Your e-Paper

Trust me, it's easy! We're not building a rocket here. Really!

One of the more frequent Moodle activities you'll be performing in many of your courses is upload-ing papers you write throughout the session. While uploading a file is not a dif-ficult thing to do, it can be something of a mystery if you've never done it before. But it's really easy, and here's how to do it...

Step 1.

Open your assignment by clicking on the assign-ment's icon or description:

📋 Paper #3
Restricted: 'Available from May 1, 2012 to June 8, 2012.'

A new page will open with brief instructions for the assignment, dates assignment is avail-able, and the date the assignment is due.

Submit a two-page paper on why yo implies or does not imply the existenc

Available from: Tuesday, May 29, 2012, 10:10 AM

Due date: Friday, June 8, 2012, 10:10 AM

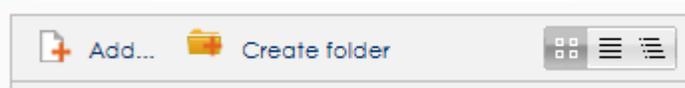## Locate and Select...

Step 2.

Find located at bottom left of the page an upload button labeled "Add Submission"—

Add submission

This will bring up the next screen, which is where you will click a link to take you to the file picker on the next screen.

Step 3.

This is the **File submissions** block, where you will click on "Add" on the left.

➕ Add...   📁 Create folder

Clicking on the "Add" will take you to the the File Picker, with its Browse button for selecting a file on your computer to upload.

Attachment: Browse...

Save as:

Author: David Tipton

The Browse window opens on the Docu-ments folder, but you are able to browse to any area of your computer, like a USB drive.

Upload and Send!

Step 4.

When you locate the file you want, highlight it and click on Open (or simply double-click on the file name). The file and its path will then fill the Attachment box.

Attachment: C:\Tipton\Joule 2 Backu   Browse...

Save as:

Author: David Tipton

Choose license: All rights reserved   ▼

You're almost finished. But there are two last things you must do or you will lose all your work. Once the file name is in the box, **click the button under the File Picker to upload the file** to the server. Finally, on the next screen, click **Save Changes**.

Summary of Steps

- Click "Add Submission," then "Add," then the "Browse" button to have Win-dows open a file location box.
- Select folder file is in—usually Docu-ments (or Computer if on a jump drive)
- Double click file to load it automatically into the Attachment box.
- Use "Save as" box if you want to name the file link different from the file name.
- Click "Upload this file," then on the next screen "Save changes."

Need Some Help?

Help Is Always Close at Hand!

Need an introduction to the layout and navigation in Moodle? Or how-to info on uploading a paper or posting to a forum? Can't find your class listed on the Portal? Or maybe your login isn't working?

No Problem! Here are contact points:

For a video **introduction to Moodle layout and navigation point your browser to—**

http://tinyurl.com/seemoodle

Or go to Quick Links on the library web site and click on "Welcome to Moodle."

Help for problems with Moodle, the portal, password resetting, using email, and Web Advisor—

Visit the Help Desk Site:
www.spalding.edu/itsupport
Or call:
1-866-604-5605 (on campus x2398)

060512

Yee-Hahh!.. I think I've got it *lassoed*!

MOOO—dle.

A Help Guide
Created by the
Moodle Conversion Team

HELP! 502-585-9911, ext. 2398

SPALDING UNIVERSITY

UPLOAD

Head 'em up, Move 'em out!

A quick guide for using the File Picker in Moodle for uploading papers and other materials.