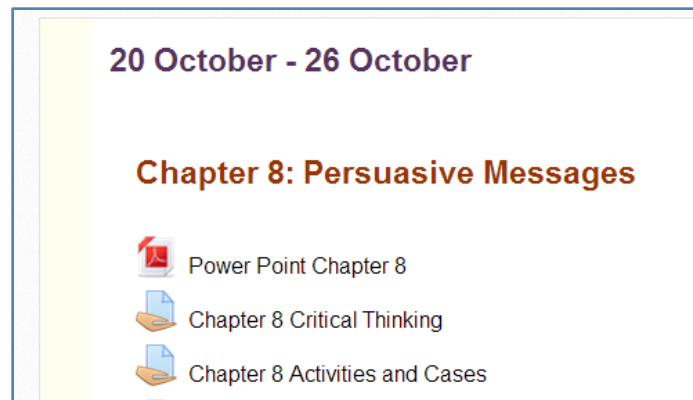


How to Upload an Assignment File

- 1.- Go to Moodle.lattc.edu and Login.
- 2.- The go to your course and click on the assignment you are trying to upload.



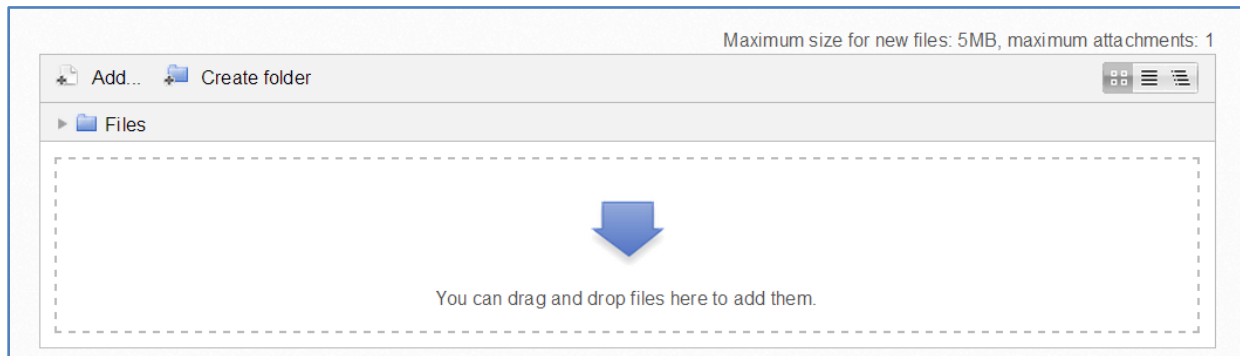
- 3.- Make sure you have the file saved in a place where you can find it easily. (Desktop, My Documents, A Flash Drive, etc.)
- 4.- Once in the assignment area you will see your assignment instructions and the **Submission Status** area.

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Tuesday, 29 October 2013, 4:30 PM
Time remaining	5 days 8 hours

[Add submission](#)

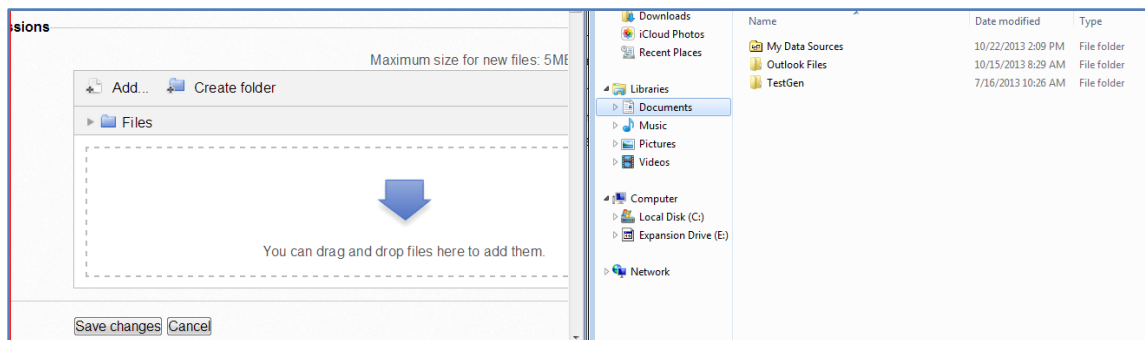
- 5.- Click on the **Add submission** button.

6.- You will get a different area that looks like this.



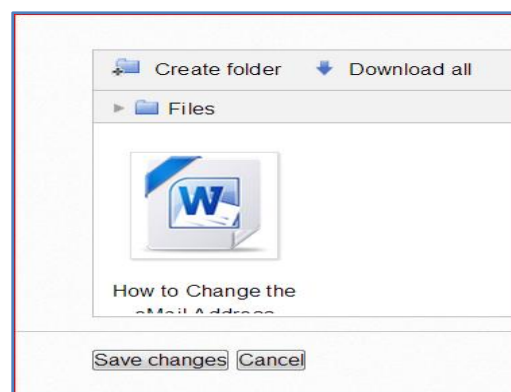
7.- From here you can either choose to **drag and drop** your file or to do it the old fashioned way and use the **file picker**. If you want to do the drag and drop **go to step 8** but if you want to use the file picker **go to step 11**

8.- **Drag and Drop** Instructions: First re-size this window so you can see this window and the area where your file is stores.

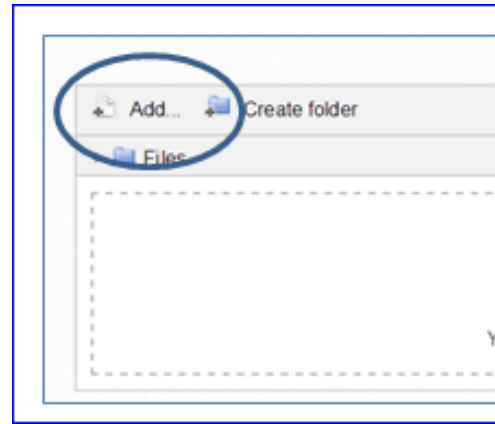


9.- Then click on the file you are submitting and drag it to the **Drag and Drop box**.

10.- Once you drop your file on the drop box, you should be able to see your file inside the box.



11.- **File Picker** Instructions: First click on the **Add button** and go to the next window.



12.- On the next window, please select the **Upload a File** option. You will see other instructions and a **Browse button**.

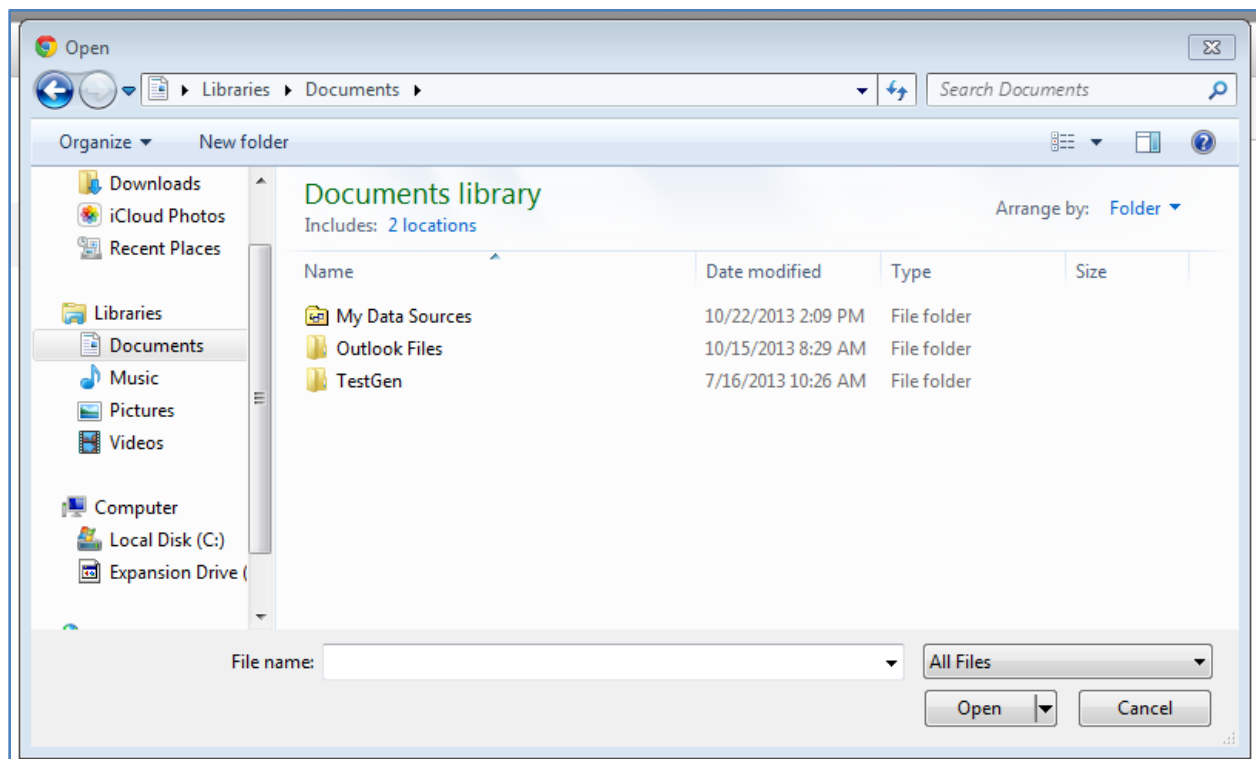
Attachment: No file chosen

Save as:

Author:

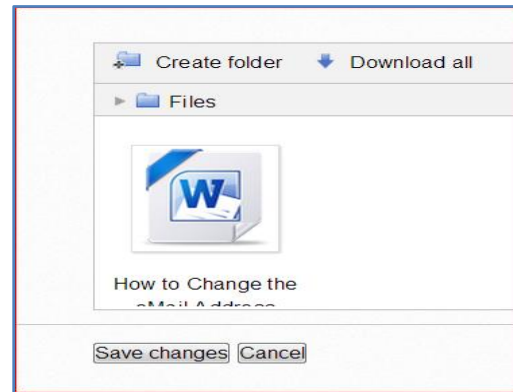
Choose license:

13.- Then look for your file, select it, and click **Open**.

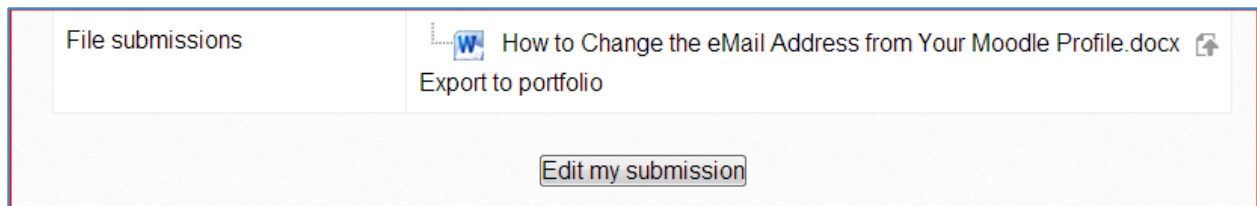


* This assignment is my own work, except where I have acknowledged the use of the works of other people.

14.- You should be able to see your file in this area. Before you click on the Save and display button, make sure you check off the box where you agree that you are submitting your work and not someone else's. You can now click on **Save Changes**.



15.- Once you click Save Changes you will see the next screen which will show you that your file has been submitted.



DONE!!