

Submitting documents to your facilitator privately

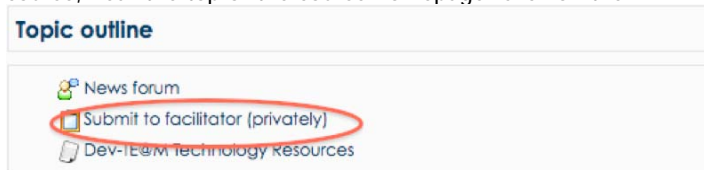
NOTE: We recommend that you use Mozilla Firefox or Internet Explorer (Windows only) as your web browser for your work with Moodlerooms. You can download the latest version of each at the addresses below:

<http://www.mozilla.com/firefox/>

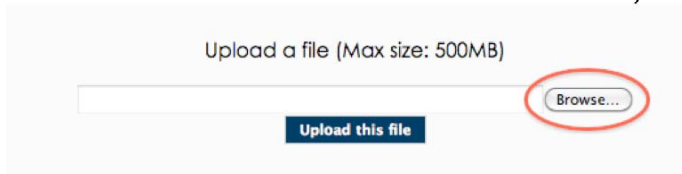
<http://www.microsoft.com/nz/windows/internet-explorer/>

Please use the instructions below to send items to your facilitator that you do not wish to share with the rest of your group. Note that members of the Dev-TE@M project will also have access to items submitted in this manner.

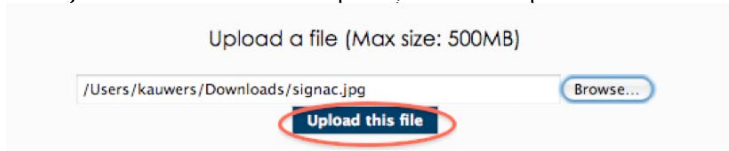
1. Locate the link to the "Submit to facilitator (privately)" option in your course. This is in the first section of your course, near the top of the course homepage. Click on the link.



2. You should see an "Upload a file" option near the center of the page. Click the "Browse" button in this section to locate the item you'd like to upload on your computer.



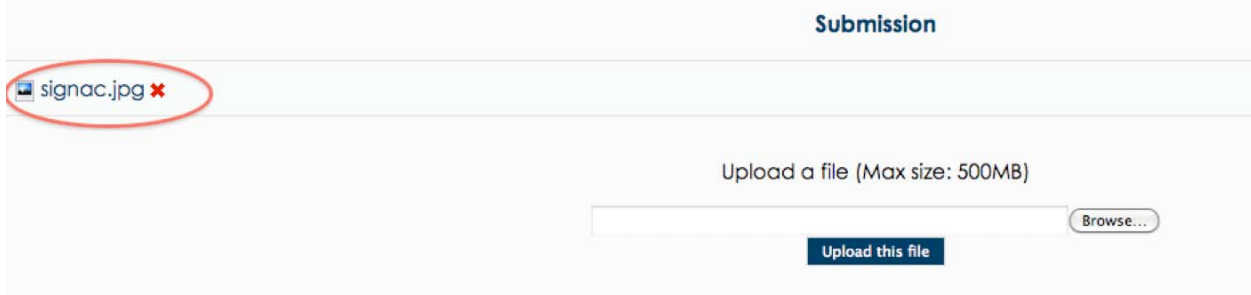
3. Once you've selected a file to upload, click the "Upload this file" button.



The file you've added should now appear as part of your "Submission."

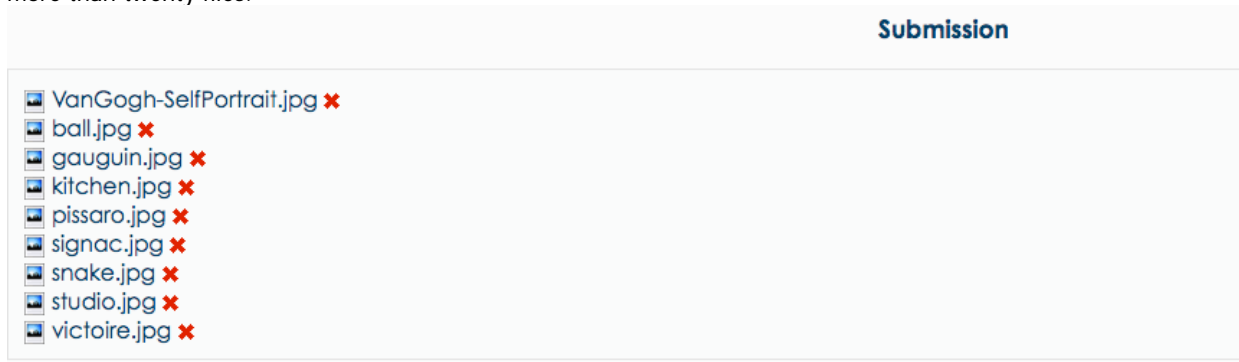
Please submit any items you'd like to share with your course facilitator privately here.

If you'd like to share more than twenty items, contact dev-teampilotsupport@umich.edu for assistance.

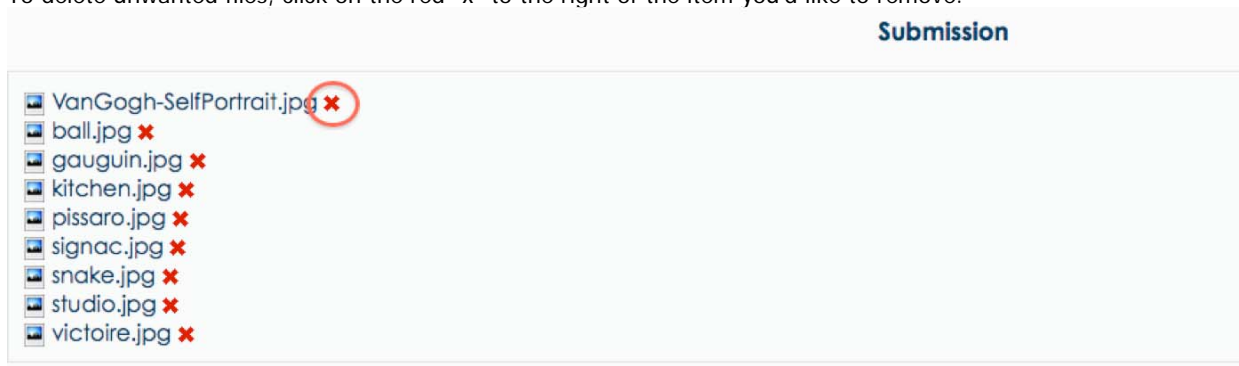


4. Repeat to add additional items as desired. You can send up to twenty items to your facilitator using this method over the duration of your course. Please contact dev-teampilotsupport@umich.edu if you would like to send

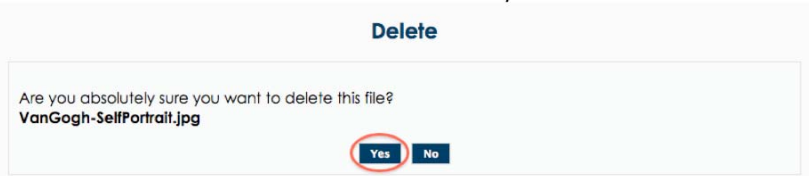
more than twenty files.



5. To delete unwanted files, click on the red "x" to the right of the item you'd like to remove.

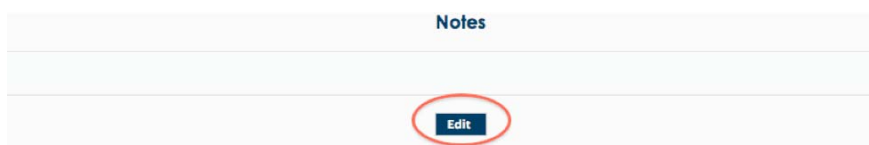


Then confirm the deletion to remove the file from your list.

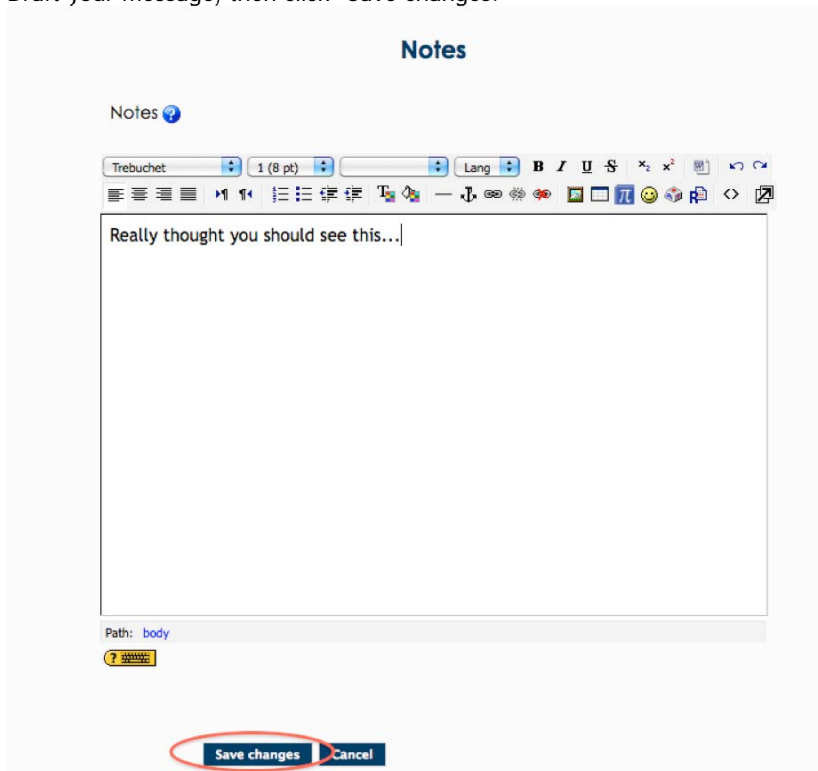


Please **DO NOT** delete any items you upload to make room for more than twenty files – instead contact dev-teampilotsupport@umich.edu for assistance.

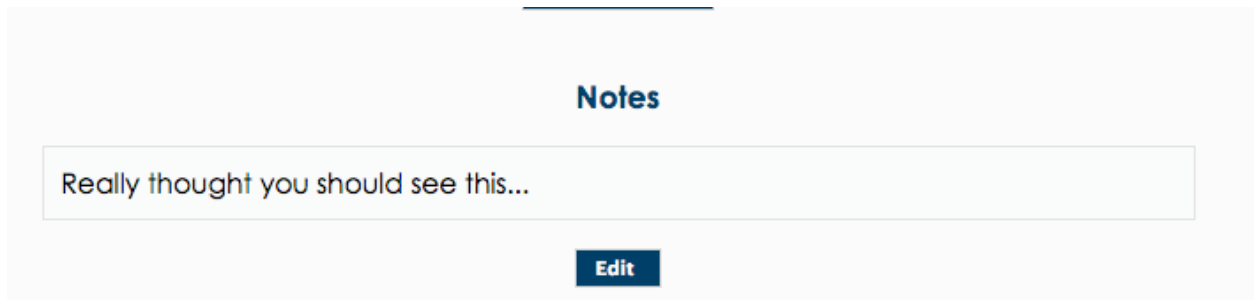
6. If you'd like to include a message to your facilitator along with your submission, click "Edit" under the "Notes" heading.



7. Draft your message, then click "Save changes."



8. Your message should now appear under "Notes."



9. You can return to this section of your course at any point to send more files to your facilitator. You can send up to twenty files using this method over the duration of your course.