

Uploading Files to Moodle

1. Log into Moodle

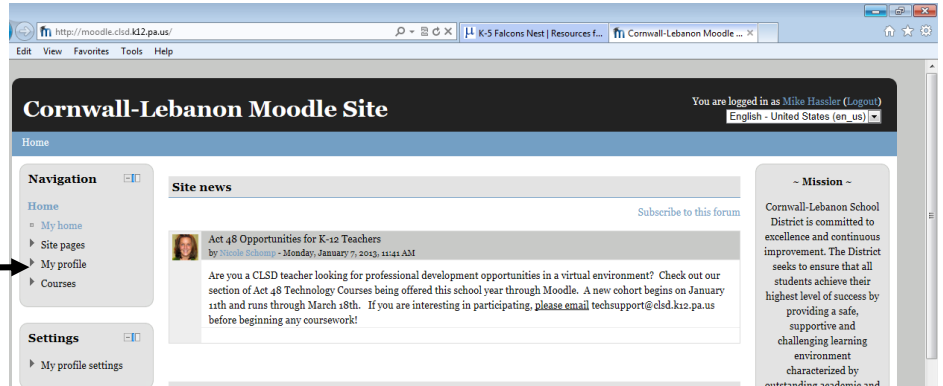
Username: (Same as the Lab)
Example: CL24SobolM

Password
PIN

Click **Login** button



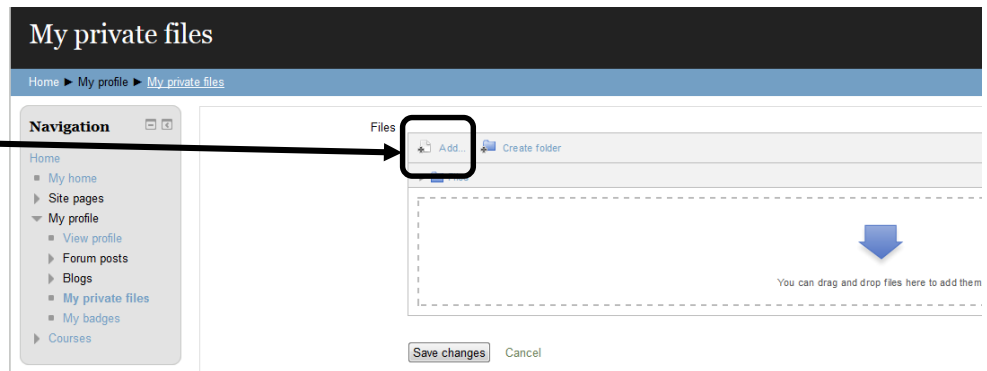
2. Click **My Profile**



3. Click **My private files**

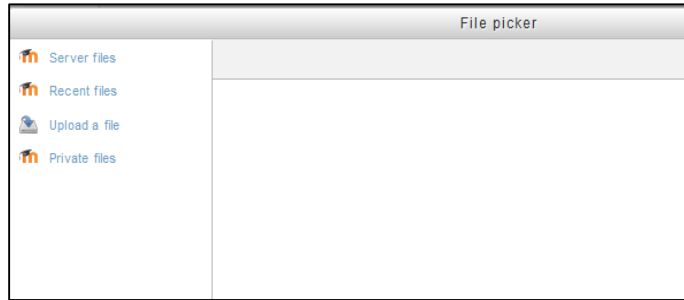


4. Click the **File** icon.

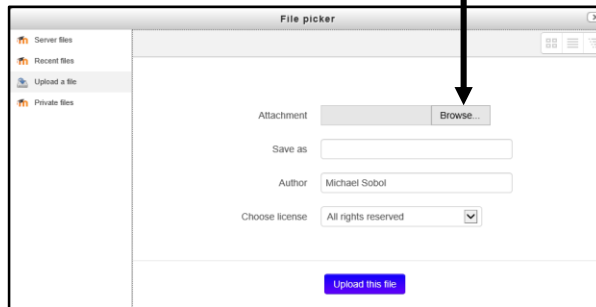


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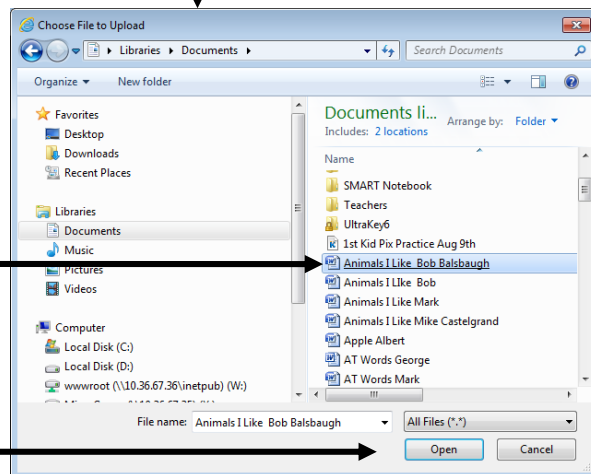
5. Click **Upload a file**



6. Click **Browse**



7. **Navigate** to the **file** you wish to upload.

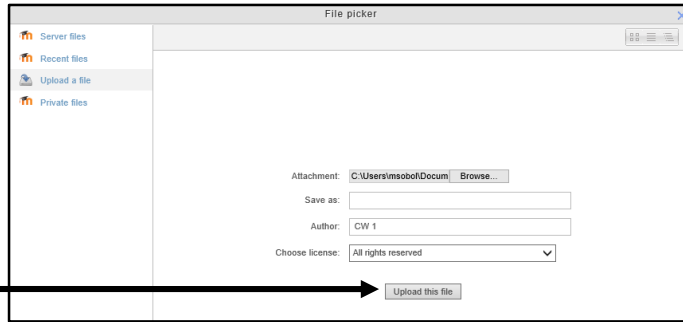


8. Click on the **file**.

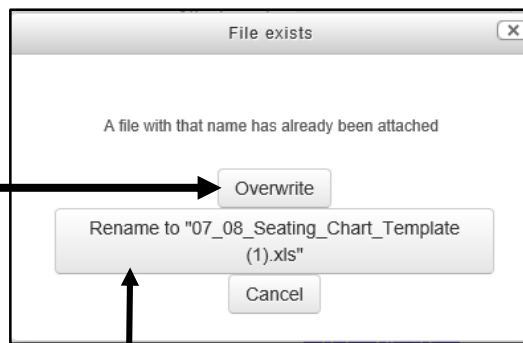
9. Click **Open** button.

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10. Click **Upload this file** button.

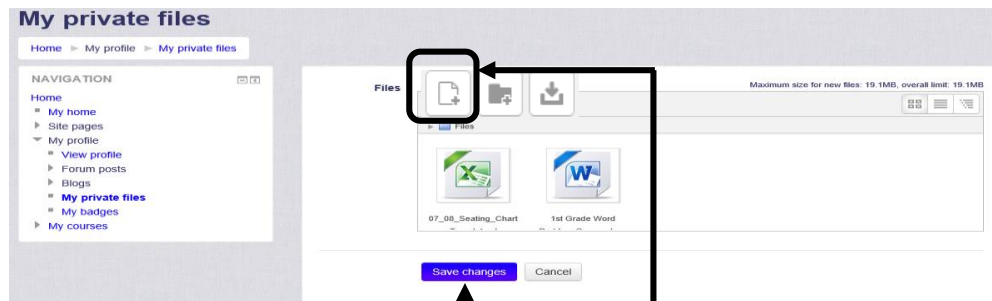


11. If a **copy** of your **file** is **already** *on Moodle*, you will receive this message below. Click the **Overwrite** button to replace your file that's already on Moodle.



NOTE. If you click the **middle** button, you will have **two copies** of the file in Moodle. The original copy and a new copy will have a Number in parenthesis (1) after the file's name

12. Click **Save Changes** button.



13. To upload more files, click the **File** icon.

Congratulations!
You successfully uploaded a file to Moodle!