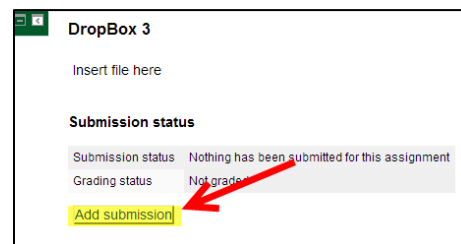
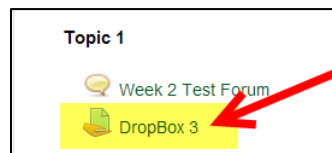




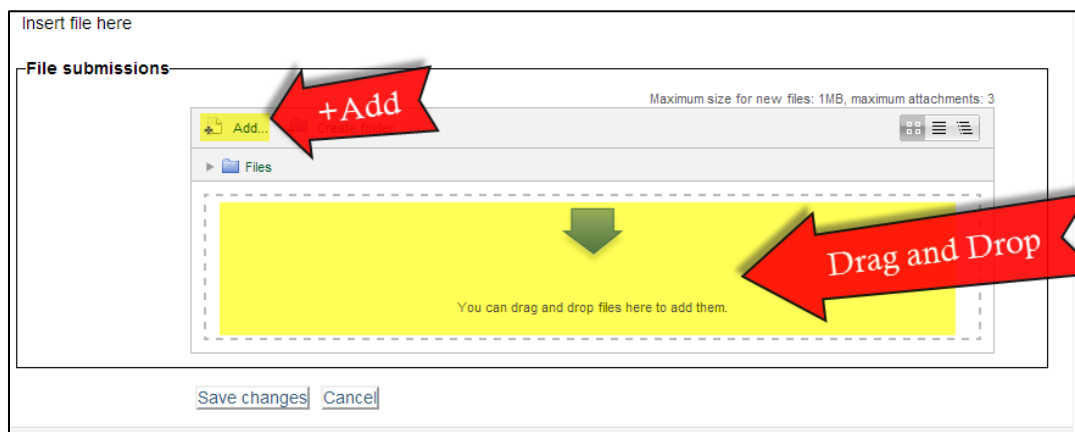
## Uploading a Document to Moodle

Having trouble uploading document(s) to your Moodle course? Follow these simple steps in order to assist you in submitting your assignment!

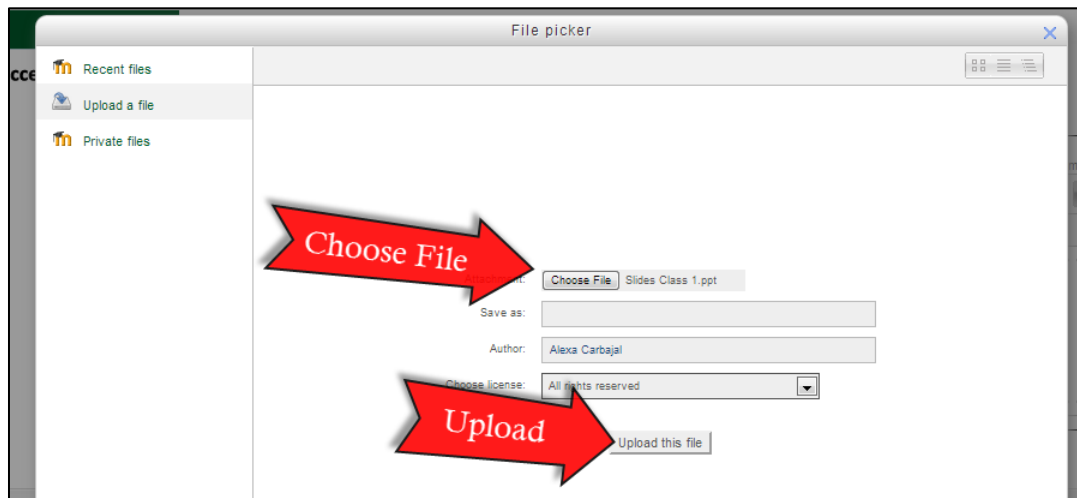
1. Click on the dropbox to which your assignment will be submitted.



2. Click on the *Add submission* button. Note that the dropbox may be setup to not accept submissions after the assigned due date. If this is the case, contact your instructor.
3. Now it is time to upload your assignment! You have two options. The first is to drag and drop the assignment from your desktop to the section that has been highlighted in the picture below. If you chose this method continue to step 5. You can also choose to browse your computer for your document by clicking the +add button.



4. The following screen should appear prompting you to choose the file you wish to submit. Click *choose file*. Next, locate the file and click open. Your file should now appear next to the *choose file* button. The example below shows *SlidesClass1.ppt*. Now click *upload this file*.



5. You will automatically be returned to the original upload screen. Your file(s) should appear in the box outlined in red below. Finally, click *save changes* and your file will be submitted! If you uploaded the wrong file simply click on the file from the box outlined in red below and click delete. To upload the correct assignment return to and work from step 3.

