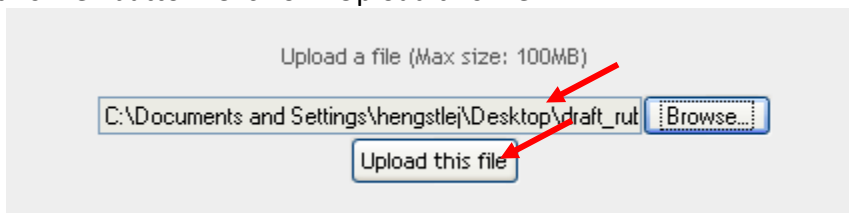
- 6) Click once on the file you would like to upload. For our example, “draft_rubric”—the assignment to upload—is on the Desktop. When you click on it, the name of the file will appear in the “File name:” area at the bottom of the File Upload window.



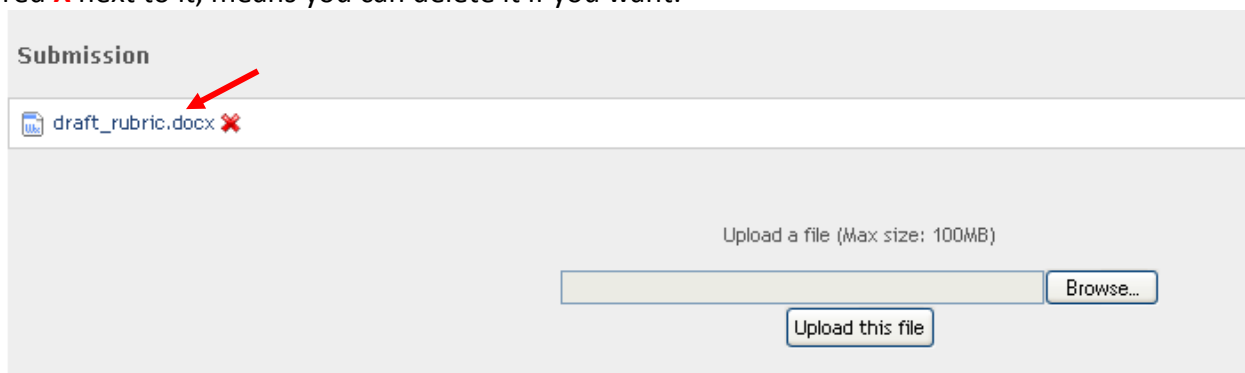
7) Click the “Open” button at the bottom of the File Upload window.



8) Now you return to the Moodle window. Your file information will appear above the “Upload this file” button. Click on “Upload this file”.



9) Your file should now appear in the next window under the heading “Submission”. The red X next to it, means you can delete it if you want.



Congratulations, you have uploaded your assignment file.