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).

Save your (GoogleDocs) file in the format you want: I recommend PDF.

Go to the Moodle page for this CERE 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:

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 file 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".

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.

Keep edit mode set to "off"   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, to reduce the chance of accidents.

Changing your topic title. If you want to change the listed title of your topic as it appears on the main page, you can ask me to do it, or do it yourself. However it is generally better for everyone else that it remains clear what your topic is i.e. don't use a jokey title by itself, assuming that people scanning the list can somehow know what the joke is about before they've read the document.