

UPLOADING FOLLOW-UP IMPLEMENTATION INTO A COURSE

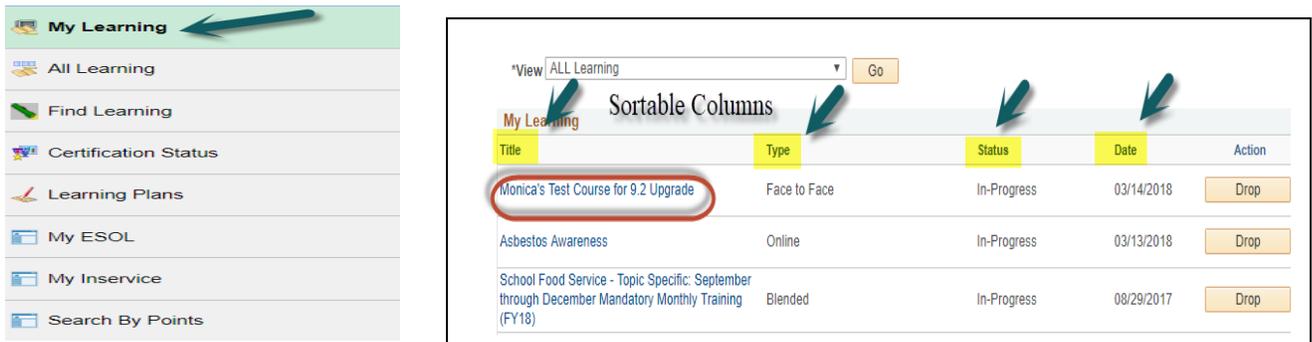
1. Click on the PeopleSoft tile to begin accessing the eLearning Management System.



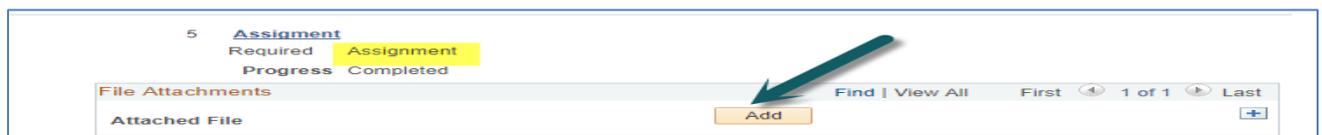
2. Locate your "My Learning" Tile and click.



3. Locate "My Learning" in the queue on the left hand side of the page. This will open all of your courses. Use the sortable column titles to find your course and click on the course title.



4. Once your course opens, locate the component that contains the assignment. You should see an "Add" button. If you do not see the "Add" button, check to make sure that the end date of the course has not passed.



5. Using the "Choose File" button, locate the file that you have saved on your computer and "Upload". You will see the file appear in your course. Use the "+" button to add multiple files.



6. KEEP FILE NAMES UNDER 20 CHARACTERS. FILES WITH LENGTHY NAMES WILL NOT LOAD.