

Uploading and submitting individual work

Your tutor may require you to upload a file or assignment onto your online course. To do this, prepare your individual work and save it on your computer or USB drive.

1. Login to your online course and locate the *Assignment* activity:



The details of the assignment will be outlined here, including the **status**, **due date** and if there are any **comments** on the submission for you to view and respond too.

2. Click the *Add submission* button to begin uploading your file:

Pre-Tramp 1 Planning


Download and fill in the Pre-Tramp Planning form and then upload into this drop box.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 16 June 2017, 5:00 PM
Time remaining	115 days 1 hour
Last modified	-
Submission comments	▶ Comments (0)

Add submission

Make changes to your submission

3. You can either *Drag and Drop* your file into the submission area OR click the *Add* icon  to open the *File Picker**

Pre-Tramp 1 Planning

Download and fill in the Pre-Tramp Planning form and then upload into this drop box.

File submissions

Maximum size for new files: 1GB, maximum attachments: 1

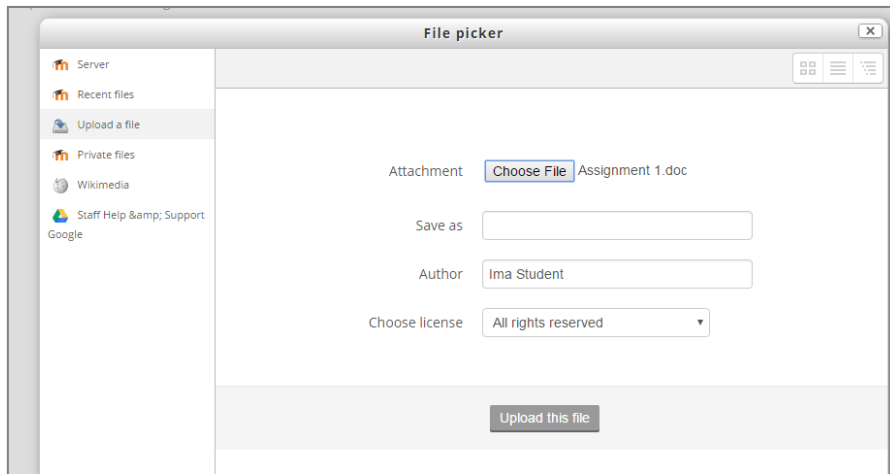
Files

You can drag and drop files here to add them.

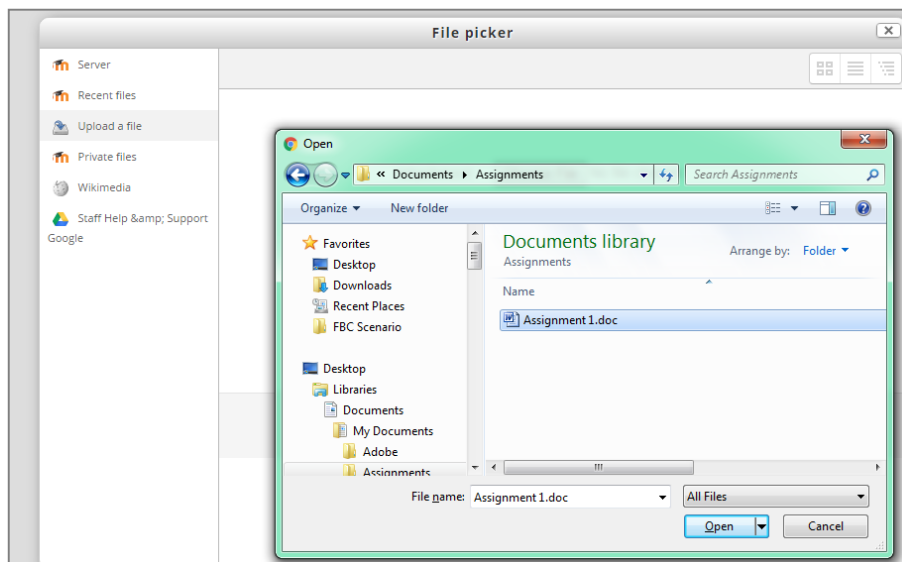
Save changes
Cancel

* Steps 4 and 5 show how to upload a file using the *File picker*, please disregard these steps if using the *Drag and Drop* method to upload your files.

- Once the *File picker* window opens, select 'Upload a file' from the side menu and then click the *Choose file* button:



- Locate your file on your computer or USB drive and either double-click it OR click the *Open* button to select and add the file:



- The file will be added to the *File submission* area, click the *Save changes* button to submit your file:

