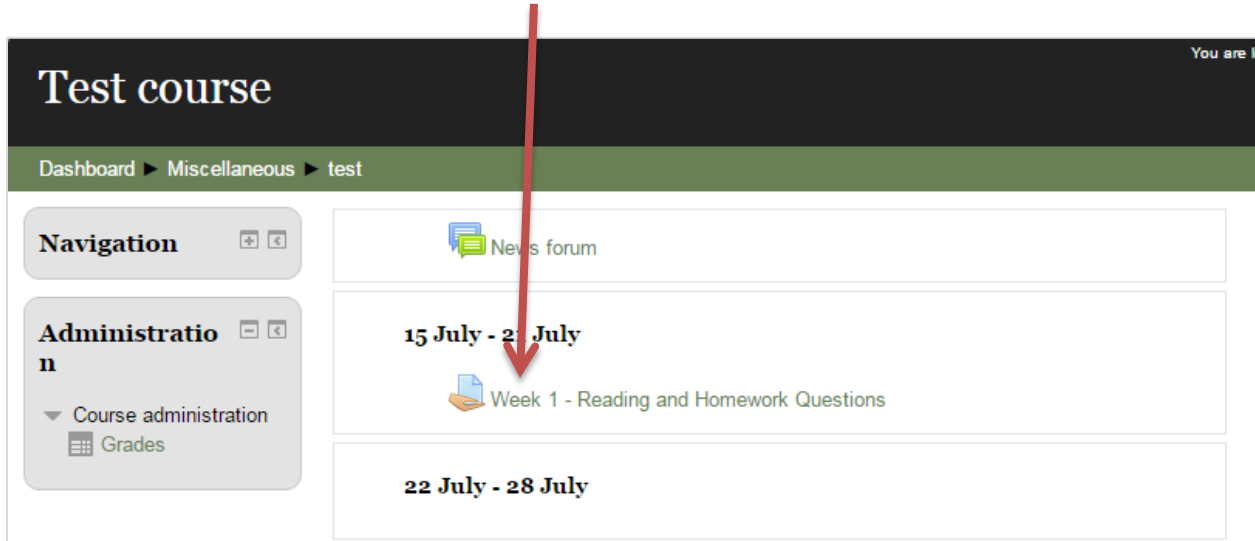


## How to Upload a File

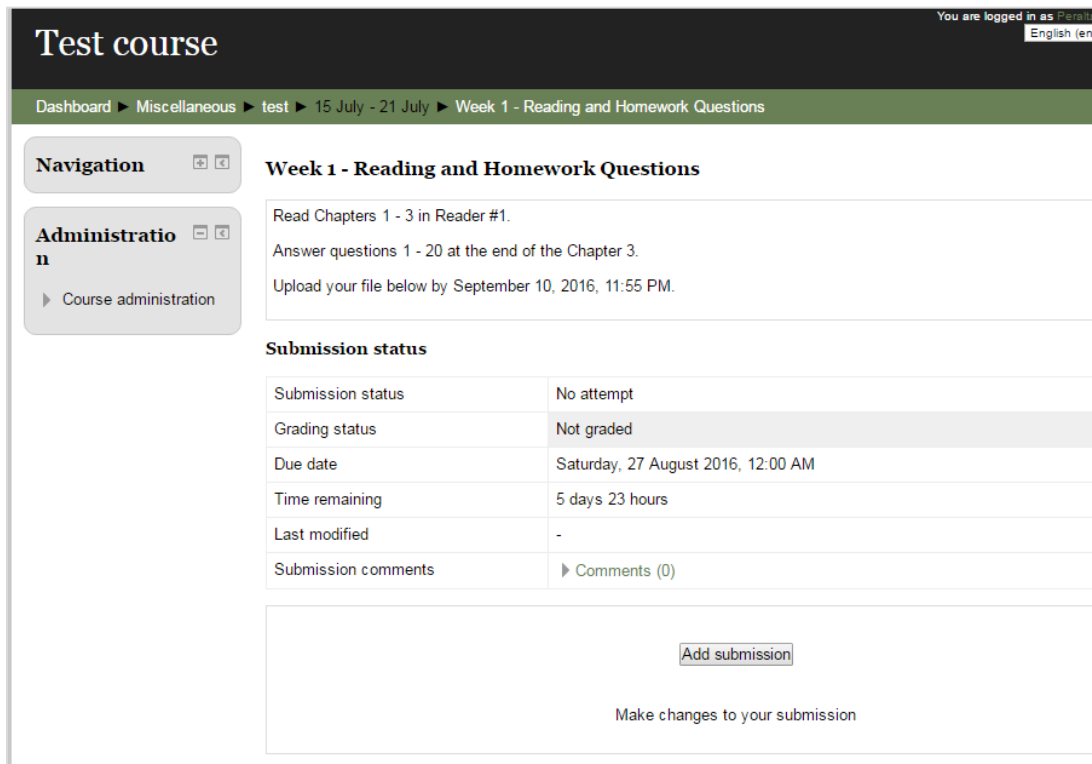
Example Assignment named “Week 1 – Reading and Questions Homework”

1. Click on the assignment named “Week 1 – Reading and Questions Homework”.



The screenshot shows a Moodle course page titled "Test course". The breadcrumb trail is "Dashboard > Miscellaneous > test". On the left, there are navigation and administrative menus. The main content area shows a "News forum" and a calendar for "15 July - 21 July" with the assignment "Week 1 - Reading and Homework Questions" highlighted. Below it is a calendar for "22 July - 28 July". A red arrow points to the assignment name.

2. Follow the teacher’s directions and note the due date. Prepare your homework on a file which can have the following file formats: doc, docx, pdf, rtf, xls, xlsx. If your teacher allows image files, they can be png, jpg or jpeg, and gif, but try to optimize or compress your image files, with recommended sizes no more than 640 px wide.

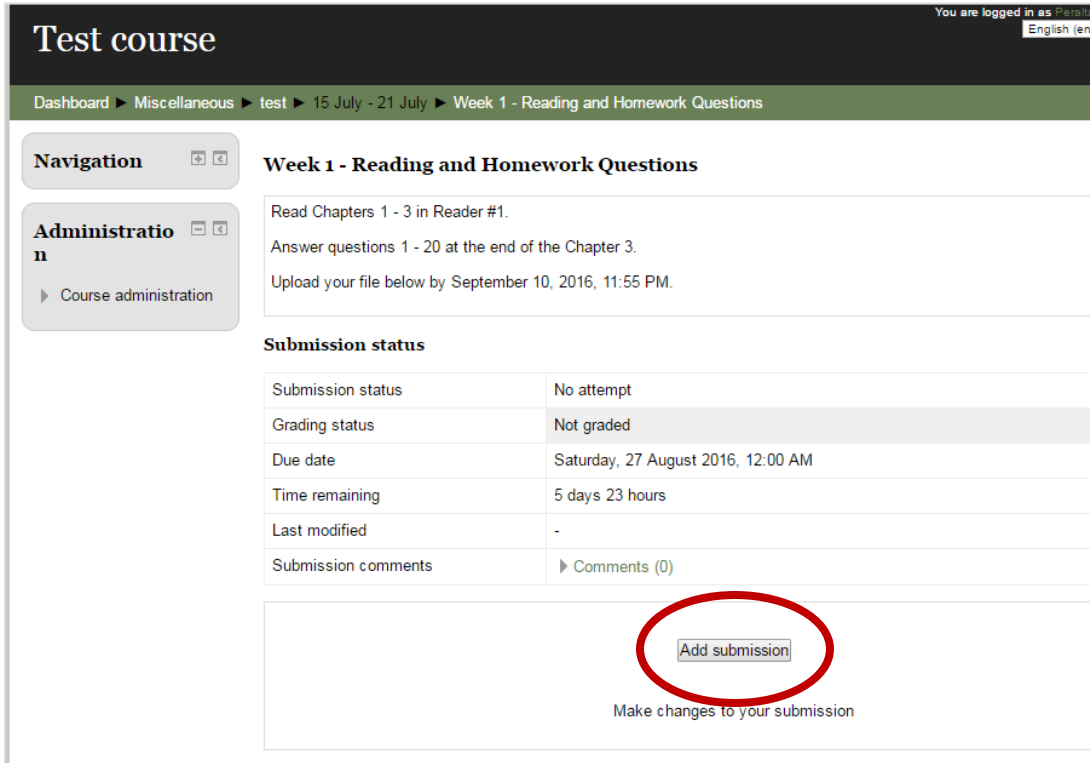


The screenshot shows the assignment page for "Week 1 - Reading and Homework Questions". The breadcrumb trail is "Dashboard > Miscellaneous > test > 15 July - 21 July > Week 1 - Reading and Homework Questions". The page contains instructions: "Read Chapters 1 - 3 in Reader #1.", "Answer questions 1 - 20 at the end of the Chapter 3.", and "Upload your file below by September 10, 2016, 11:55 PM.". Below the instructions is a "Submission status" table.

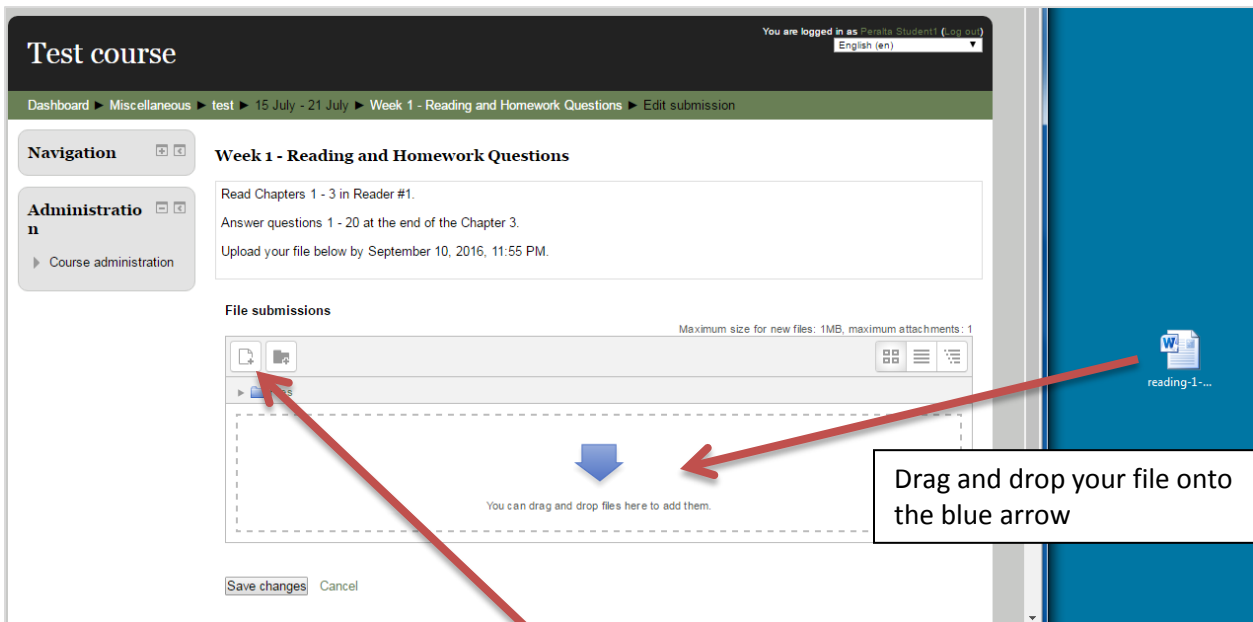
Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Saturday, 27 August 2016, 12:00 AM
Time remaining	5 days 23 hours
Last modified	-
Submission comments	▶ Comments (0)

At the bottom of the page, there is an "Add submission" button and a link "Make changes to your submission".

3. To upload the file, click the “Add submission” button:



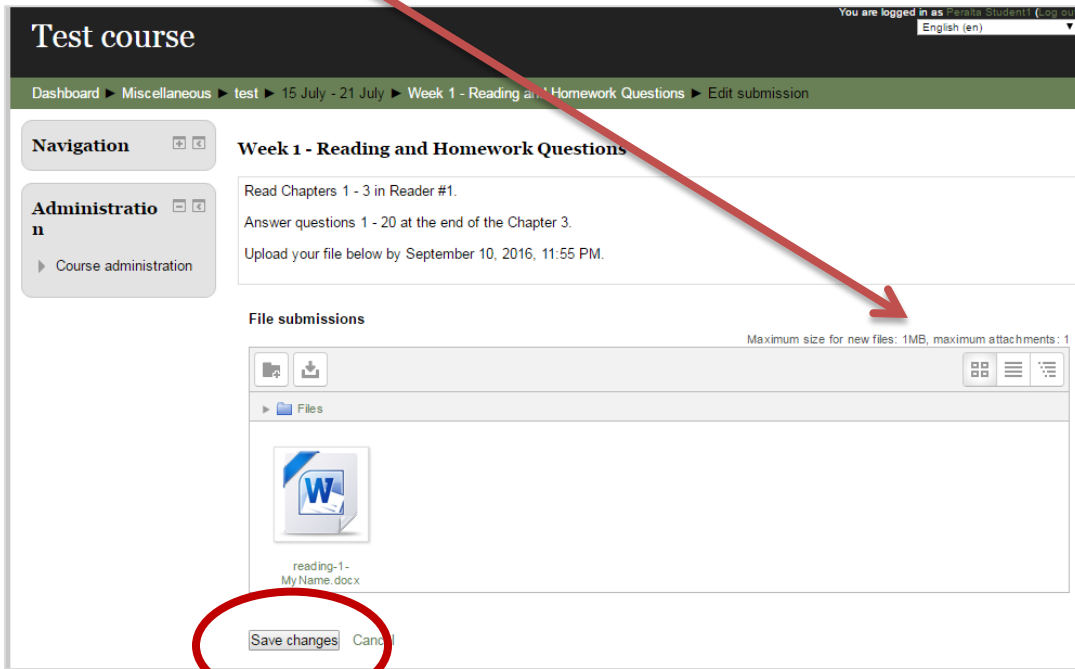
4. Drag and drop your file from your desktop into the box with the large blue arrow.



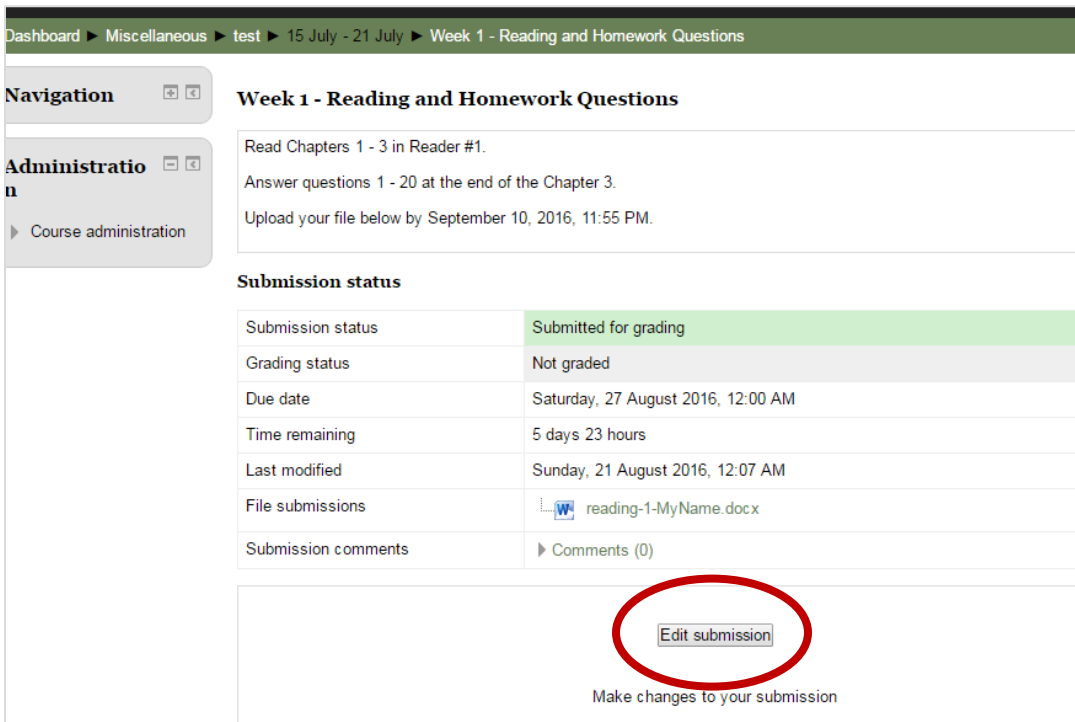
If you cannot drag the file, then use the manual upload icon.

5. Save changes.

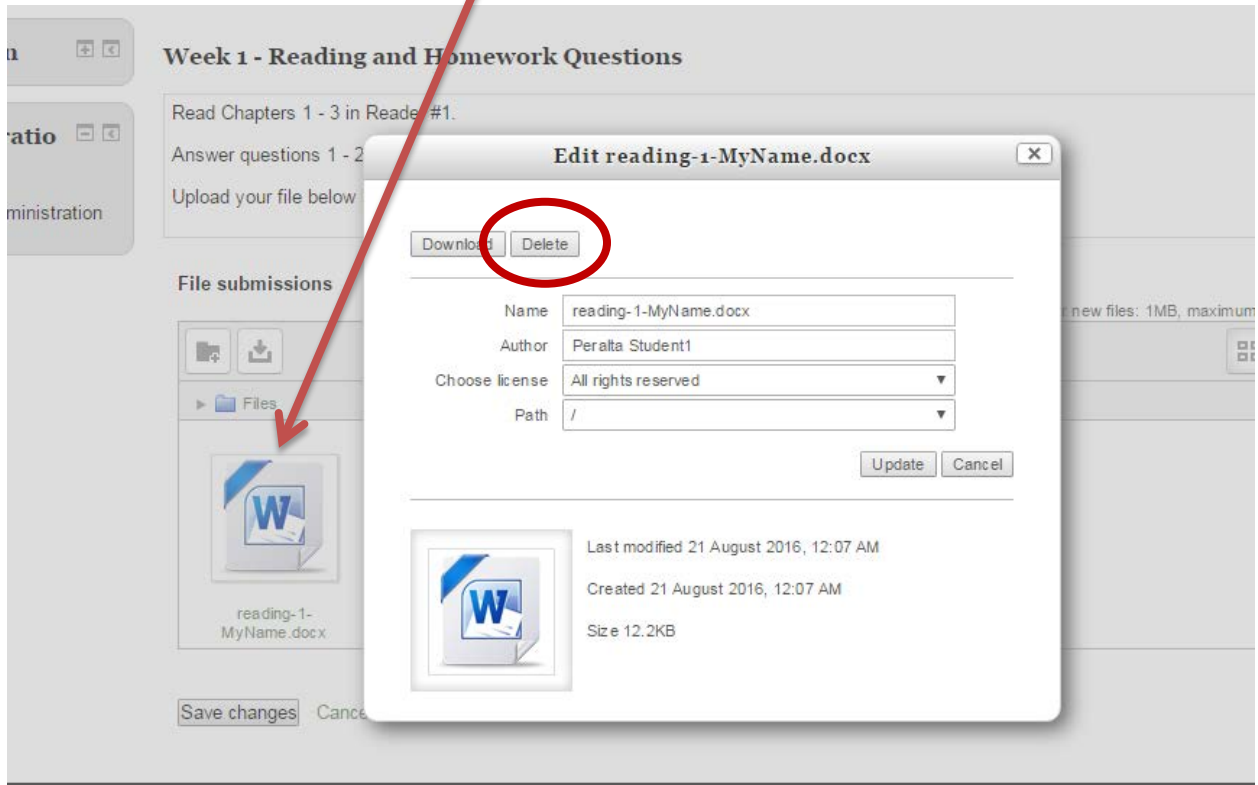
(Sometimes a teacher may allow more than one file to be uploaded for an assignment. The upload box will indicate the maximum file size and number files allowed.)



6. If the assignment is set to allow re-submission, the button on the assignment page will read "Edit submission" so click that.



7. Delete the existing, old file by clicking on it – you get a popup screen with a “Delete” button. So delete the file and Update. You will go back to the submission screen and Save changes.



(update 8/21/2016)