

Uploading Assignments onto your virtual class on YISCO.

Part A. Getting organized

It is very important that you are organized when saving and uploading your assignments on to Moodle.

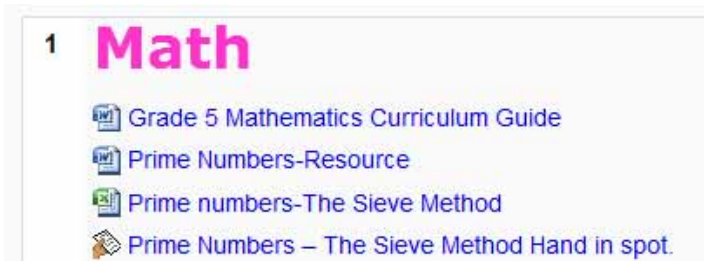
This is what I recommend

1. Create a folder called 'Virtual Day' on your Desktop or My Documents.
2. Open up the 'Virtual Day' folder and within it create a folder for each of
3. your subjects e.g. Math, Art, Language etc.

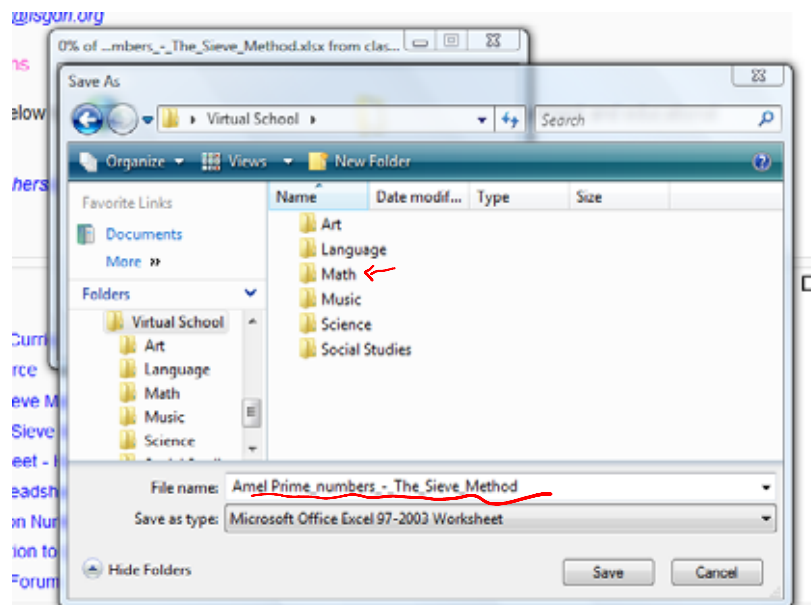


Part B. Saving an assignment from Moodle

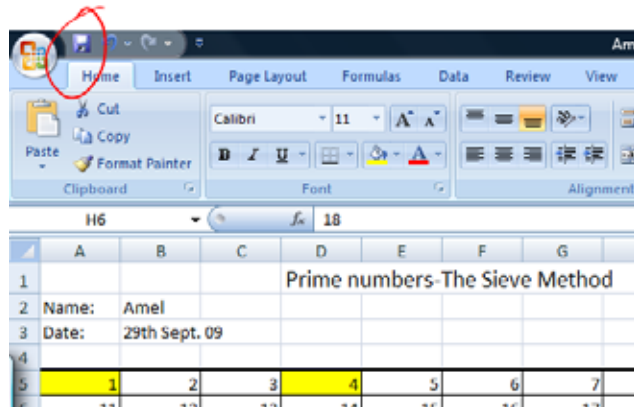
1. Go to the assignment that you would like to save e.g. Prime Numbers – The Sieve Method



2. Double-click and save the file in **your own name, including the original file name** (e.g. Amel Prime numbers – The Sieve Method) to your Math subfolder in the Virtual day folder you created in Part A.



3. You now have the assignment you will be working on, saved on your own computer.
4. Complete the assignment and save



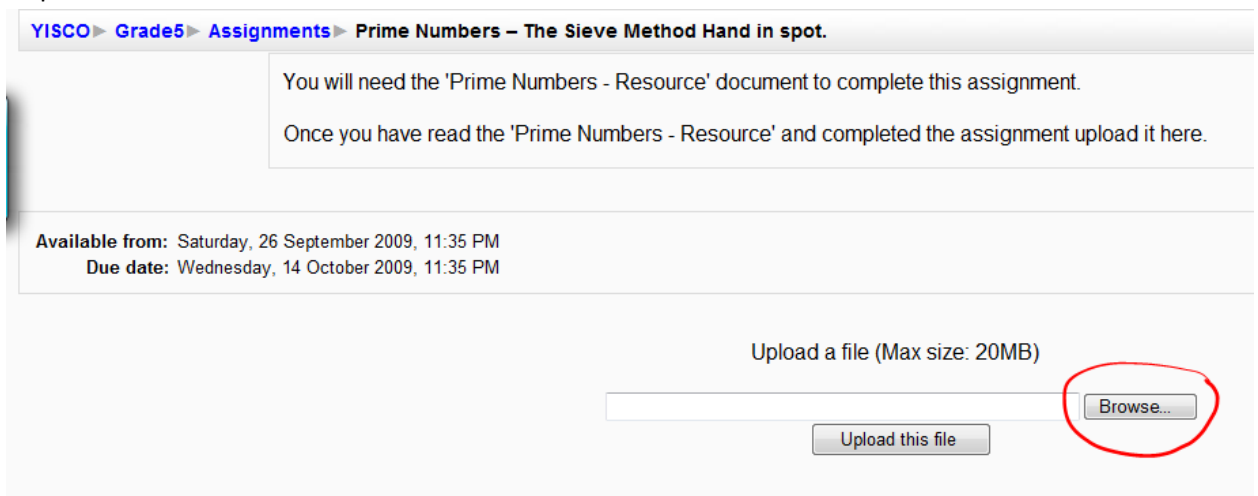
Part C. Uploading your completed assignment onto your virtual class on YISCO.

1. Log onto to your virtual class and go to your classroom.

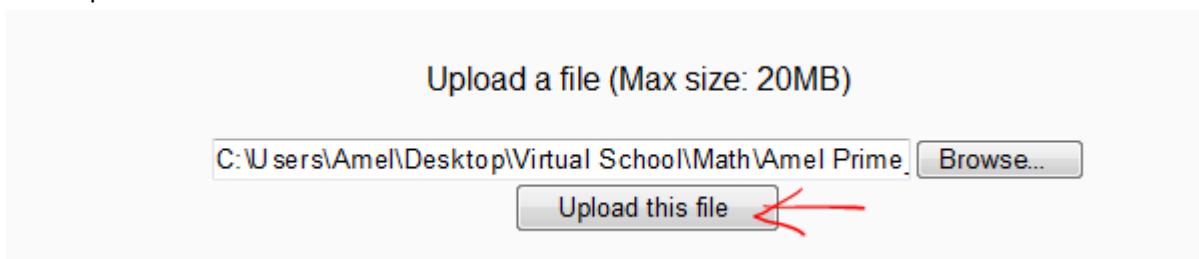
2. Look for the 'upload/hand in spot'  for your assignment and double click to open.
In the example we are using it will be

 [Prime Numbers – The Sieve Method Hand in spot.](#)

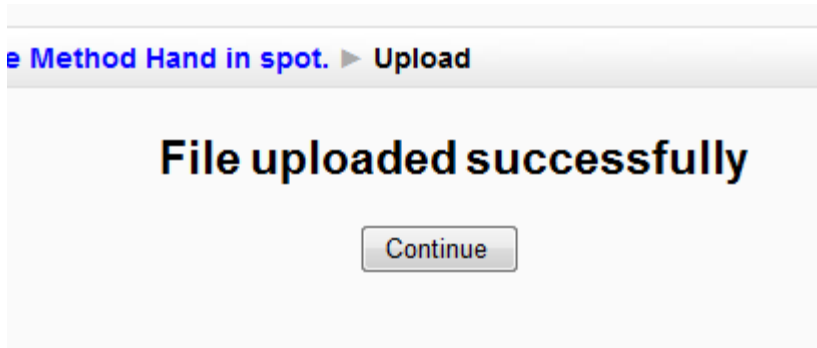
3. Now you must click browse to locate the assignment that you completed and saved in Part B. Step 2.



4. Click 'Upload this file'



5. You should then receive a message saying 'File uploaded successfully' click continue.



6. Then you should see your file attached at the bottom of the page.

A screenshot of a web page for an assignment. At the top, a breadcrumb trail reads: "YISCO > Grade5 > Assignments > Prime Numbers – The Sieve Method Hand in spot." Below this is a light gray box containing the text: "You will need the 'Prime Numbers - Resource' document to complete this assignment. Once you have read the 'Prime Numbers - Resource' and completed the assignment upload it here." Below the box, the text "Available from: Saturday, 26 September 2009, 11:35 PM" and "Due date: Wednesday, 14 October 2009, 11:35 PM" is displayed. At the bottom of the page, a file icon (a document with a green 'x') is followed by the filename "Amel_Prime_numbers_-_The_Sieve_Method.xls", which is circled in red.

(Note: If you receive any error messages or you do not see your file as above repeat steps Part C. Steps 2-5)

7. You are done 😊