Posting your group's work on Moodle for the rest of the class

Each group's work is to be posted in Moodle, for the whole class to access. At the deadline, no more posting may be done, but they will remain available for all to read. Until then, you can post as many updates as you like. I recommend testing that you can get some file up there as soon as possible.

I recommend that you get other students' feedback on your document: whether via GoogleDocs or via posting a version on Moodle (in return for commenting on theirs).

GoogleDocs auto-saves your work, but to put a copy on Moodle for the whole course (and me) to share you need first to download your work to your computer: Save your (GoogleDocs) file in the formats you want: I recommend both PDF (best for others to read on Moodle) but also .docx to store an editable copy there for possible future use by me.

Go to the Moodle page for this course.

To read any group's document (or its place-holder version), just click on that group's number and topic-title.

To upload your own file to Moodle:

Turn edit mode on (button near top right of main course page)

Click on the "edit" link beside the item with your group's topic number and topic title;
and select "Edit settings" (first item on the popup menu).
You are now in a window for modifying your group's presented file.

Scroll down then drag and drop, from your desktop, your PDF and .docx files into the "Select files" area.
(Drag and drop may not work in Moodle on older browsers.)

Click on the icon of the file you've just added, and in the popup window click on "Set main file"

Bottom of page: click on "Save and return to course".

There is no need to delete any versions if you don't want to, and you can vary the filename you upload to include a version number if you like to keep track. Just make sure you select the version you want to display as the "main file": I think the PDF version is best for other readers in Moodle.

To change your topic title as it appears in the list of wikis:

With edit mode on, just click on the pencil icon beside your group's title on the main page, edit the title (all one line) and press "return". You may change this repeatedly.
It will help at least me if you keep your group number in the title.
It will probably help everyone if the title says, as appropriate, if your topic is a "theme", or an "exam qu.".
It will help everyone if your title expresses what is different between your topic and others (i.e. jokes aren't helpful, the words "positive" and "psychology" may not help distinguish.
The title in your PDF wiki document itself should clearly refer to the same topic as its title in the list; but needn't necessarily be identical.

Technicalities:
Keep a copy of your work in GoogleDocs too. Your GoogleDocs are private to you, not the whole class (unless you open it to them all). For safety, keep a copy of your group's work there until well after the deadline, as a precaution against any accidents in Moodle.

<u>Keep edit mode set to "off" normally.</u>   In Moodle, edit mode lets you change almost anything in the course page. Keep edit mode set to "off" except when updating your group's file or title, to reduce the chance of accidents.