Directions for a Moodle Manager or Leader
to
Upload a File to a Project Room Topic

1. Log in to Moodle
2. Turn editing on

3. Click Add an Activity

4. Select a File or Folder

5. Follow the six steps in the graphic to upload a file
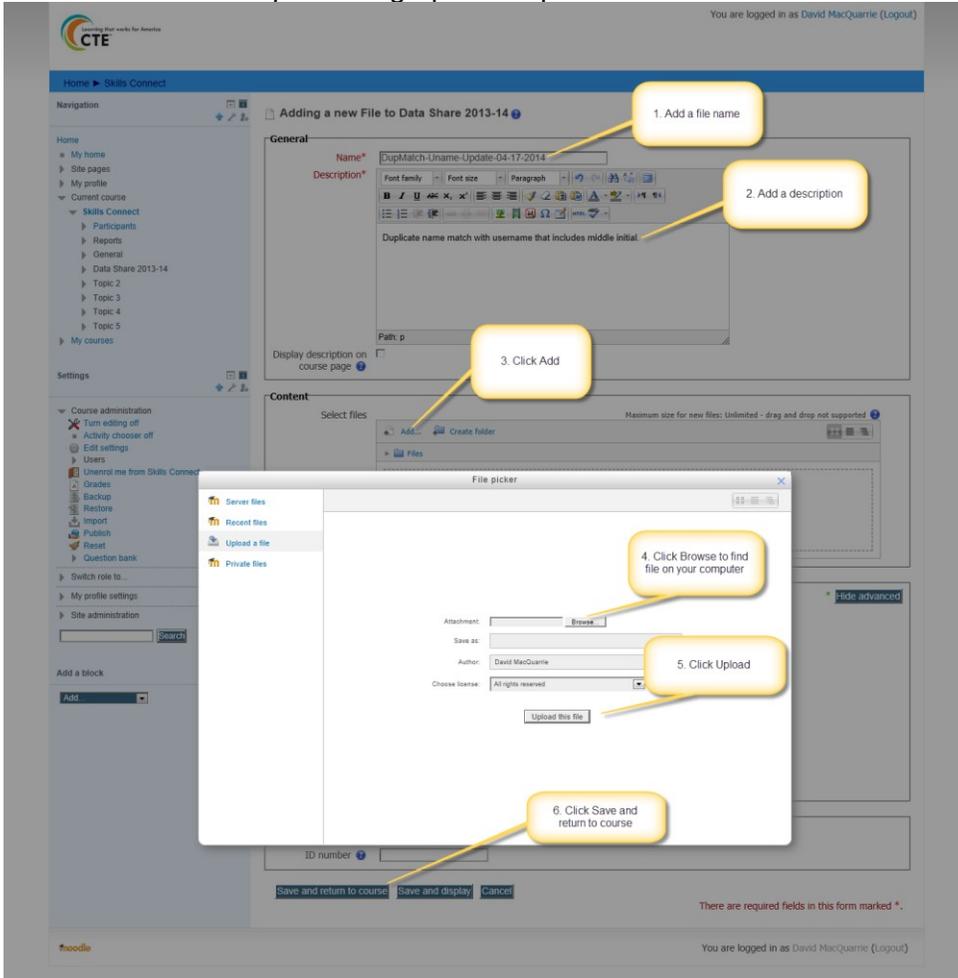
6. Notify collaborator that a file was shared on the Moodle application

Please forward any questions or comments to: Valerie Felder at felderv@michigan.gov .