

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

The screenshot shows the Moodle user interface for a user named David MacQuarrie. At the top right, it says "You are logged in as David MacQuarrie (Logout)". The main navigation bar is blue and contains "Home Skills Connect" on the left and "Turn editing on" on the right. A yellow callout box with the text "Turn Editing On" is positioned above the "Turn editing on" link, with a red arrow pointing from the callout box to the link. The left sidebar contains a "Navigation" menu with options like "My home", "Site pages", "My profile", and "Current course". Under "Current course", there is a "Skills Connect" section with sub-items: "Participants", "Reports", "General", "Data Share 2013-14", "Topic 2", "Topic 3", "Topic 4", "Topic 5", and "My courses". Below this is a "Settings" section with "Course administration" options: "Turn editing on" (checked), "Edit settings", "Users", "Unenroll me from Skills Connect", "Grades", "Backup", "Restore", "Import", "Publish", "Reset", and "Question bank". The main content area is titled "Welcome to the Skills Connect to OCTE Data Exchange Room" and contains a "News forum" section and a "Data Share 2013-14" section. The right sidebar contains a "Search forums" section, "Latest news", "Upcoming events", and "Recent activity". At the bottom right, it says "You are logged in as David MacQuarrie (Logout)".

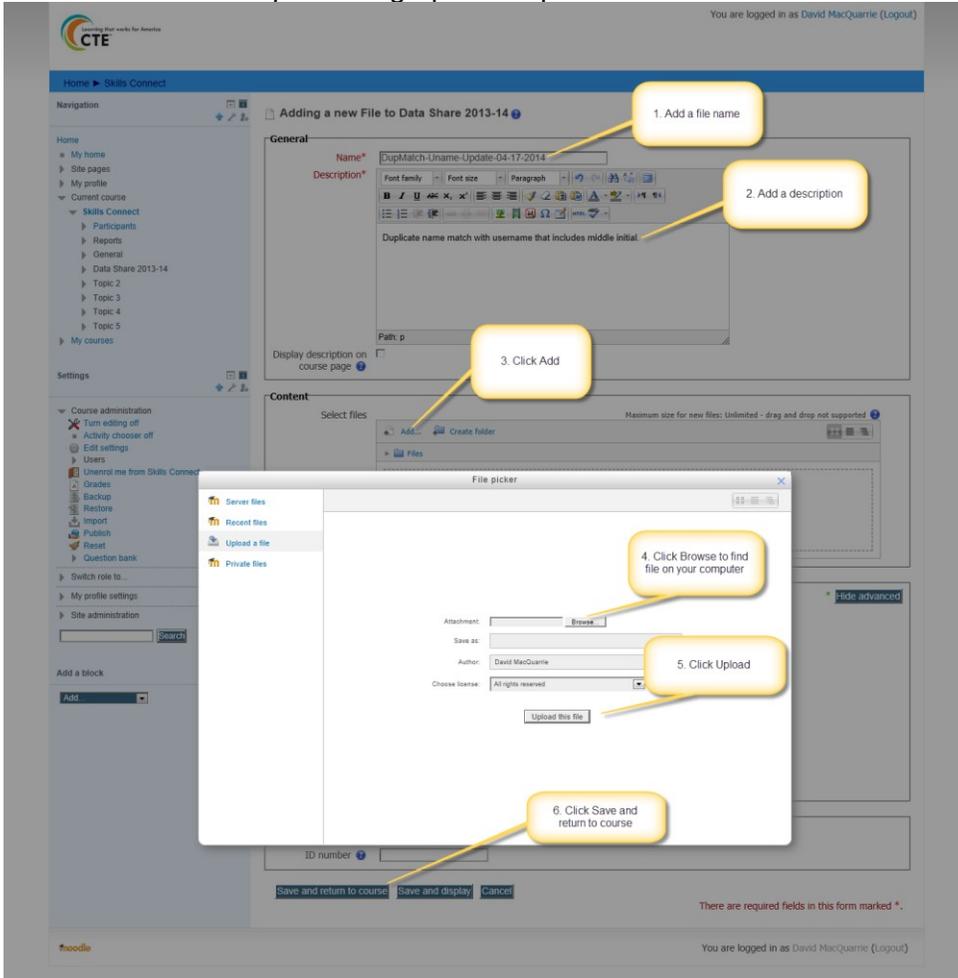
3. Click Add an Activity

The screenshot displays the Moodle interface for the Skills Connect course. At the top right, it indicates the user is logged in as David MacQuarrie. The main content area features a welcome message from David MacQuarrie and a prominent yellow callout box with the text "Add an Activity". A red arrow points from this callout box to the "+ Add an activity or resource" link located below the "Data Share 2013-14" section. The interface includes a navigation menu on the left, a search bar at the top right, and a sidebar with various course management options. The Moodle logo is visible in the bottom left corner.

4. Select a File or Folder

The screenshot displays the Moodle Skills Connect interface. At the top, it says "You are logged in as David MacQuarrie (Logout)". The main content area is titled "Welcome to the Skills Connect to OCTE Data Exchange Room" and includes a brief introduction. A central dialog box titled "Add an activity or resource" is open, listing various activity and resource types. Two red arrows point from a yellow callout box labeled "Select a File or Folder" to the "File" and "Folder" options in the "RESOURCES" section of the dialog. The background interface includes a navigation menu on the left, a search bar at the top right, and a list of forums and news items on the right side.

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 .