

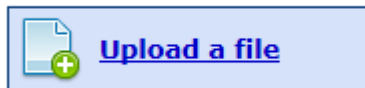
File Upload Assignments

File Upload assignments are assignments you do on your computer and then upload the finished product to a Coursework assignment so your instructor can grade it. Examples are an essay or research paper typed using a word processing program or a spreadsheet created using Excel.

The first step is to do the assignment. Write the paper, create the spreadsheet, modify the database, etc. and save your work on a file. You must remember the name you gave the file and where you saved it at on the computer so you can find it later.

Once your work is complete and before the due date has passed, return to your myANC course and find the assignment link. It should be showing on the Overview page of your course under the Coursework section. Click on the link and then click on the upload button.

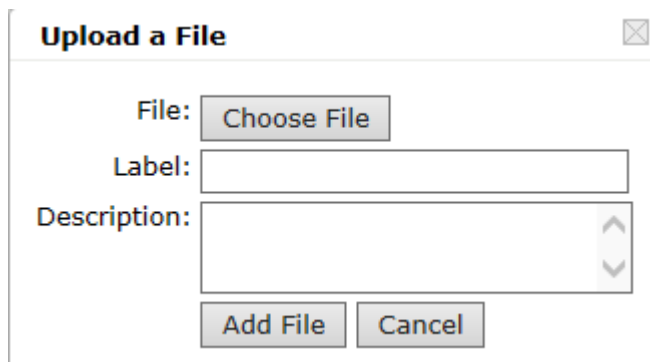
Figure A



Click

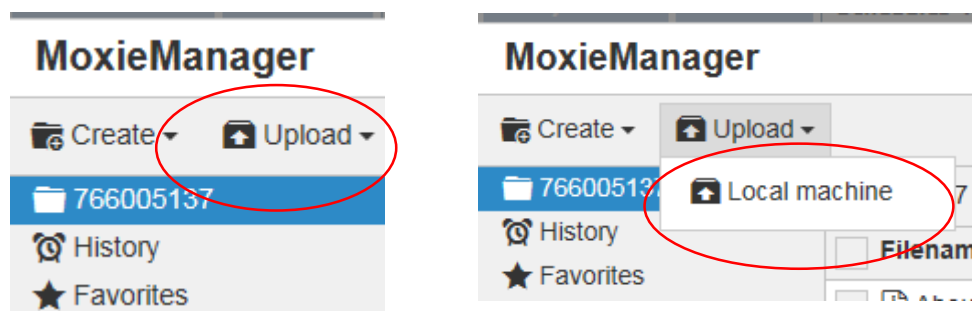
Choose File.

Figure B



In Moxie Manager, click the Upload button, then choose Local Machine.

Figures C and D



You should now be in the file system on your computer, which you should know how to use already. Find the file and click the button to bring it into myANC (probably an Open button) and then click the Insert Button on Moxie Manager and then the Add File button shown in Figure B above. Repeat if you are uploading more than one file. When you are finished uploading files to this assignment you can click the blue “Turn it In” button. If you click the Turn it In button before you have uploaded your files you will have to ask the instructor to reopen the assignment for you.