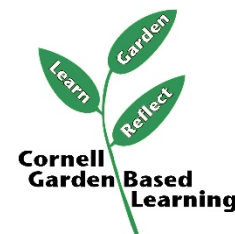**Cornell Cooperative Extension**
Cornell Garden-Based Learning

Moodle Tutorial

How to Upload Documents and Journals: For this tutorial, learn how to submit a **Journal entry** or other assignment that requires uploading a document by following these steps.

Cornell
Garden Based
Learning

Each week we will open a new series of topics. The current week will always be highlighted in yellow. When each week is over, that week's section will collapse and will only show the title bar. You can still access the prior weeks and go back, by clicking on the title bars, which will open them up again.

Step one:
Within each weekly section you will see a list of assignments, resources and readings for each topic. Click on each title next to their icon to be linked to that activity.
To submit your **Journal entry** , click on the title as shown to the right.

Step two:
When you are ready to submit your assignment, click on "Add submission" as shown to the right.

Journal Entry #1

Journal Entry #1

This is a required assignment, which you will draft in a Word Document and upload it here in Moodle before the due date. The purpose of each learning journal is for you to reflect on something you have learned, and the connections you make to your gardening practice. Only you and the instructor will see you Journal Entries. This week, answer the questions below and share anything that will help your instructor get to know you, and what you wish to achieve by taking this course.

For this Journal entry, please answer the following:

- What kind of gardening do you prefer? Growing ornamentals (flowers, perennials, annuals, landscape plants), food (herbs, fruits, vegetables), indoor plants, or all of the above?
- What (or who) inspired you to register for this course? What do you hope to learn?
- Is there anything else you would like your instructor to know about you?

Type up your Journal Entry on a Word Document and upload it below. Please label each Journal Entry as follows:

Name

Journal Entry #____

Date

Due date: Upload on or before midnight Sunday, February 24, 2019 EST

Please note: Journal entries are a self-reflective learning activity, not a sounding board! Any questions or concerns, please contact the course facilitator via email at dmc72@cornell.edu or Moodle message.

Submission status

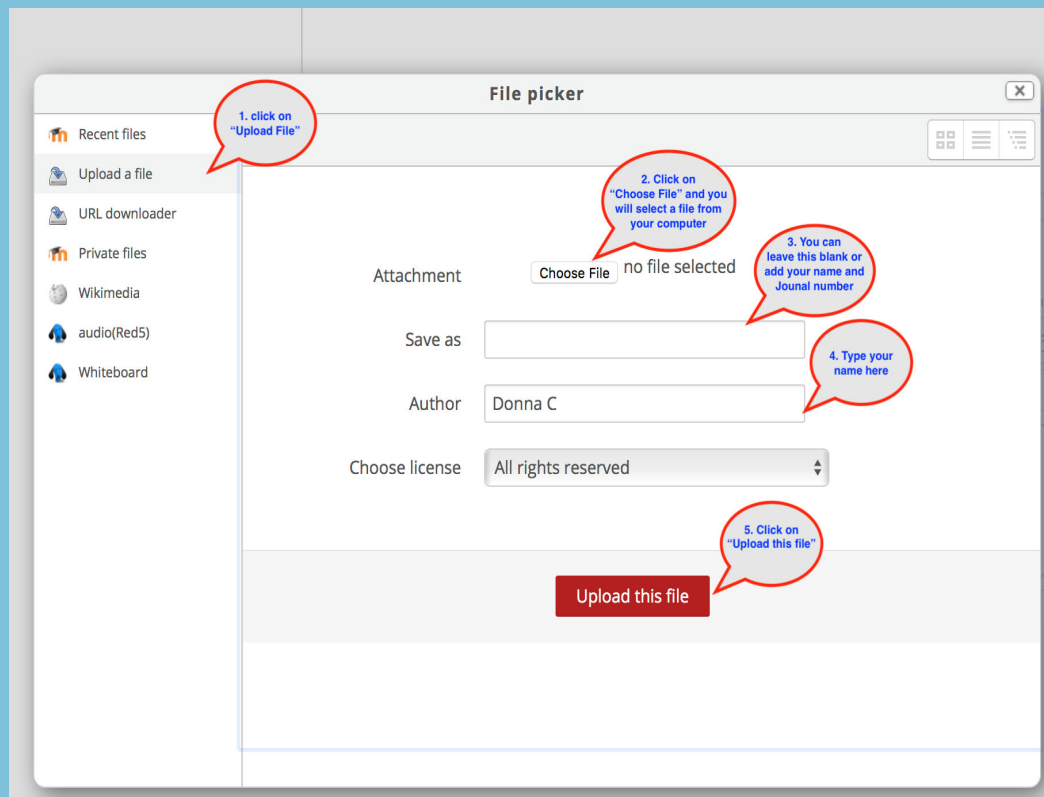|	
Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	Tuesday, 19 February 2019, 10:50 AM
Submission comments	▸ Comments (0)

Click on "Add submission"

Add submission

Make changes to your submission

Step three:
Preferred option-
Upload a document.

To upload a Word or Pages document (a file saved on your computer), choose the bottom box as shown to the right.

Click on the file icon on the top left corner of that box.

CCELearningOnline   English (en) ▾   Search courses 🔍

Home ﹥ Miscellaneous ﹥ CCES-ATLIG ﹥ 18 February - 24 February ﹥ Journal Entry #1 ﹥ Edit submission

Administration
▸ Course administration

Journal Entry #1

Journal Entry #1
This is a required assignment, which you will draft in a Word Document and upload it here in Moodle before the due date. The purpose of each learning journal is for you to reflect on something you have learned, and the connections you make to your gardening practice. Only you and the instructor will see you Journal Entries. This week, answer the questions below and share anything that will help your instructor get to know you, and what you wish to achieve by taking this course.

For this Journal entry, please answer the following:
▸ What kind of gardening do you prefer? Growing ornamentals (flowers, perennials, annuals, landscape plants), food (herbs, fruits, vegetables), indoor plants, or all of the above?
▸ What (or who) inspired you to register for this course? What do you hope to learn?
▸ Is there anything else you would like your instructor to know about you?

Type up your Journal Entry on a Word Document and upload it below. Please label each Journal Entry as follows:

Name

Journal Entry #____

Date

Due date: Upload on or before midnight Sunday, February 24, 2019 EST

Please note: Journal entries are a self-reflective learning activity, not a sounding board! Any questions or concerns, please contact the course facilitator via email at dmc72@cornell.edu or Moodle message.

Online text | Paragrap ▾ | B | I | ≔ | ≔ | ∞ | ∞ | 🖼 | ⊞ | 📋 |

To submit a WORD document, click on this icon to go to the next step

Path: p

File submission   Maximum size for new files: 50MB, maximum attachments: 6

▸ 🗀 Files

You can drag and drop files here to add them.

Save changes   Cancel

Step four:
To upload a Word
or Pages document
(a file saved on
your computer),
follow these steps
shown to the right.

Step five
This shows your file uploaded correctly.

Name

Journal Entry #____

Date

Due date: Upload on or before midnight Sunday, February 24, 2019 EST

Please note: Journal entries are a self-reflective learning activity, not a sounding board! Any questions or concerns, please contact the course facilitator via email at dmc72@cornell.edu or Moodle message.

Online text

| | Paragraph ▼ | B | I | ☰ | ☰ | | | | | |

Path: p

Maximum size for new files: 50MB, maximum attachments: 6

File submissions

▶ 📁 Files

Your document will show were

Whats Wrong with this

Save changes

Save changes   Cancel

Step six
This is the last step before your final submission, to be sure you are ready to do so.

Type up your Journal Entry on a Word Document and upload it below. Please label each Journal Entry as follows:

Name

Journal Entry #____

Date

Due date: Upload on or before midnight Sunday, February 24, 2019 EST

Please note: Journal entries are a self-reflective learning activity, not a sounding board! Any questions or concerns, please contact the course facilitator via email at dmc72@cornell.edu or Moodle message.

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Tuesday, 26 February 2019, 3:19 PM
File submissions	Whats Wrong with this Picture?...
Submission comments	▸ Comments (0)

Not submitted yet

open this section if you want to add a comment (optional)

Go back and edit if needed

Edit submission

Make changes to your submission

Submit when you are ready to

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

Step seven
Almost done!

bruary › Journal Entry #1

Submit assignment

Acknowledge
that this is your
own work

*

☑ This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

click when
you are ready
for final
submission

Continue   Cancel

There are required fields in this form marked *.

Step eight
This shows your file uploaded correctly and is now submitted for grading.

For this Journal entry, please answer the following:

- What kind of gardening do you prefer? Growing ornamentals (flowers, perennials, annuals, landscape plants), food (herbs, fruits, vegetables), indoor plants, or all of the above?
- What (or who) inspired you to register for this course? What do you hope to learn?
- Is there anything else you would like your instructor to know about you?

Type up your Journal Entry on a Word Document and upload it below. Please label each Journal Entry as follows:

Name

Journal Entry #_____

Date

Due date: Upload on or before midnight Sunday, February 24, 2019 EST

Please note: Journal entries are a self-reflective learning activity, not a sounding board! Any questions or concerns, please contact the course facilitator via email at dmc72@cornell.edu or Moodle message.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Tuesday, 26 February 2019, 3:20 PM
File submissions	Whats Wrong with this Picture?...
Submission comments	▼ Comments (0) — Add a comment...

this shows it is submitted

add a comment if you would like (optional)

Save comment | Cancel

OPTION 2

You can also type your Journal entry right into the **"Online Text"** box.

We prefer you not use this unless it is absolutely necessary. Please attempt to upload documents that you have saved on your computer so you may refer back to anytime. You cannot access these type of entries once the course ends.

Why we prefer you to save your journals:
The purpose of Journaling is to reflect on what you have learned throughout the course, and how you have advanced your knowledge from the first day through the last.
Being able to look back on your first journals may help you with your ongoing learning and gardening advancement.

CCELearningOnline   English (en) ▾   Search courses 🔍

Home ▸ Miscellaneous ▸ CCES-ATLIG ▸ 18 February - 24 February ▸ Journal Entry #1 ▸ Edit submission

Administration
▸ Course administration

Journal Entry #1

Journal Entry #1
This is a required assignment, which you will draft in a Word Document and upload it here in Moodle before the due date. The purpose of each learning journal is for you to reflect on something you have learned, and the connections you make to your gardening practice. Only you and the instructor will see you Journal Entries. This week, answer the questions below and share anything that will help your instructor get to know you, and what you wish to achieve by taking this course.

For this Journal entry, please answer the following:
- What kind of gardening do you prefer? Growing ornamentals (flowers, perennials, annuals, landscape plants), food (herbs, fruits, vegetables), indoor plants, or all of the above?
- What (or who) inspired you to register for this course? What do you hope to learn?
- Is there anything else you would like your instructor to know about you?

Type up your Journal Entry on a Word Document and upload it below. Please label each Journal Entry as follows:

Name

Journal Entry #____

Date

Due date: Upload on or before midnight Sunday, February 24, 2019 EST

Please note: Journal entries are a self-reflective learning activity, not a sounding board! Any questions or concerns, please contact the course facilitator via email at dmc72@cornell.edu or Moodle message.

Option #2
Step one:
Type your text directly into this box

Online text

Step two:
Click on 'Save Changes' to submit your assignment

Path: p

File submissions   Maximum size for new files: 50MB, maximum attachments: 6

▸ Files

You can drag and drop files here to add them.

Save changes   Cancel