

DOWNLOADING Files to your Home from Moodle

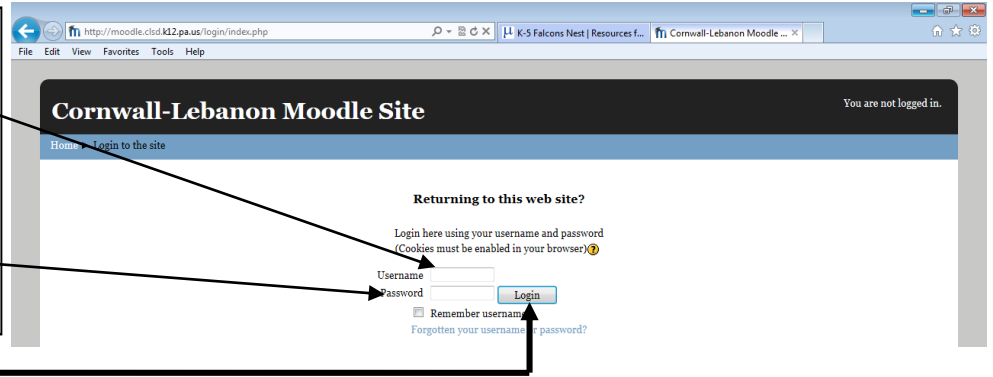
Internet Explorer Only

1. Log into Moodle

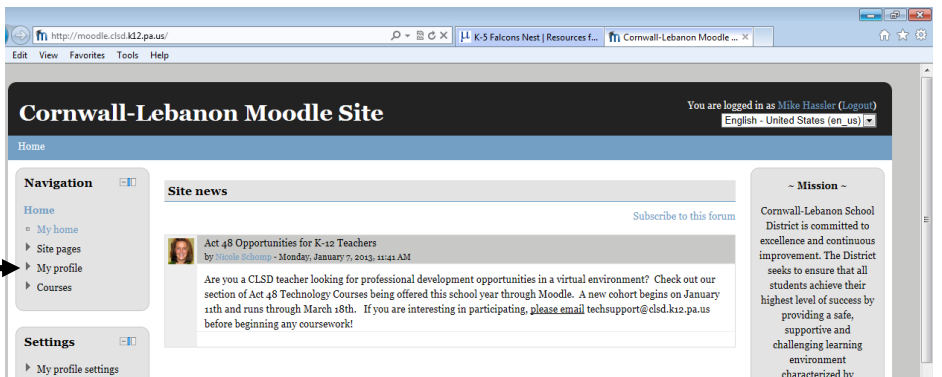
Username: (Same as the Lab)
Example: CL24SobolM

Password
PIN

Click **Login** button



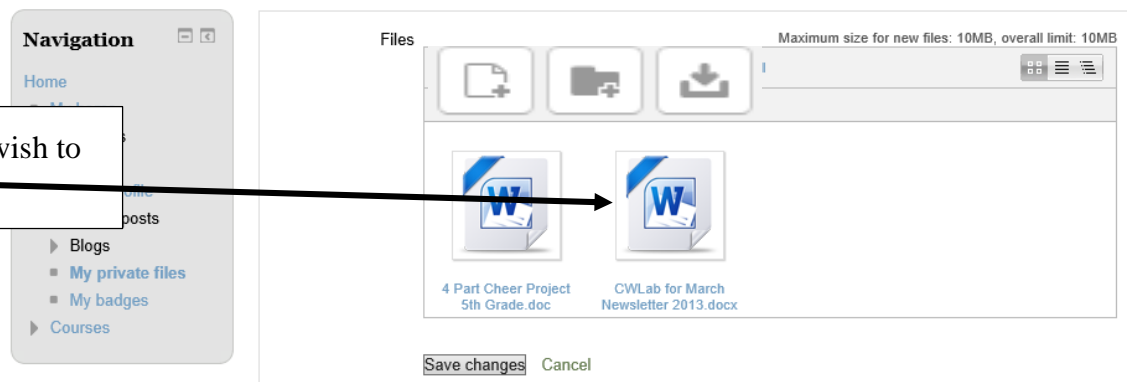
2. Click My Profile



3. Click My private files



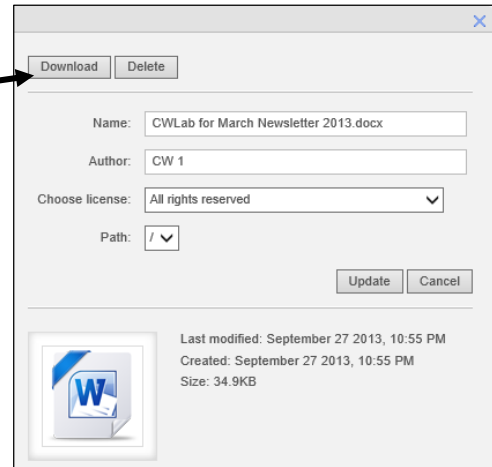
4. Click the file you wish to download.



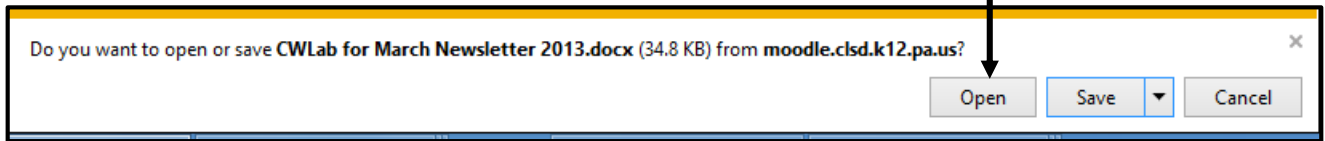
DOWNLOADING Files to your Home from Moodle

Internet Explorer Only

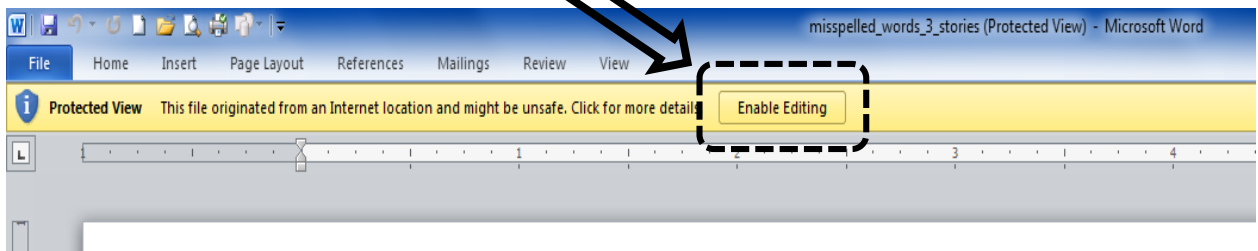
5. Click **download** button.



6. Click **Open** Button at the **bottom** of the browser.

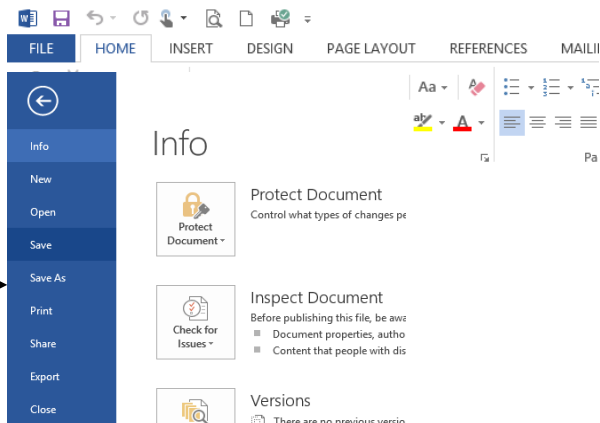


NOTE: When opening an Microsoft file from Moodle, you may receive the message below. To add content or edit the file, you must click on the “Enable Editing” button on the yellow bar below.



7. To change the name of the file....

Click the **File Ribbon**, then **Save As**.



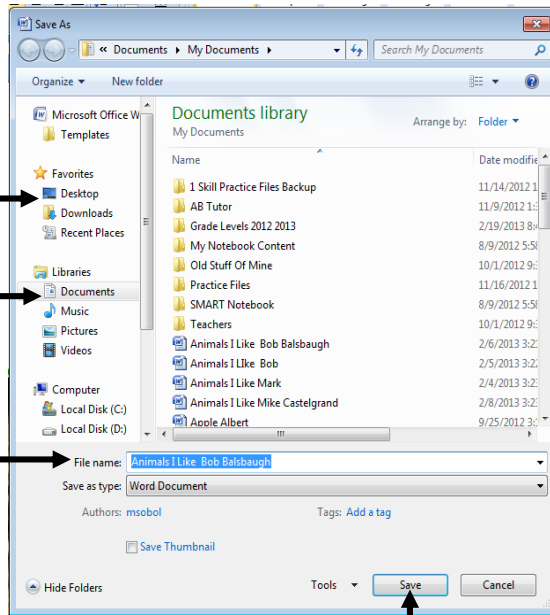
DOWNLOADING Files to your Home from Moodle

Internet Explorer Only

8. Choose either the **Desktop** or **Documents** folder as the place to save the file.

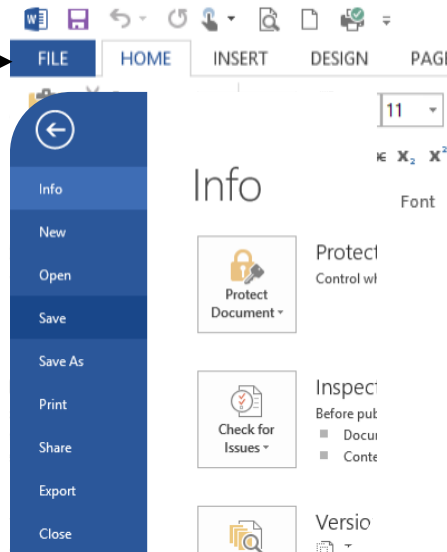
10. Name the file.

11. Click the **Save** button.



12. Edit the file as you wish.

Periodically click the **File Ribbon** then **Save** to save your changes.



Congratulations!
You successfully **DOWNLOADED** a file
from Moodle!