EDUFOLIO: SUBMITTING A FILE TO AN INSTRUCTOR

The File system will allow you to send files to the instructor(s), or to download documents, images, or other files that your instructor(s) have made available to you.

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1. In your course, open the 'Tools' section in the menu on the left (it may already be open)

2. Click 'Files'.

Available Course Files

Following are the files the instructor has made available to this course. You can download or view a file by clicking on its title.

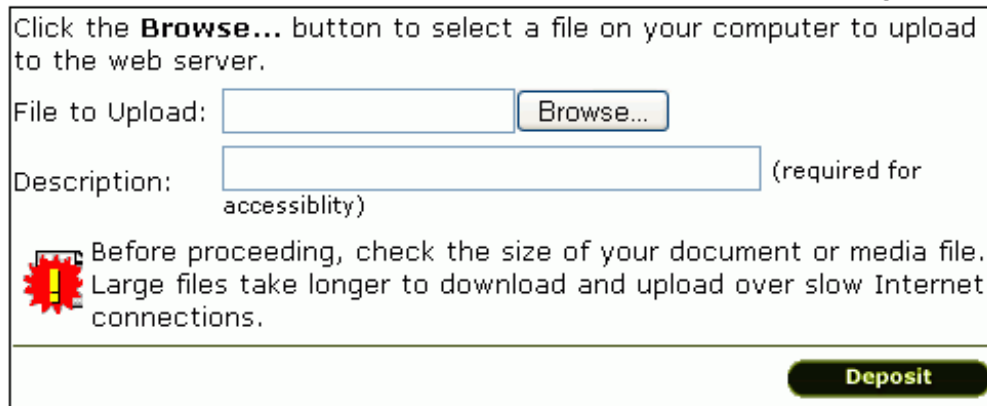**Submit a file to the teacher** ⟵ Click here to send a file to the instructor(s)

📁 **Images** ⟵ This is the name of the folder

Description	File Name
Spanish-speaking World	▸ **apaqin2.jpg** (13.4 KB)
red check	▸ **check.gif** (1.2 KB)
	Total Files: 2 – Total Size: 14.6 KB

Send a file to the instructor(s)

To send a file to an instructor, click on the 'submit a file to the teacher' link and you will see this page:

Click the **Browse...** button to select a file on your computer to upload to the web server.

File to Upload: [   ] Browse...

Description: [   ] (required for accessiblity)

Before proceeding, check the size of your document or media file. Large files take longer to download and upload over slow Internet connections.

Deposit

Click the 'browse' button, choose the file you want to upload from your hard drive or disk, and then click the 'open' button. The name and the path of the file you selected will now appear in the 'file to upload' area. Type a description of the file and then click 'deposit' to send it to the instructor(s).