

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

## Student Directions to Upload a Handout in Coursework

### Quick & Simple Description:

Open My.Wartburg and open your course

Click on Coursework

Click on the Assignment in Coursework

Click on [Upload a file]

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 [Add File]

### To Add More Files

Click on [Upload a file]

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 [Add File]

### To Submit to Instructor

Click on [or if you are finished...Turn in your...] This is a dark blue box

Note – you will not be able to add additional files once it has been submitted to the instructor