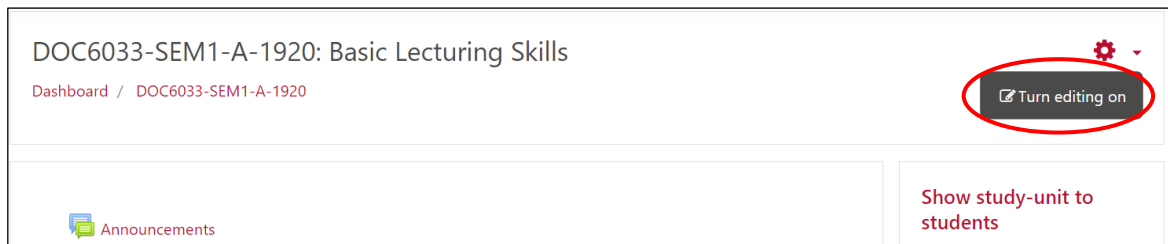
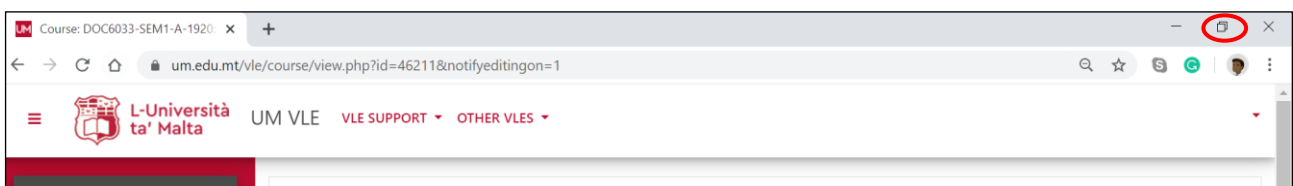


Uploading learning resources in the VLE study-unit area

1. Access the study-unit area on the [VLE Dashboard](#) as indicated in this [guide](#).
2. Click the **Turn editing on** button (top right corner). You will now be able to add content to your study-unit area.

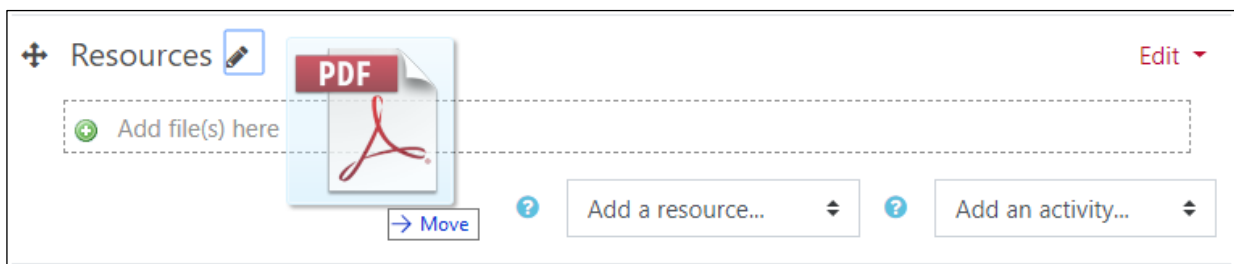


3. Minimise the browser window.

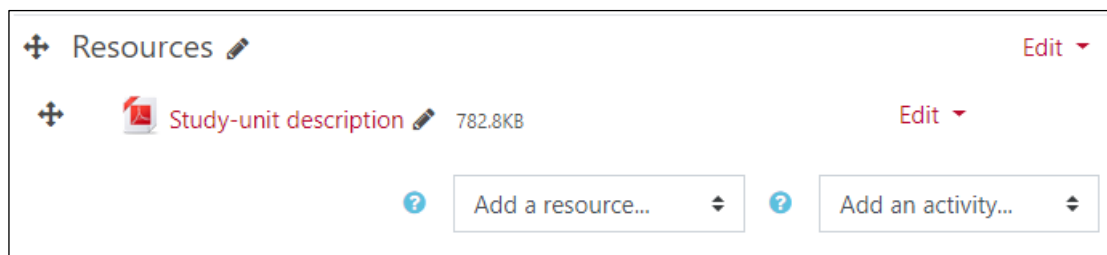


4. Locate the file/s to upload on your computer or USB stick. You can upload files of any format: .doc, .xls, .ppt, .pdf, .jpg, .png, .mp3, .mov etc. It is good practice to upload PDF versions of MS Word and MS PowerPoint files.
5. Click the file to upload and keep holding the left mouse button until instructed to do otherwise. Drag the file directly over the browser icon on the task bar. The browser window will open.

Continue dragging the file to the appropriate section in the VLE area. An indicator stating **Add file(s) here** will be displayed during the dragging process.



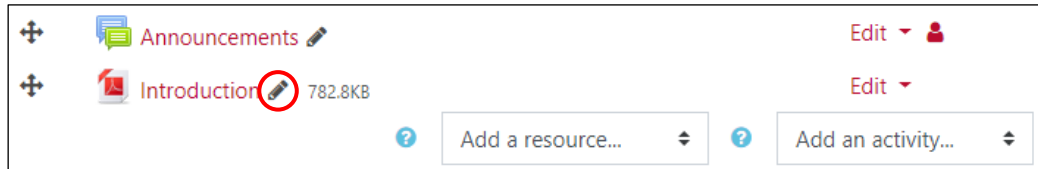
6. Release the mouse button to upload the file.




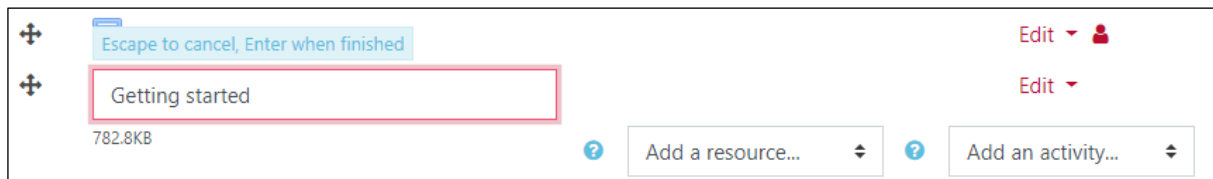
Editing titles of uploaded files

To rename the titles of uploaded files:

1. In the VLE area homepage, click the **Turn editing on** button. The **Edit title** icon  will appear next to all files.



2. Click the **Edit title** icon . This will allow you to rename the title of the file. In the following example, the text *Introduction* is replaced with the text *Getting Started*.

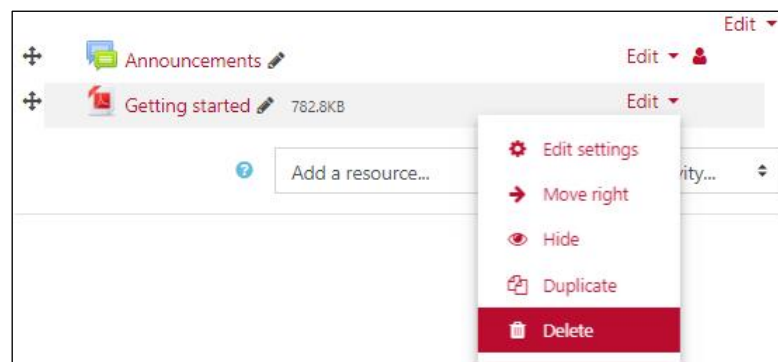



3. Press **Enter** key to confirm the inputted title.

Deleting uploaded files

If you have uploaded a file/s by mistake or you need to delete certain files from the VLE:

1. In the VLE area homepage, click the **Turn editing on** button. The **Edit** link will appear next to all resources and activities in the VLE area.
2. Click the **Edit** drop-down menu adjacent to the file you wish to delete.



3. Click the **Delete** button .
4. You will be prompted to confirm your action. Click Yes button to delete.

