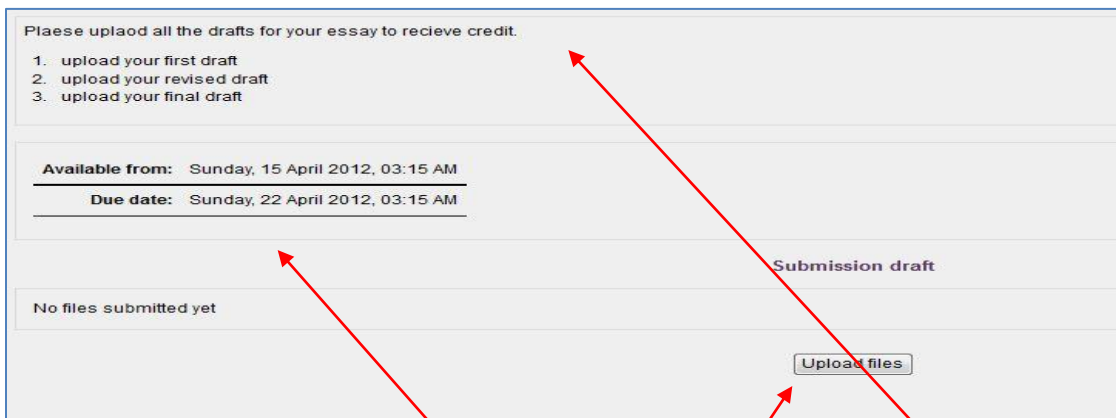


Assignment: Advanced Uploading of Files

**What is a Advanced Uploading of Files assignment**

A Advanced Uploading of Files assignment consist of uploading several files from your computer to MOODLE. These files you will upload to MOODLE should contain the work for the assignment. For example: first draft, revised draft and final draft. These files are created using a word processing program on a computer and saved to the computer itself or to a USB Drive, or a CD/DVD. *(To make uploading easier write down the files names and the saved location)*



**Date assignment is available and closes....**

**Upload Files..**

**...Assignment instructions**

**How to do a Advanced Uploading of Files assignment**

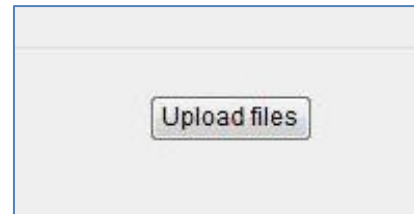
1. Select ASSIGNMENT under ACTIVITIES block.
2. The page will redirect to the Assignment Index Page
3. Under NAME click on an assignment that is a Advanced Uploading of Files type.



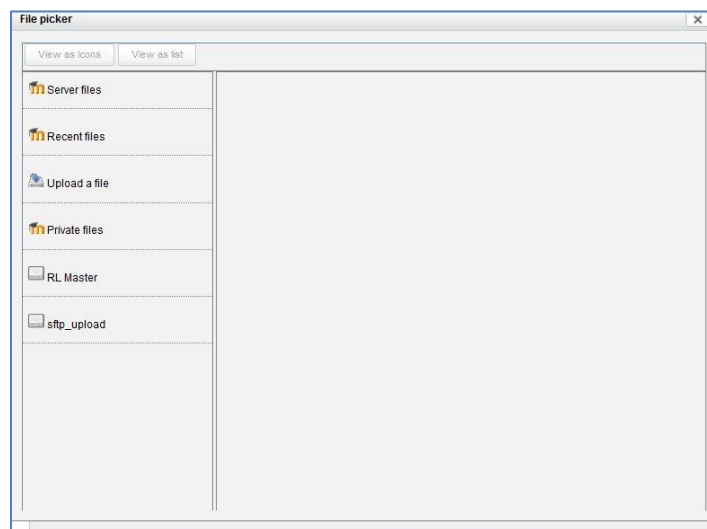
Topic	Name	Assignment type	Due date	Submitted	Grade
Topic 1	Museum Visit	Offline activity	Sunday, 22 April 2012, 03:05 AM		-
	Textbook Questions	Online text	Sunday, 22 April 2012, 03:10 AM		-
	Chapter Mian Points	Upload a single file	Sunday, 22 April 2012, 03:10 AM		-
	Essay Drafts	Advanced uploading of files	Sunday, 22 April 2012, 03:15 AM		-

Assignment: Advanced Uploading of Files

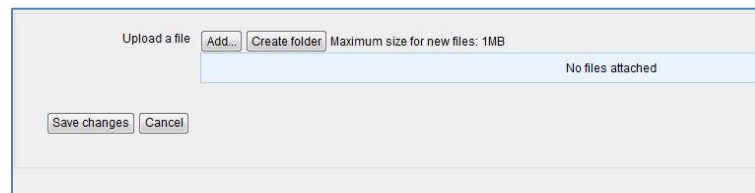
4. The page will redirect to the assignment. Read and follow assignment instructions.
5. To submit your assignment click **UPLOAD FILES**.



6. The File Picker will appear. click on **UPLOAD A FILE**.

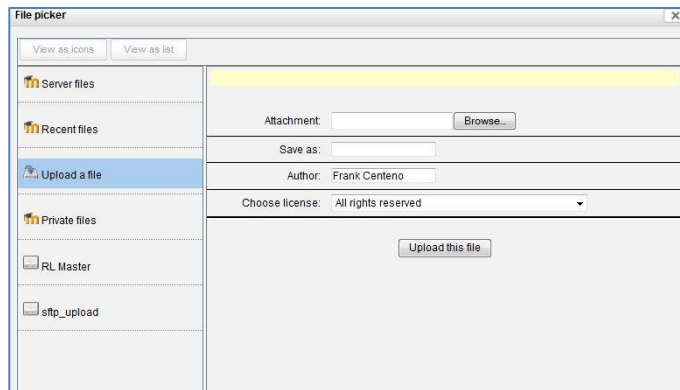


7. Click on **ADD** or **CREATE A FOLDER** to find assignment files.

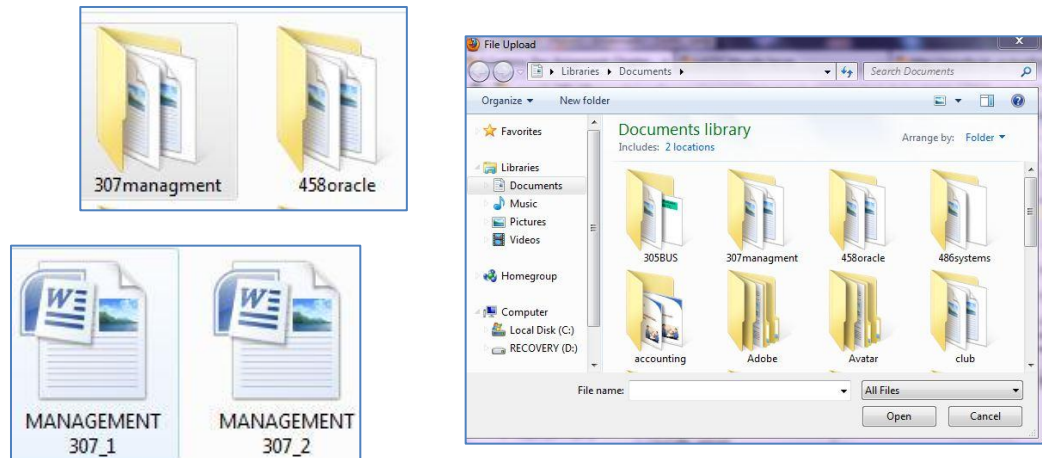


Assignment: Advanced Uploading of Files

8. If **ADD** was the choice to find assignment files, this step will be repeated for all assignment file to be uploaded for this assignment. Click on **BROWSE** to search for an assignment file

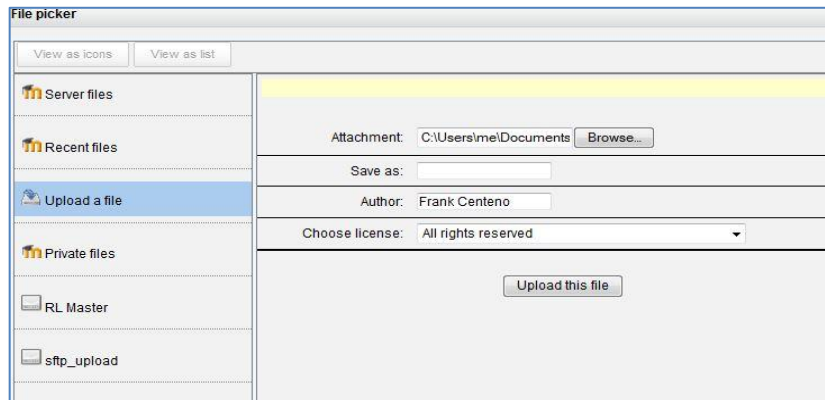


9. The File Upload window will appear. Click on the folder where the files are saved. Click on the file name to select file. Click **OPEN** to continue to upload file. (*Repeat this step for all files to be uploaded*).



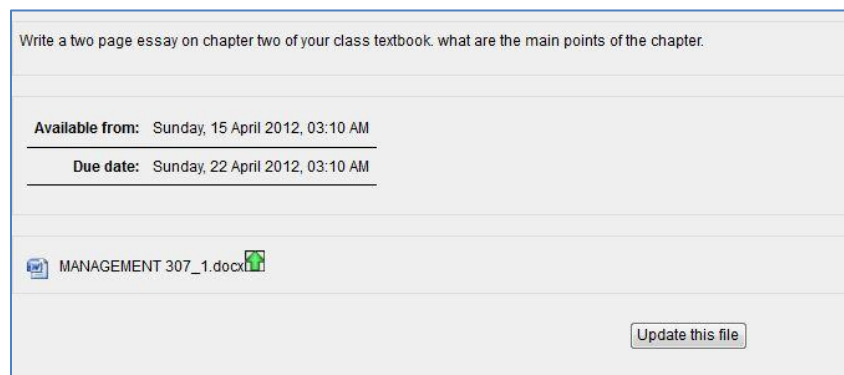
Assignment: Advanced Uploading of Files

10. The File Picker will re-appear displaying the selected file's name. To finish upload click on **UPLOAD THIS FILE**. (*Repeat this step for all files to be uploaded*).



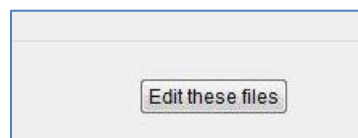
The screenshot shows the Moodle File Picker interface. On the left, there is a sidebar with navigation options: "Server files", "Recent files", "Upload a file" (highlighted in blue), "Private files", "RL Master", and "sftp\_upload". The main area contains a form with the following fields: "Attachment:" with the value "C:\Users\me\Documents" and a "Browse..." button; "Save as:" with an empty text box; "Author:" with the value "Frank Centeno"; and "Choose license:" with a dropdown menu set to "All rights reserved". At the bottom of the form is a button labeled "Upload this file".

11. The assignment page will re-appear displaying the file selected. (*Repeat this step for all files to be uploaded*).



The screenshot shows the Moodle assignment page. At the top, there is a text box containing the assignment question: "Write a two page essay on chapter two of your class textbook. what are the main points of the chapter." Below this, there are two lines of text: "Available from: Sunday, 15 April 2012, 03:10 AM" and "Due date: Sunday, 22 April 2012, 03:10 AM". Below the due date, there is a file icon and the text "MANAGEMENT 307\_1.docx". At the bottom right of the page is a button labeled "Update this file".

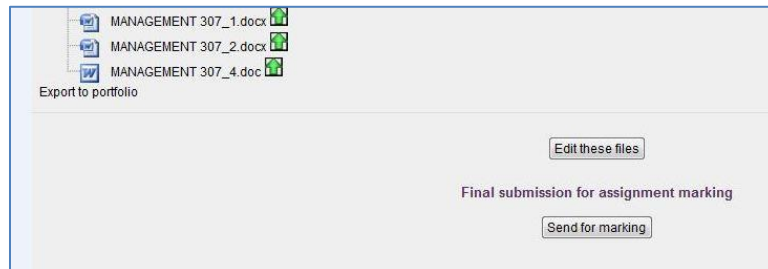
12. To continue uploading files click on **EDIT THESE FILES**. The page will redirect to the File Picker. (*Repeat this step for all files to be uploaded*).



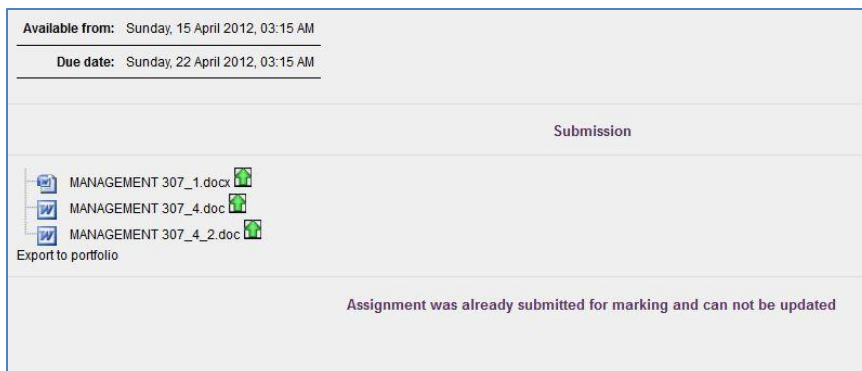
The screenshot shows a single button labeled "Edit these files" centered on a light gray background.

Assignment: Advanced Uploading of Files

13. Assignment page displaying all files uploaded. To submit files for grading click on **SEND FOR MARKING**.



14. Assignment page displaying all files uploaded and submitted for grading. **EDIT THESE FILES** feature is no longer available.



--END--