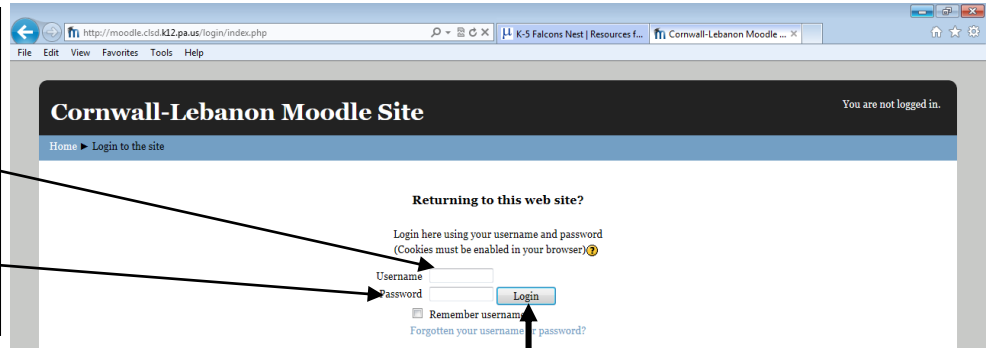
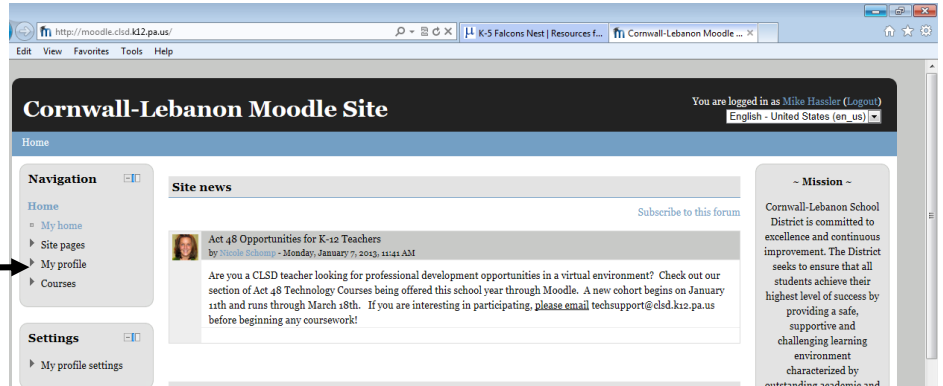


Uploading Files to Moodle

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



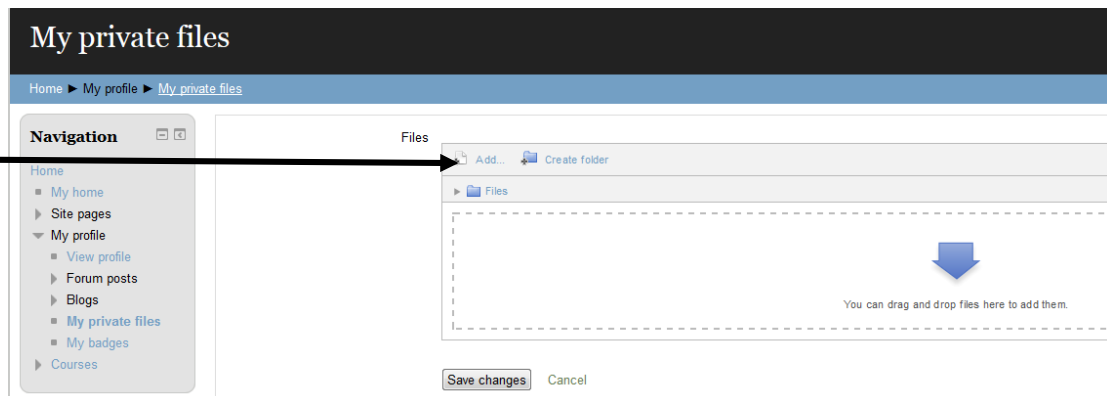
2. Click **My Profile**



3. Click **My private files**

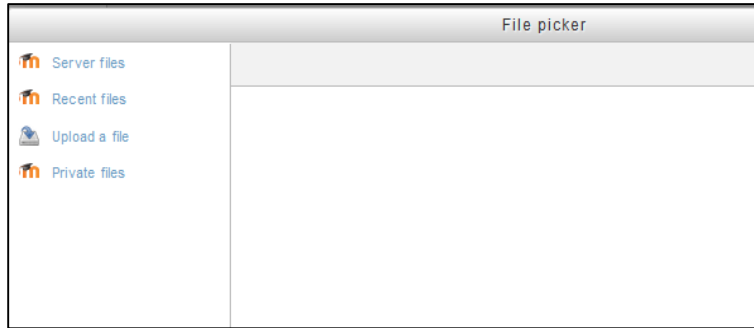


4. Click the **Add** hyperlink

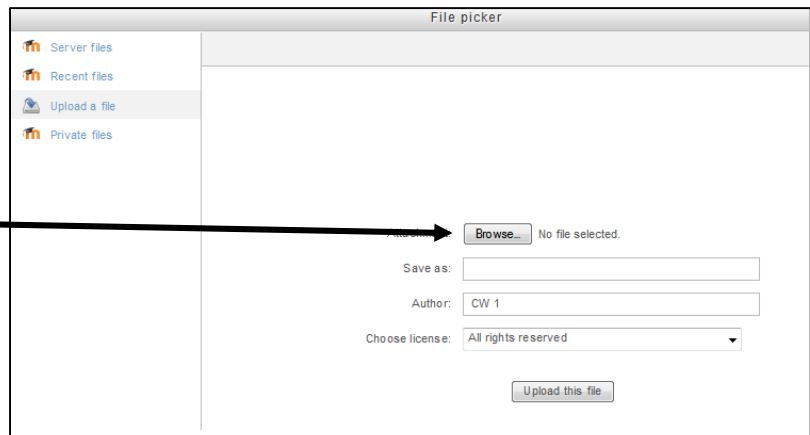


Uploading Files to Moodle

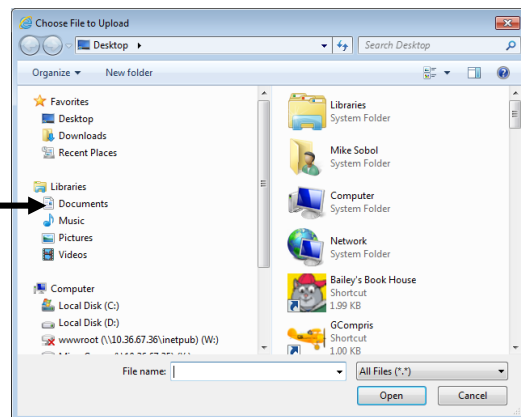
5. Click Upload a file



6. Click Browse Button.

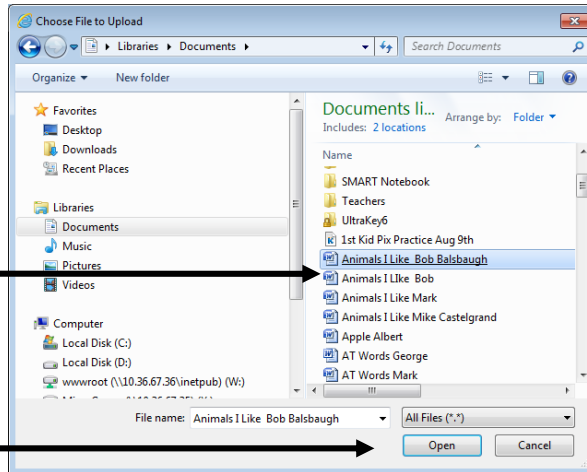


7. Navigate to the file you wish to upload.



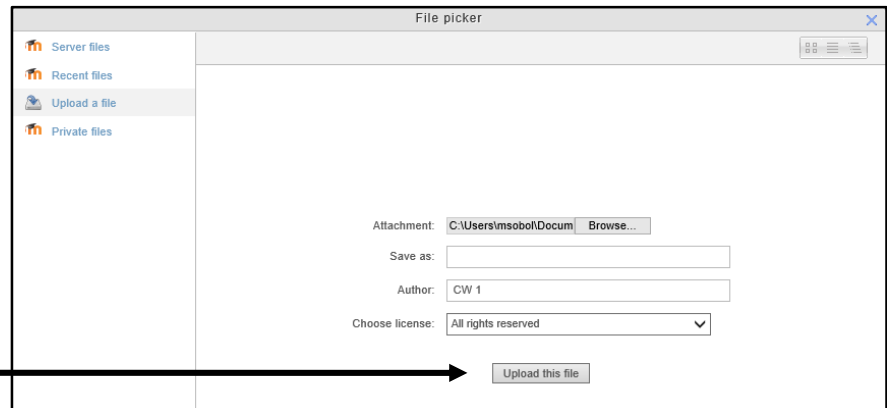
Uploading Files to Moodle

8. Click on the file.

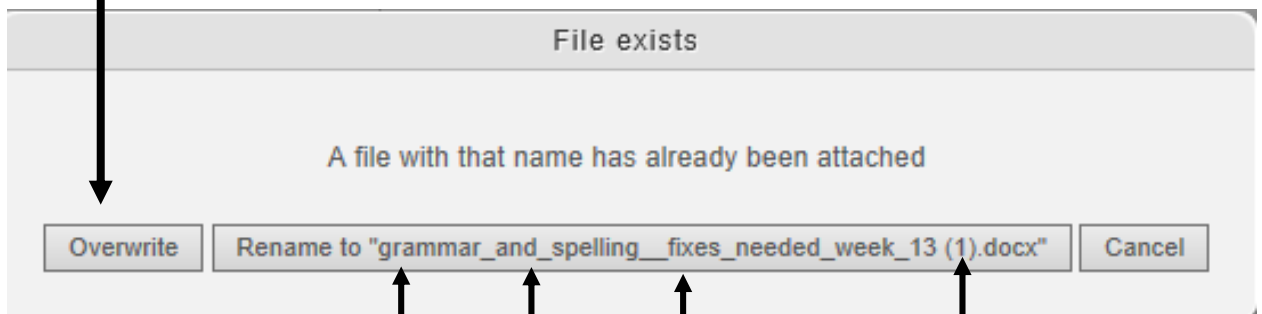


9. Click **Open** button.

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

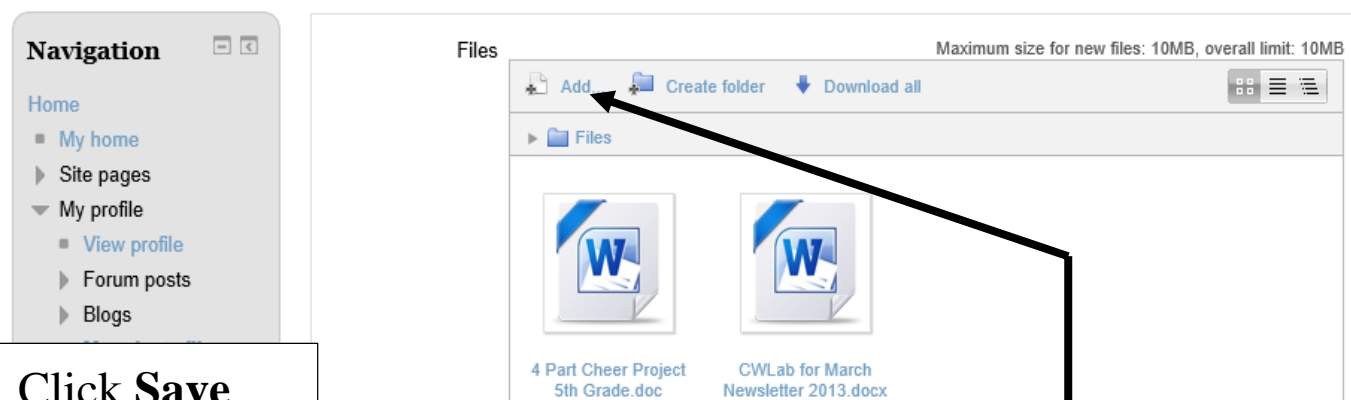


11. If a **copy** of your **file** is **already on Moodle**, you will receive this message below. Click the **Overwrite** button to replace your file that's already on Moodle.



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

Uploading Files to Moodle



12. Click Save Changes button.

Save changes Cancel

13. To upload more files, click the Add hyperlink.

Congratulations!
You successfully uploaded a file to Moodle!