How to Upload a File or Document

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Assistive Technology

If you are using assistive technology to access this material and are having difficulties please contact Kent Cowan, GTCC's Assistive Technology Specialist.

What is Uploading?

It's the process of copying or taking digital information from a source such as your computer and placing it elsewhere (Internet, Moodle, etc.) and saving it for use later.

For example, you download instructions to complete an assignment but you will upload the finished product for grading.

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Uploading documents is one way to quickly share a file with someone else. You're no longer tied to a USB or CD. (For more information see our tutorial on OneDrive.)

Upload Process

➢ Before beginning the process of uploading a file from your computer, take a moment to make sure you know where the file is located on your computer.
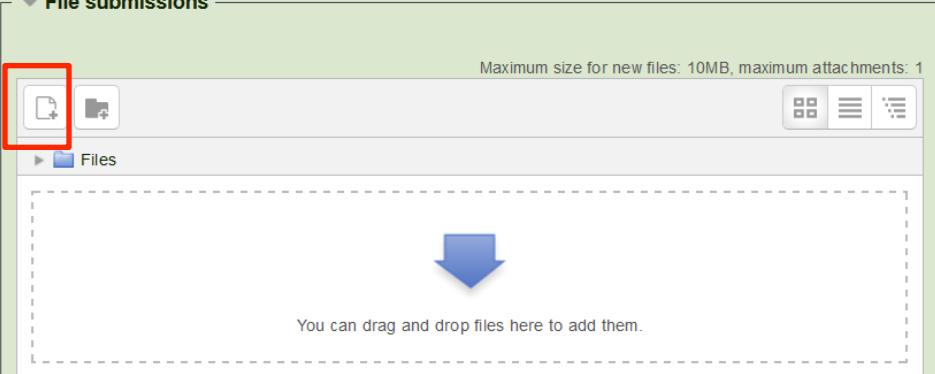
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Upload Process
Cont.

➢ Log into Moodle, if you haven't already, and navigate to your assignment and click on Add Submission button.

➢Click on the ADD icon

Screenshot of MS Word Toolbar

Using techniques learned in Week 1 take a screenshot of the MS Word Toolbar on your computer. Do this on the computer you typically use for completing assignments for this course.

▼ **File submissions**

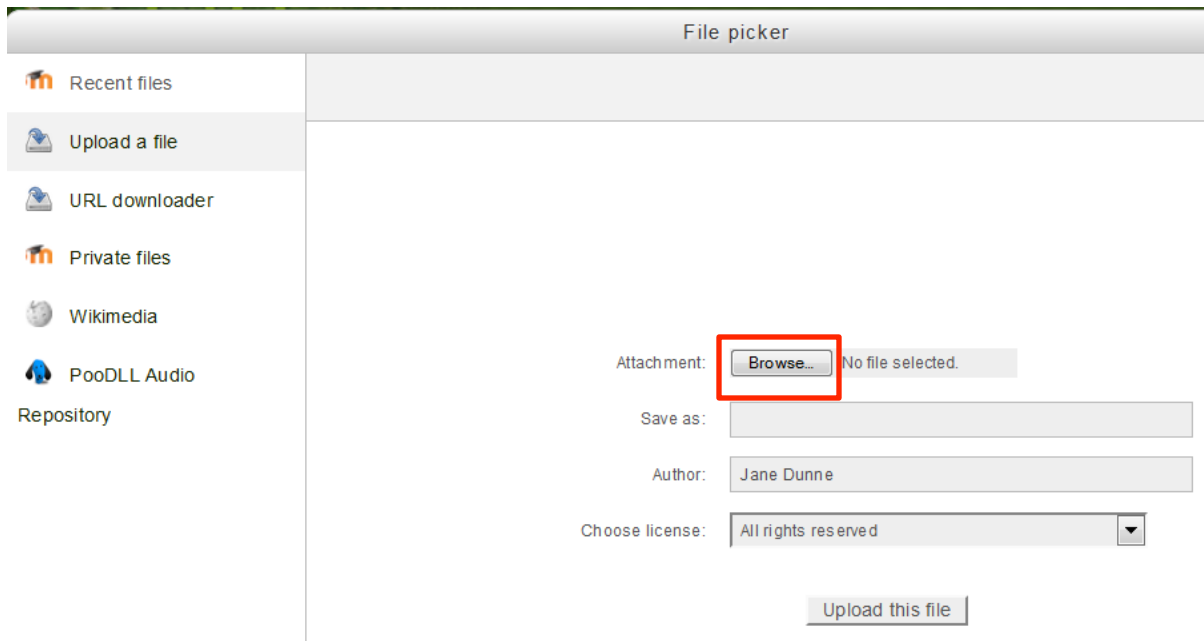Maximum size for new files: 10MB, maximum attachments: 1

▶ 📁 Files

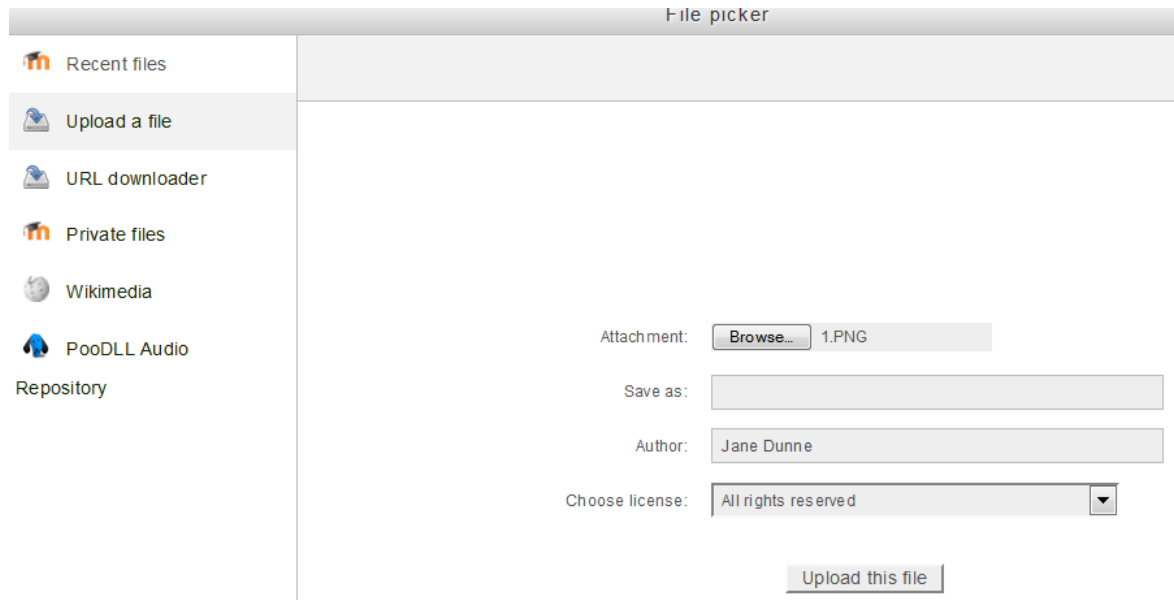You can drag and drop files here to add them.

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➢ On the File Picker screen, click the browse button.

File picker	
🔲 Recent files	
☁ Upload a file	
☁ URL downloader	
🔲 Private files	
🌐 Wikimedia	
🔵 PooDLL Audio	
Repository	

Attachment: [Browse...] No file selected.

Save as: [   ]

Author: Jane Dunne

Choose license: All rights reserved ▼

[Upload this file]

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➢ Navigate to the document you want to upload
➢ Double click on the file

File picker

Recent files	
Upload a file	
URL downloader	
Private files	
Wikimedia	
PooDLL Audio	
Repository	

Attachment: [Browse...] 1.PNG

Save as: [   ]

Author: Jane Dunne

Choose license: All rights reserved ▾

[Upload this file]

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Note – file name now appears next to browse button.

➢ In the File Submission box the file name of the document to be uploaded should be displayed. Verify this before proceeding to next step.

➢ Click Save Changes (file is not uploaded to Moodle until this is done.)

Screenshot of MS Word Toolbar

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▼ **File submissions**

Maximum size for new files: 10MB, maximum attachments: 1

► 📁 Files

1.PNG

Save changes   Cancel

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➢ After you click Save Changes a box similar to the one below should appear noting that the assignment was submitted for grading.

Screenshot of MS Word Toolbar

Using techniques learned in Week 1 take a screenshot of the MS Word Toolbar on your computer. Do this on the computer you typically use for completing assignments for this course.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, June 3, 2015, 12:00 AM

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Please use one of the following resources if you should need additional assistance.

❖ *Jamestown –AT Computer Lab or Library*

❖ *High Point – Library*

❖ *Greensboro – Library*

❖ *Aviation – see Student Services Representative*

❖ *Cameron – Library or see Student Services Representative*

➤ If seeking help <u>in person</u>, at any of these locations, you must present a photo id and/or your student number

➤ If seeking help <u>via phone</u> your student ID number is used to verify identity.

Contact the
AT Computer Lab
@
Telephone: (336) 334-4822 ext 50226, 50387 or 50346
Email: computer_lab@gtcc.edu

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