

Moodle – Uploading Files

Introduction

This page explains how to upload assignments in Moodle. You can print this sheet out if needed to help with uploading.

1. Open a web browser and enter the URL: <http://www.eigohyogen.com/moodle/>
2. Click on your course and complete the login process.
3. Click on “Introduce yourself” assignment under Topic Outline.
4. Click on the “Browse . . .” button.
5. Navigate to the Word document with your self-introduction.
 - a. Make sure the document is saved as follows: lastname_firstname.doc (e.g. ueshima_taro.doc)
 - b. Your document should include: a short title (e.g. My Introduction), your name and the date (e.g. Taro Ueshima – July 4, 2007), at least ten sentences of self-introduction, and a closing (e.g. Best Regards) at the bottom.
6. Select the Word document with your self-introduction.
7. Click the “Upload this file” button.
8. The message, “File uploaded successfully” will appear.
9. Click on the “Continue” button.

GOOD LUCK! Contact your instructor if you have any trouble with uploading your file.