

Uploading on the Moodle!

One person reading this could have a Masters Degree in computer science from Some Ivy League school and another person may have just gotten the internet in the past year when someone gave them a tablet for Christmas.

I try to write for the broadest audience, so if you need more assistance, that is good, just send me an email at support@guidedstudies.com – remember, if nobody asks questions, I do not have a job! So ask away!

One of the first assignments is usually the “Personal Montage” or a get to know me piece, so I will use that type assignment as a tutorial.

First, here is something for me to upload, You should do more, to give a full introduction.

I get to just put the part out there where I look like a good dad.

Something to upload



Spending time crabbing before
he becomes a teen!

I created that in Powerpoint, it could have been google presentations, Microsoft word, Open document format, Documents, etc...

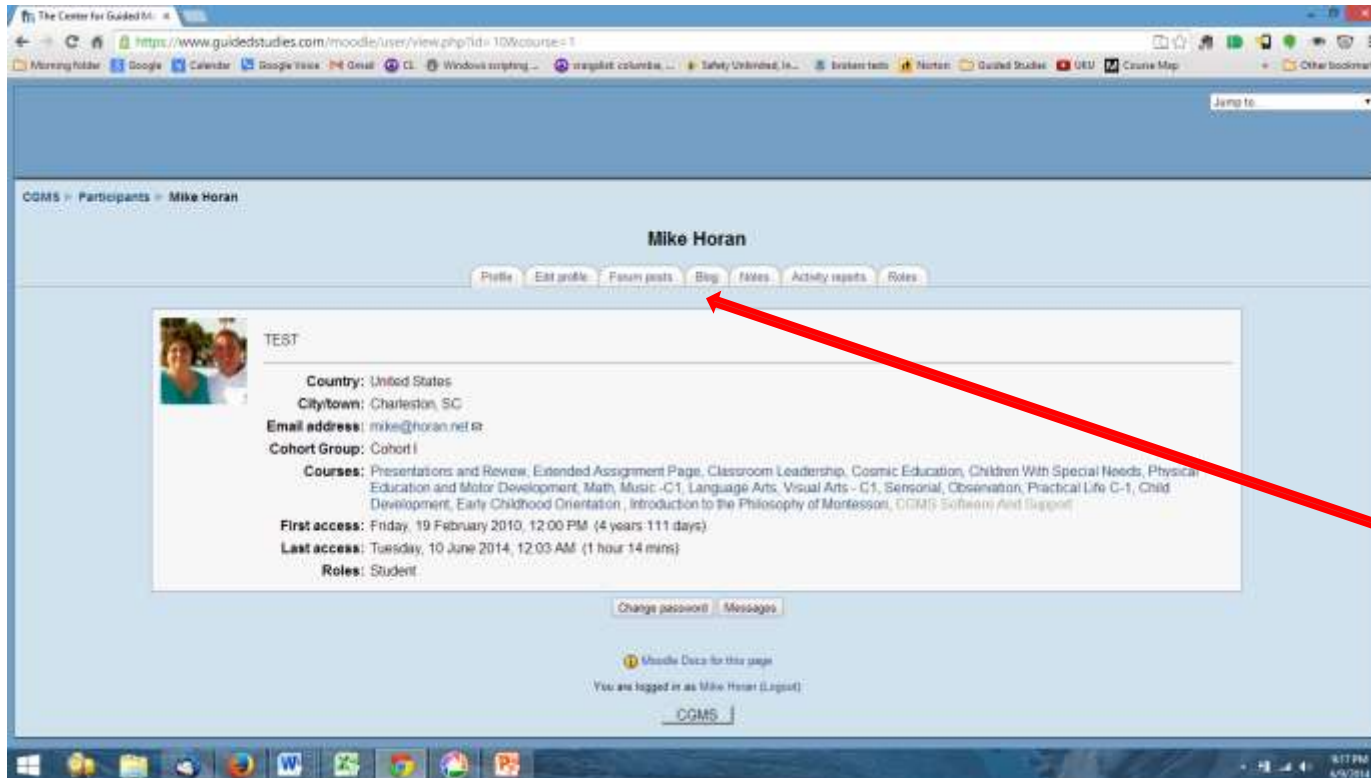
There are a BUNCH of different tools, in order to make it easy we like to standardize by converting the different formats to PDF. Most programs allow you to save your file as a PDF by selecting File from the menu at the top, then selecting SaveAs or ExportAs followed by PDF. I will put up another tutorial on that. PDF is the general format that most every computer, phone, tablet (and whatever they think of next) can open and have the file look right.

So I will save it as a PDF.

Next, how to get it from your computer to ours. A little vocabulary help here...
Uploading is when you are moving something FROM your computer
Downloading is when you are bringing something TO your computer

I named my file FatherAndSon.PDF

Now I will go to the place I am supposed to Upload the assignment on the class page,
Or in this case in my Profile Page



The Center for Guided M...
https://www.guidedstudies.com/moodle/user/view.php?id=10&course=1

CGMS » Participants » Mike Horan

Mike Horan

Profile Edit profile Forum posts **Blog** Files Activity reports Roles

TEST

Country: United States
City/town: Charleston, SC
Email address: mike@horan.net
Cohort Group: Cohort I
Courses: Presentations and Review, Extended Assignment Page, Classroom Leadership, Cosmic Education, Children With Special Needs, Physical Education and Motor Development, Math Music - C-1, Language Arts, Visual Arts - C-1, Sensorial, Observation, Practical Life C-1, Child Development, Early Childhood Orientation, Introduction to the Philosophy of Montessori, CGMS Software and Support
First access: Friday, 19 February 2010, 12:00 PM (4 years 111 days)
Last access: Tuesday, 10 June 2014, 12:03 AM (1 hour 14 mins)
Roles: Student

Change password Messages

Shuffle Data for this page

You are logged in as Mike Horan (Logout)

CGMS

This Tab Says
BLOG,click on it

CGMS: Blog

https://www.guidedstudies.com/moodle/blog/index.php?userid=10

Morning folder Google Calendar Google Voice Gmail CL Windows scripting... craigslist: columbia... Safety Unlimited, In... brokers tests Norton Guided Studies UKU Course Map Other bookmarks

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Add a new entry

 **About me Montage**
by Mike Horan - Sunday, 24 February 2008, 01:53 AM

Here is a PDF quick introduction to my life


 About_me.pdf
Anyone on this site

Edit | Delete | Permalink

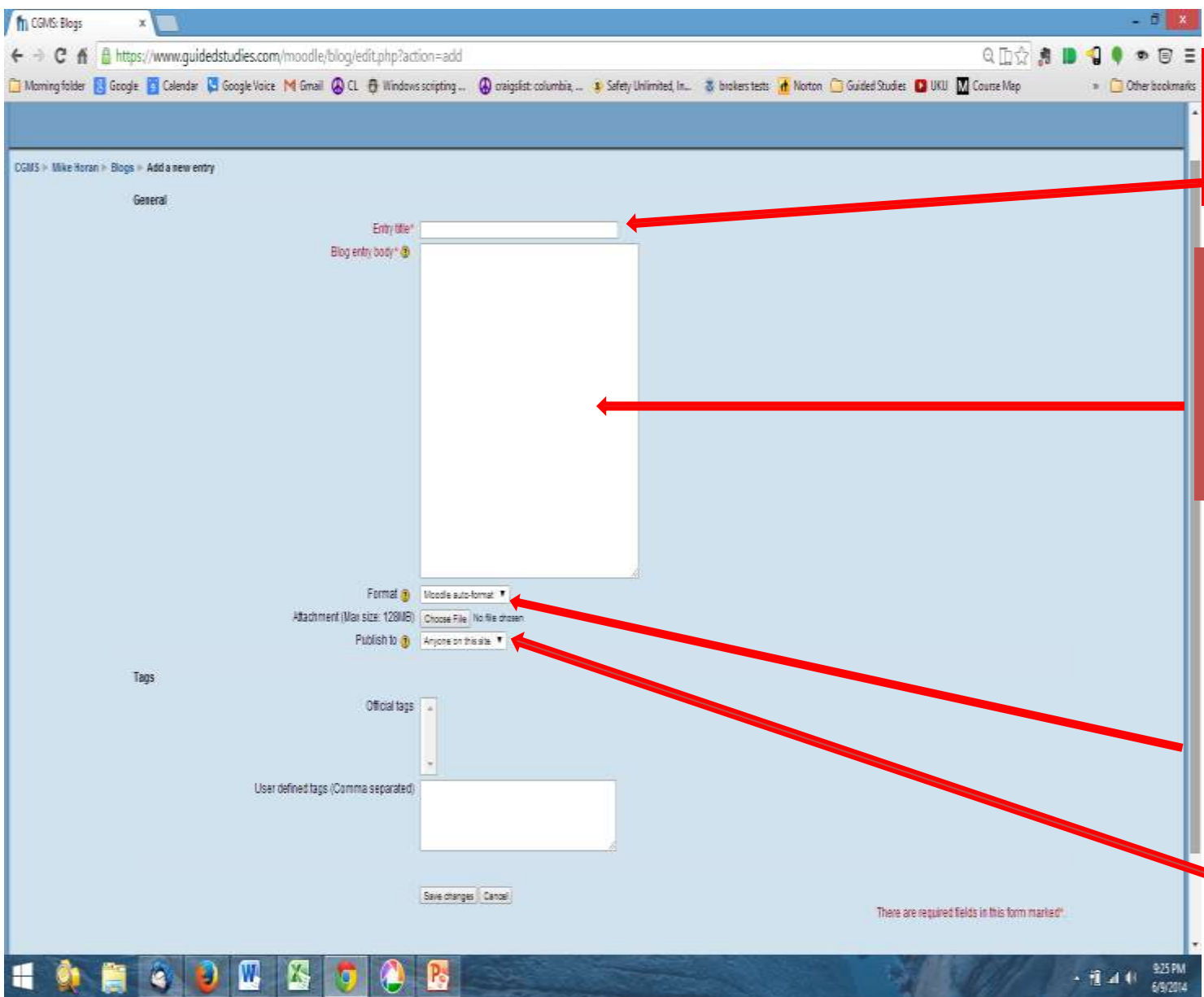
 Moodle Docs for this page

You are logged in as Mike Horan (Logout)

CGMS



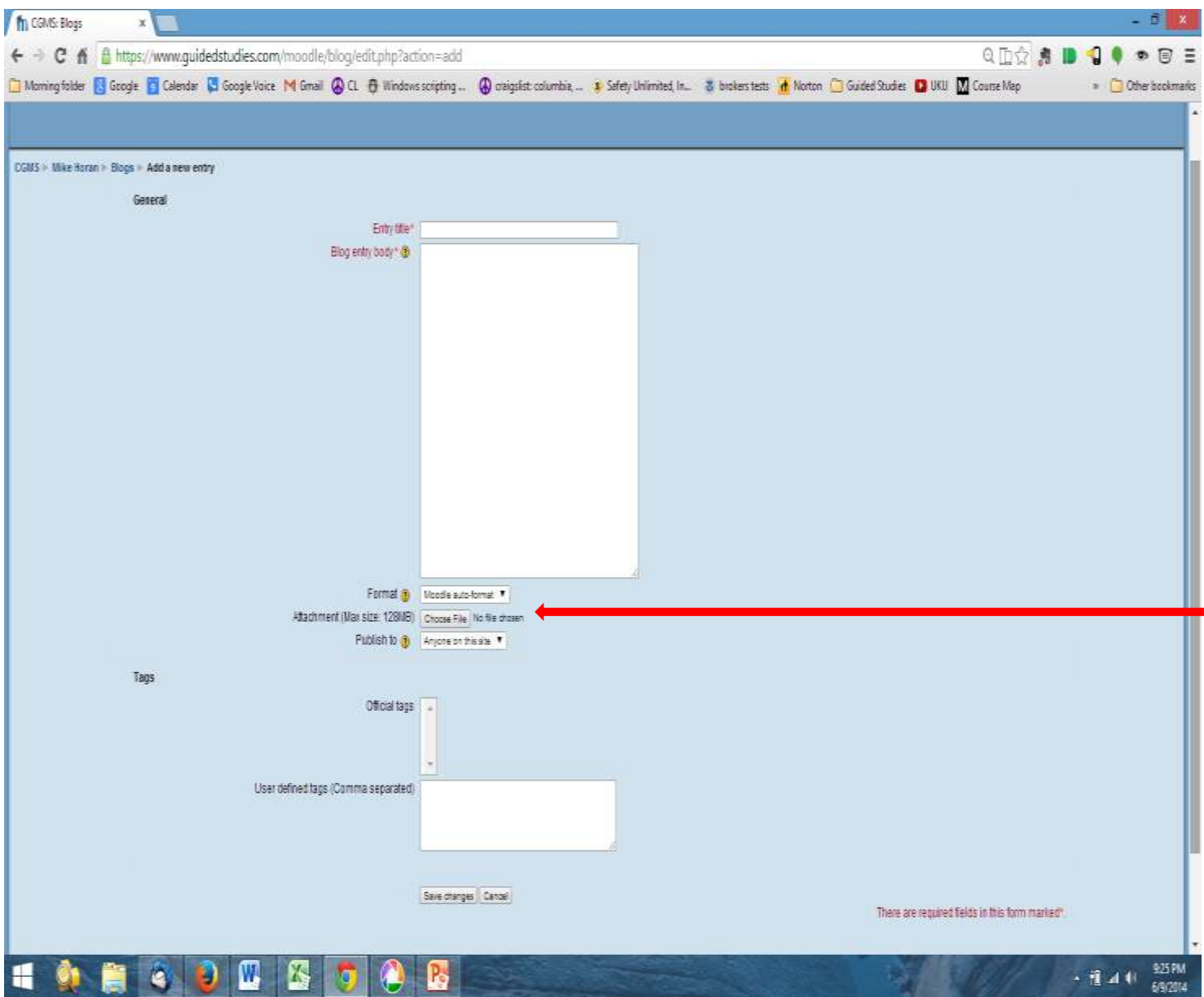
Next, Click here where it says "Add New Entry"



Here, you can enter a title, I type Father and Son

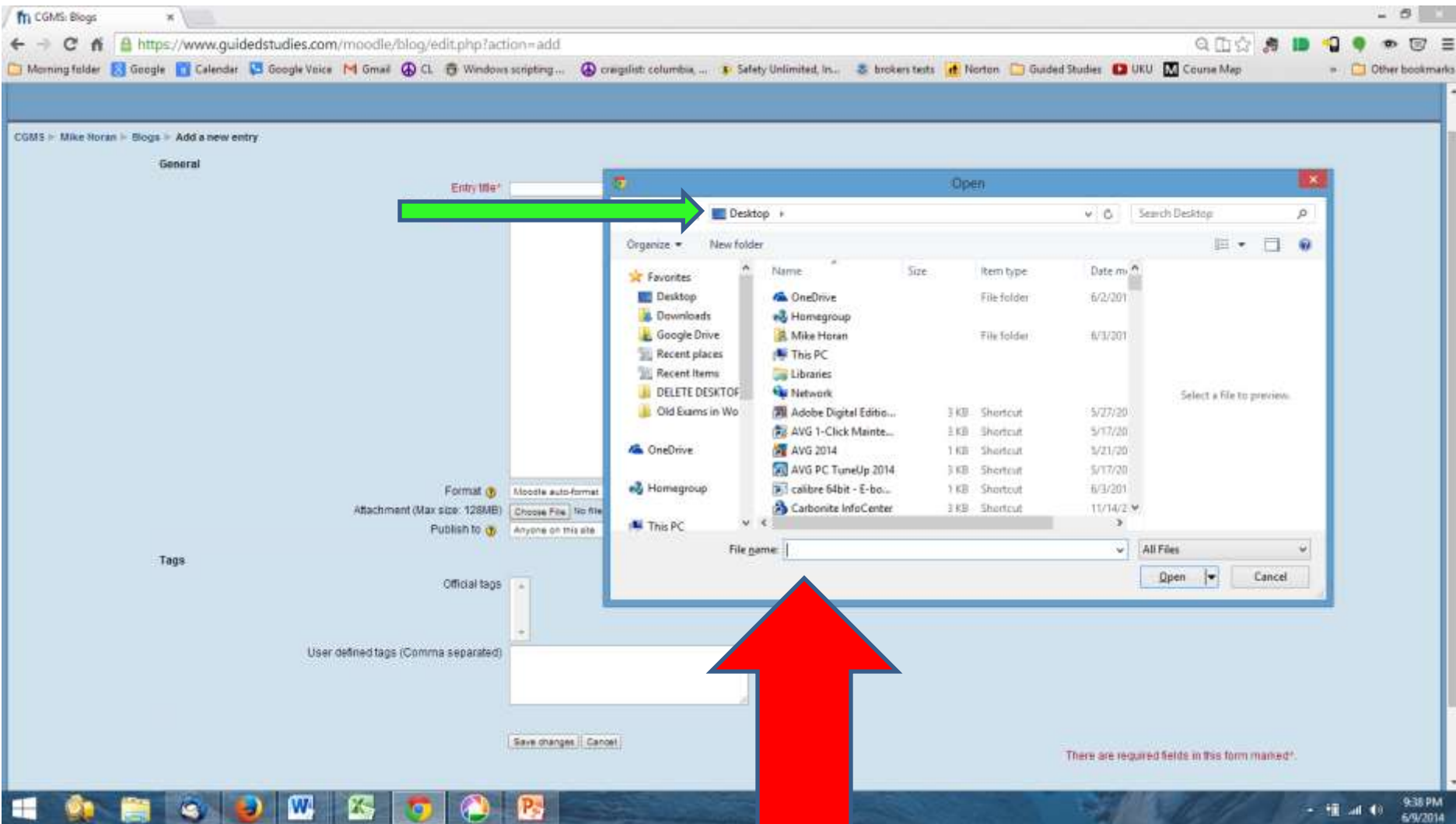
Here is where you can just type your story if you did not do it in another program

Format and Publish to, you should just leave with the default settings

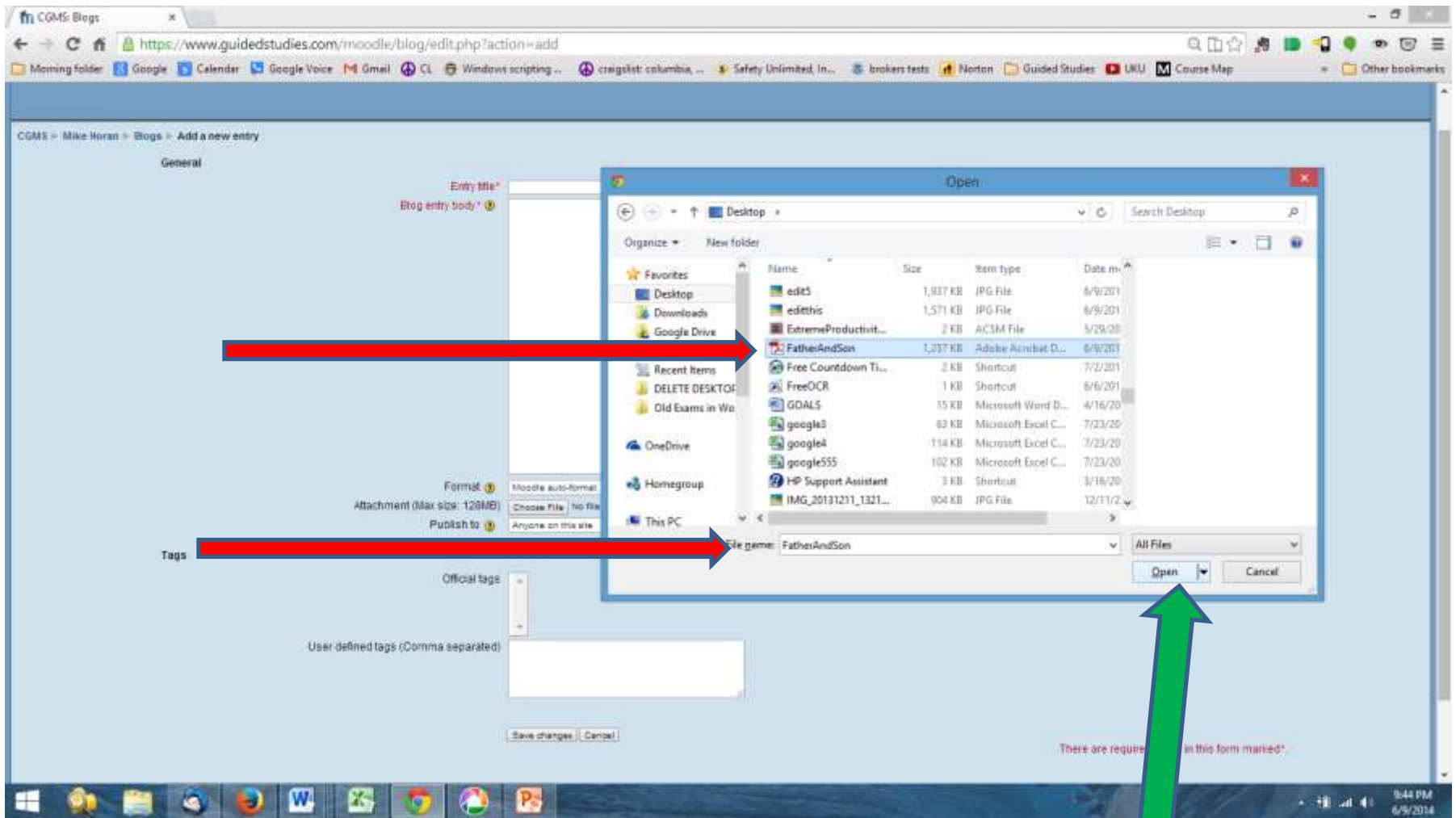


And finally, we get to the “Attachment” “Choose File” Button!

This is what we press to tell the computer which file we want to move to the Moodle. In my case the file is named FatherAndSon.PDF So lets click the button and select FatherAndSon.PDF

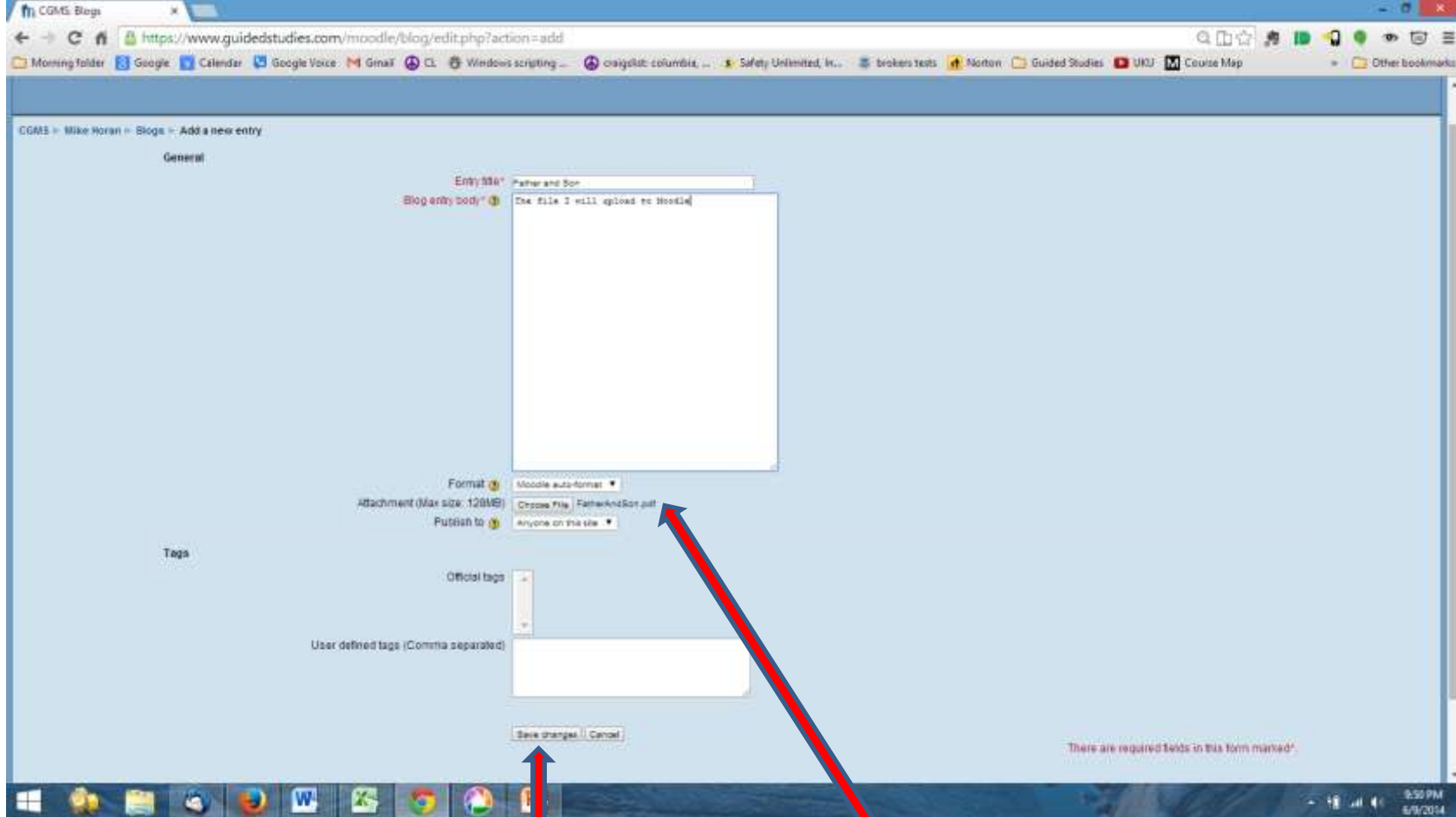


Clicking “Choose File” opens what is called a “dialog box” here is where you steer the computer to the file you saved. I save most files to my (very Messy) Desktop . At the top of my dialog box is a green arrow pointing to the area that lets me select “Desktop” or “My Documents” etc. I choose “Desktop” and look for FatherAndSon.PDF



When I click on the file name, it populates below, at the second red arrow.

Then I can click Open to tell the computer I have selected the file (green arrow)



You will see your file name here,

Then you can click the Save Changes Button to begin the upload!

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Add a new entry

Father and Son
by Mike Horan - Tuesday, 10 June 2014, 01:55 AM

The file I will upload to Moodle

FatherAndSon.pdf
Anyone on this site
Edit | Delete | Permissions

About me Montage
by Mike Horan - Sunday, 24 February 2008, 04:53 AM

Here is a PDF quick introduction to my life

About_me.pdf
Anyone on this site
Edit | Delete | Permissions

Moodle Docs for this page
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Windows taskbar: 9:56 PM 6/9/2014

You have uploaded your file, and your instructor will see it here!