

# My.Wartburg... Tips to make your teaching life easier!

## Upload a Handout and Create a Set

### Quick & Simple Description:

Open My.Wartburg

Open the course you wish to add a handout

On the main page there is a Handouts section

Click on [Add a Handout]

Type in a name for your handout

Click on [Choose File]

Click on Upload (located near the top of the Moxie Manager)

Select your document and click [Open]

Click on [Insert]

Click on [Save]

### To Add a Set

Click on Handouts (the orange Handouts title above the handouts)

Click on [Add a Set]

Type in a name for your set of handouts

Click on [Save]

Click on the selection box in front of the handout(s) you wish to include in the set

There should be a checkmark in front of your handout

Select the set you created from the pull down menu after [Move selected items to]

Click on [Submit]