

HOW TO UPLOAD EDITED FILES:

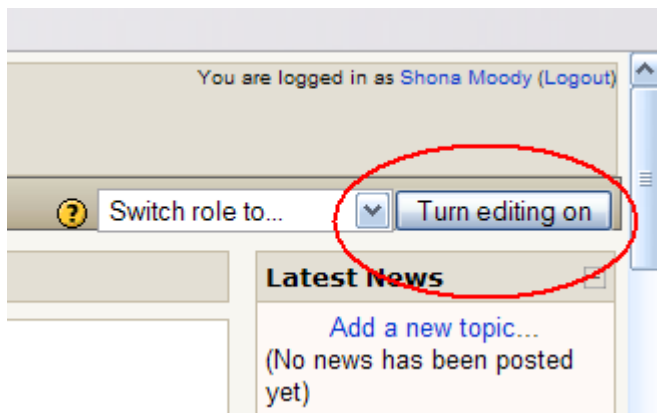
Once you edit your file you need to find out where the original is located so you can replace it. The key here is to make sure you don't change the file name (just keep the name it had when you edited it.

There are several ways to access files and change them. You've found the easiest way to download, this document will show you the easiest way to upload edited files.

Before you begin, I strongly suggest you take a back up of your course. Please let DLsupport@vcc.ca know if you need help restoring any files to their original locations.

Here are the steps you need to follow to upload documents you have edited:

1. Log into your course and select "turn editing on" which is found near the top right corner of your course. (See example below.)



2. Locate the resource that you edited. Once you find the item in the course, you need to replace it with your document. The easiest way to do this is to select the edit feature for that item. (Depicted as the hand with the pencil inside the oval.)

The first four Modules are CORE Modules. You must complete ALL of them.
The last six are OPTIONAL Modules. You need to complete at least THREE of them.



CORE 1

Operations with Real Numbers

- The Number Line → ⌵ ⌶ ⌷ ⌸ ⌹
- Adding and subtracting positive and negative numbers → ⌵ ⌶ ⌷ ⌸ ⌹
- More adding and subtracting → ⌵ ⌶ ⌷ ⌸ ⌹
- Multiplying and dividing positive and negative numbers → ⌵ ⌶ ⌷ ⌸ ⌹
- Order of operations → ⌵ ⌶ ⌷ ⌸ ⌹
- Powers → ⌵ ⌶ ⌷ ⌸ ⌹
- Powers with negative exponents → ⌵ ⌶ ⌷ ⌸ ⌹
- Square Roots → ⌵ ⌶ ⌷ ⌸ ⌹
- Powers and radicals → ⌵ ⌶ ⌷ ⌸ ⌹
- Applications of Powers and Roots → ⌵ ⌶ ⌷ ⌸ ⌹
- Scientific Notation → ⌵ ⌶ ⌷ ⌸ ⌹
- PRACTICE TEST** → ⌵ ⌶ ⌷ ⌸ ⌹

⊕ Add a resource... ⊕ Add an activity...

3. The following screen will appear. Select “Choose or upload a file..” but keep your eye on the location field because you’re going to need to follow the location path in order to upload your file to correct place.

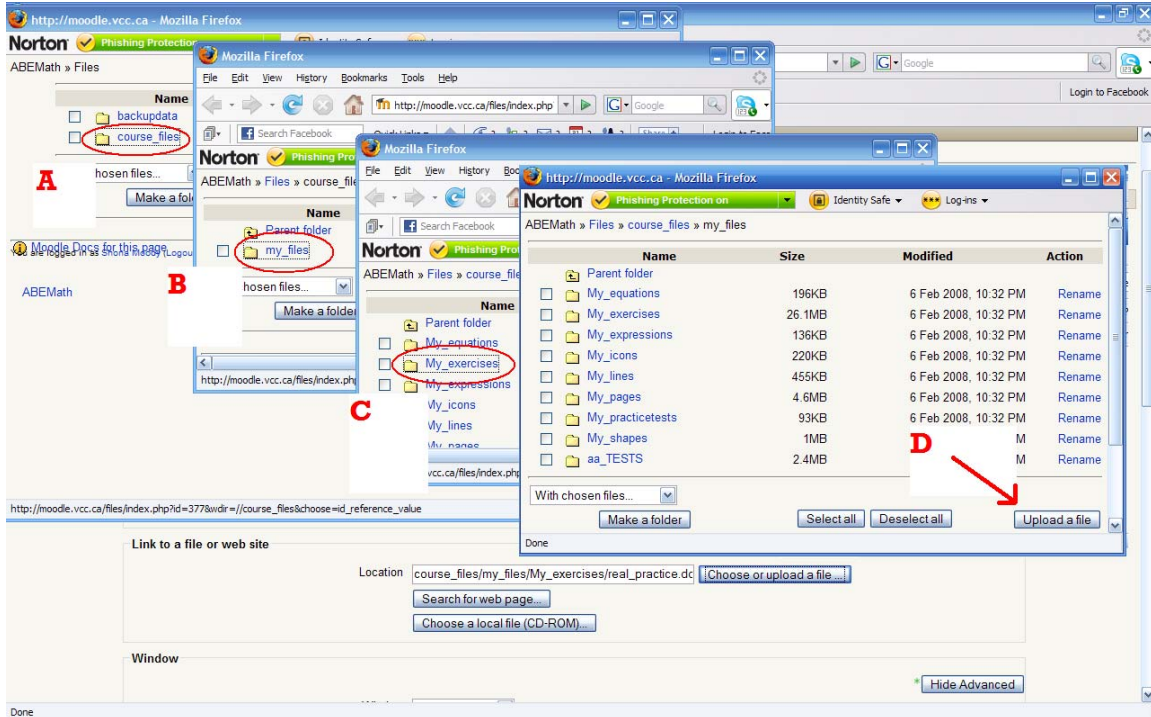
Name*

Summary ?

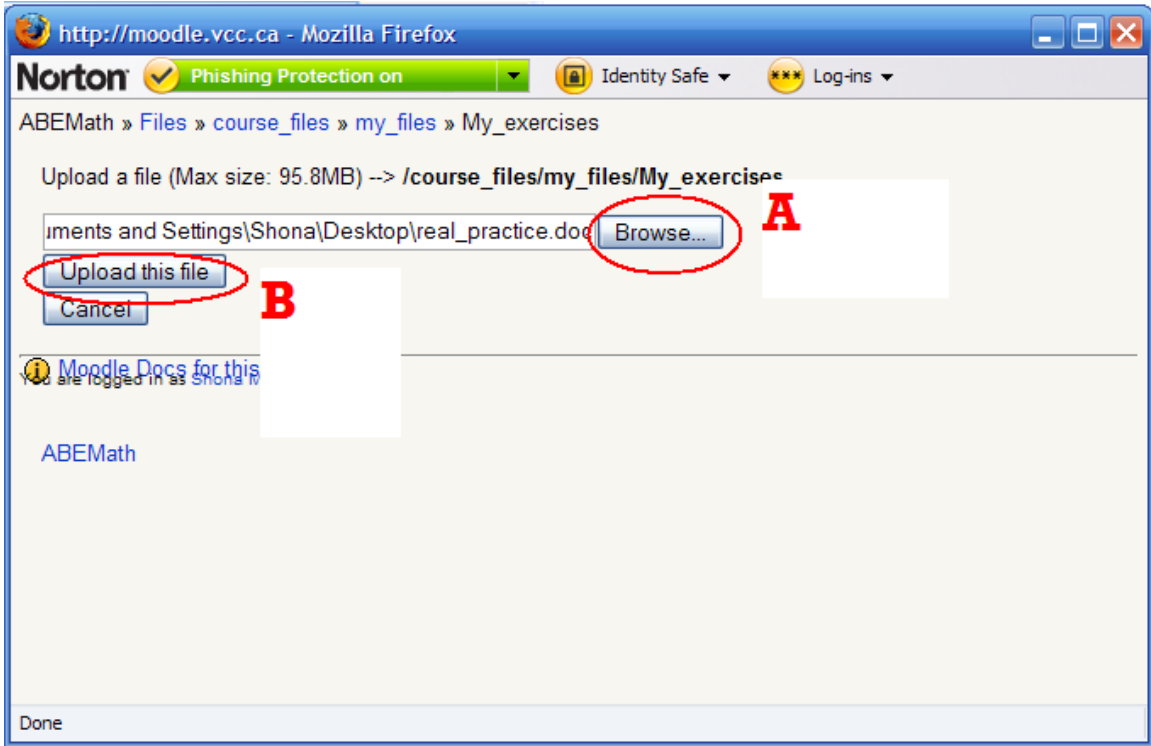
Arial 1 (8 pt) Lang **B I U S** x_2 x^2

Path:

4. If you were careful to keep the same file name, you won't need to know anything more about this file except its general location. The file above is located in "course_files" (A), "my_files" (B), "My_exercises" (C). Once you reach the last location where the file is stored, you just need to press the "Upload a file" button (D).



5. Now you need to find the file on your computer in order to upload it. To do this, select the Browse button (A). Once you find the file, select the "Upload this file" button. Your file will replace the existing file in the course.



6. Follow steps 1 through 6 for each document you wish to change.