

How to Submit an Upload File Assignment

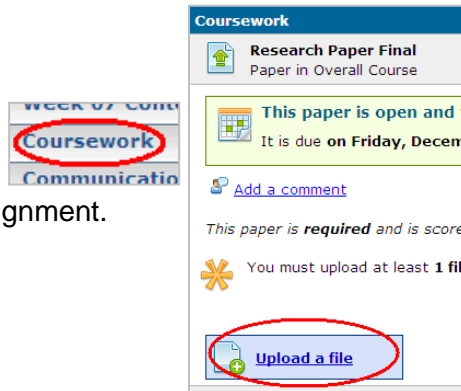
Overview

Dropboxes in My Methodist are known as “Upload Assignments”. This Upload assignment is found only on the Coursework/Assignments page of a course.

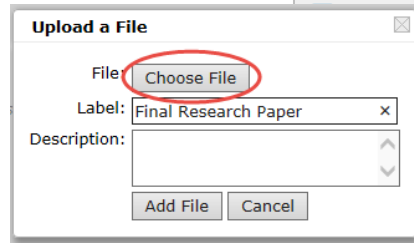
An upload assignment is identified by a double arrow icon.

Submitting a File

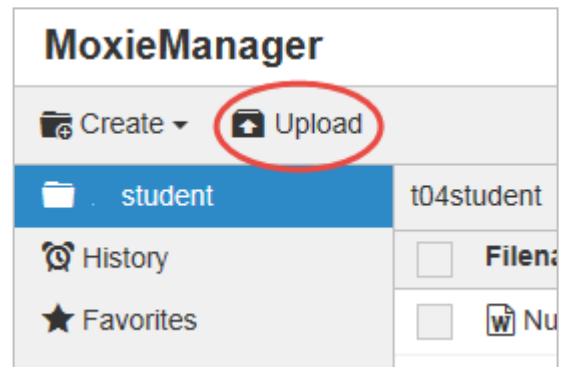
1. Click the Coursework page of your course.
2. Click the Upload File assignment.
3. Click Upload a file



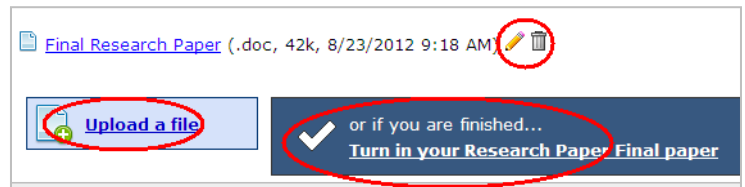
4. Enter the Label (assignment name), and click “Choose File”.



5. When “Moxie Manager” appears, click “Upload”. Locate the file on your computer. By default, the file will be selected with a checkmark and displayed in a list in Moxie Manager. If you need to add more than 1 file for this assignment, repeat this step to add the file to your list
6. Select the file and click “Insert”.
7. Repeat steps 2-6 if this assignment requires more than 1 file. Your file/files will appear on the assignment.



8. **If/when you are finished uploading your file(s)**, click the “Turn in yourpaper” link to submit the Upload file assignment.



Your file(s) will list as confirmation of your Uploaded files..