

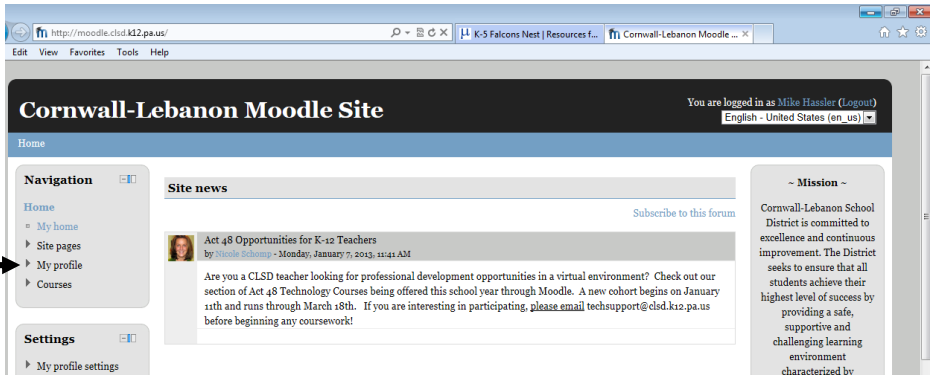
DOWNLOADING Files to your Home from Moodle

Internet Explorer Only

1. Log into Moodle
Username: (Same as in the Lab CL24SobolM)
Password
PIN
Click **Login** button



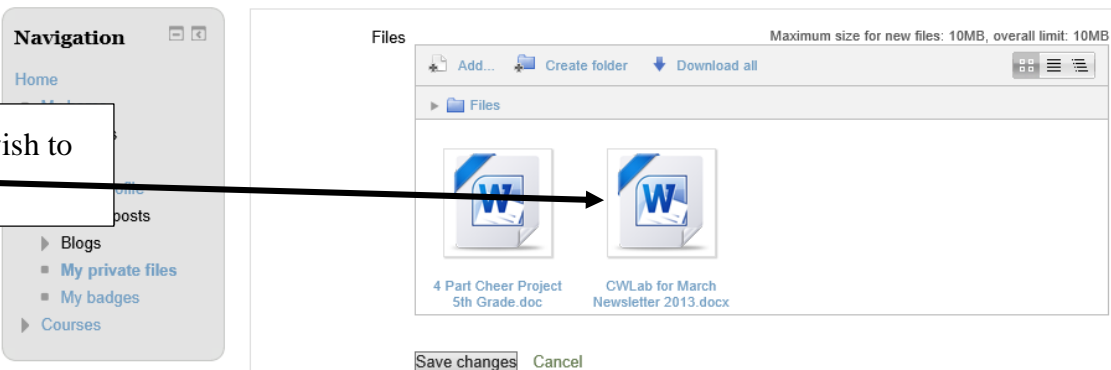
2. Click **My Profile**



3. Click **My private files**



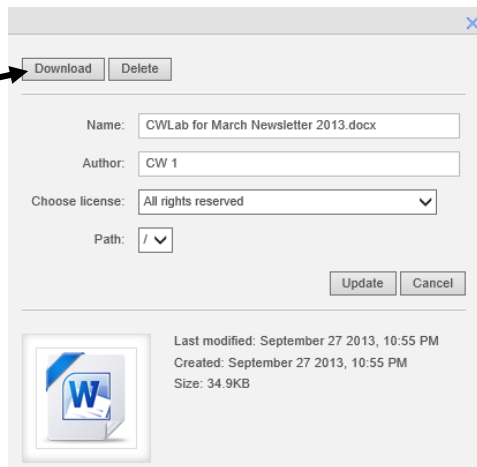
4. Click the **file** you wish to download.



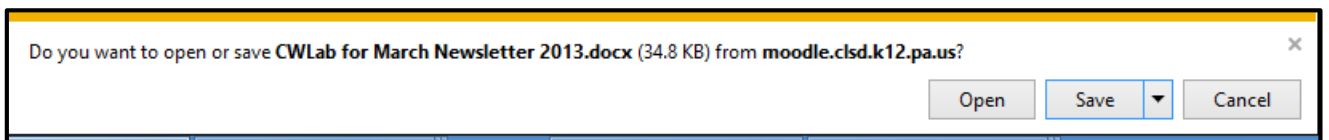
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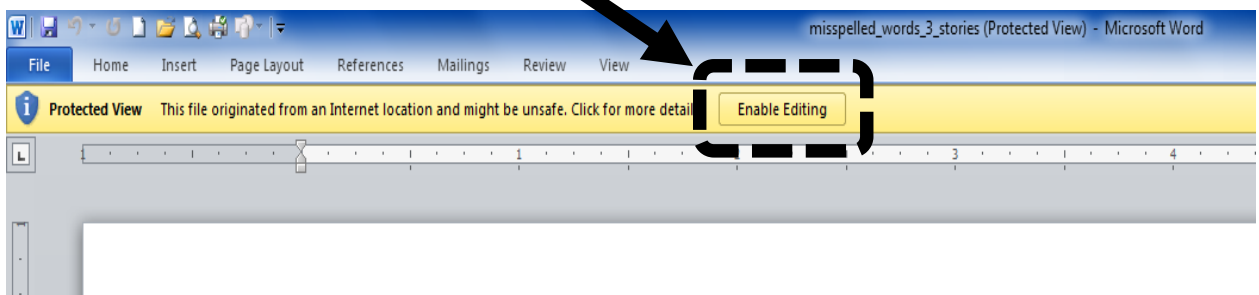
5. Click **download** button.



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

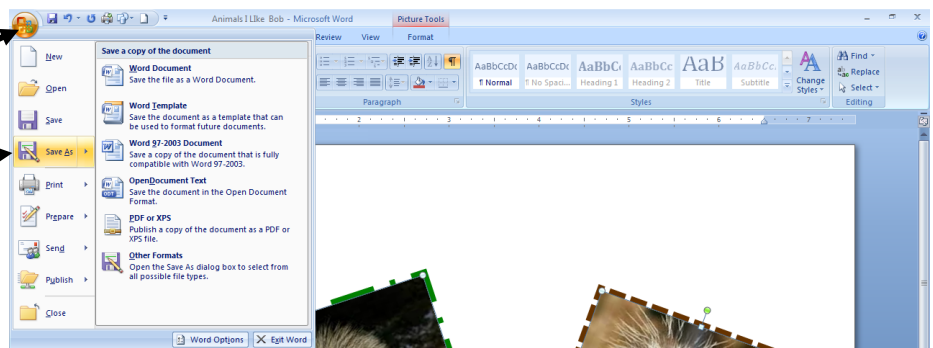


NOTE: When opening a Word file from Moodle, you may receive the message below. To add to or edit the file from Moodle, you must click on the "Enable Editing" button on the yellow bar below.



7. The file opens for you.

Click either the **Office Button** or **File Ribbon**, then **Save As**.



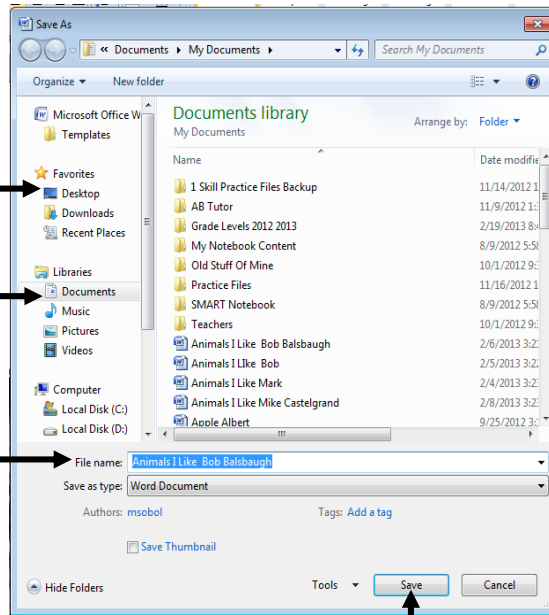
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9. Choose either the Desktop or Documents folder as the place to save the file.

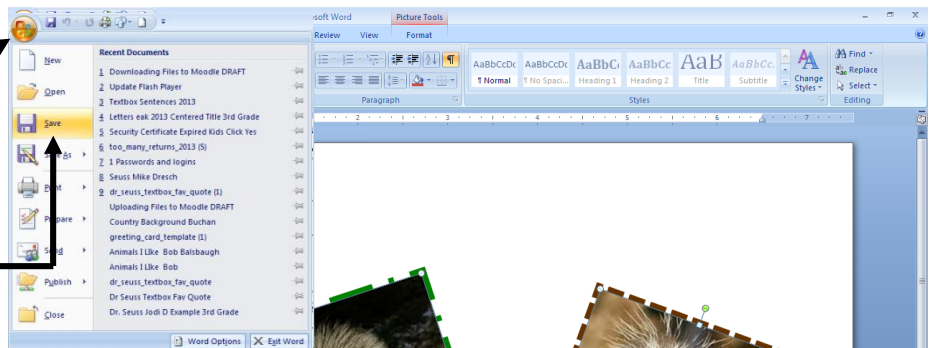
10. Name the file.

11. Click the Save button.



12. Edit the file as you wish.

Periodically click the **Office** button or the **File Ribbon** and **Save** to save your changes.



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