

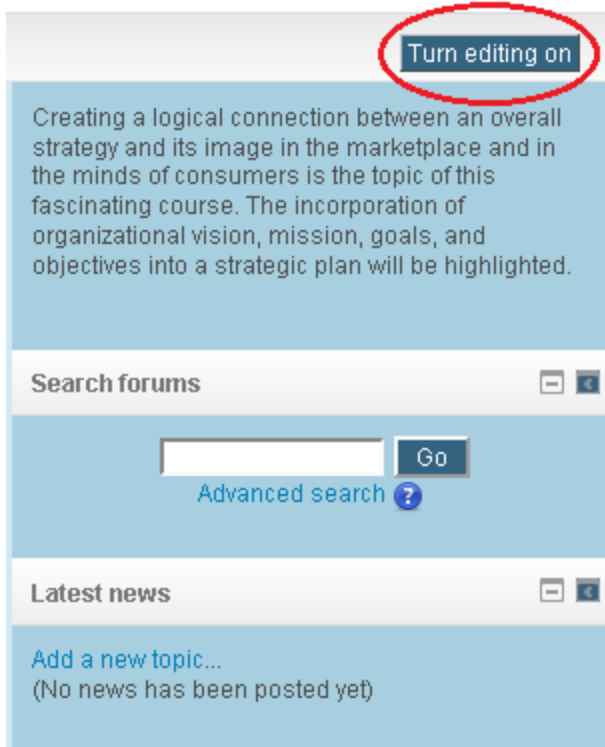
- 1) To log-In please visit <https://online.baruched.com/> and click on **Log in**.



- 2) Enter your credentials and click **Log in**.

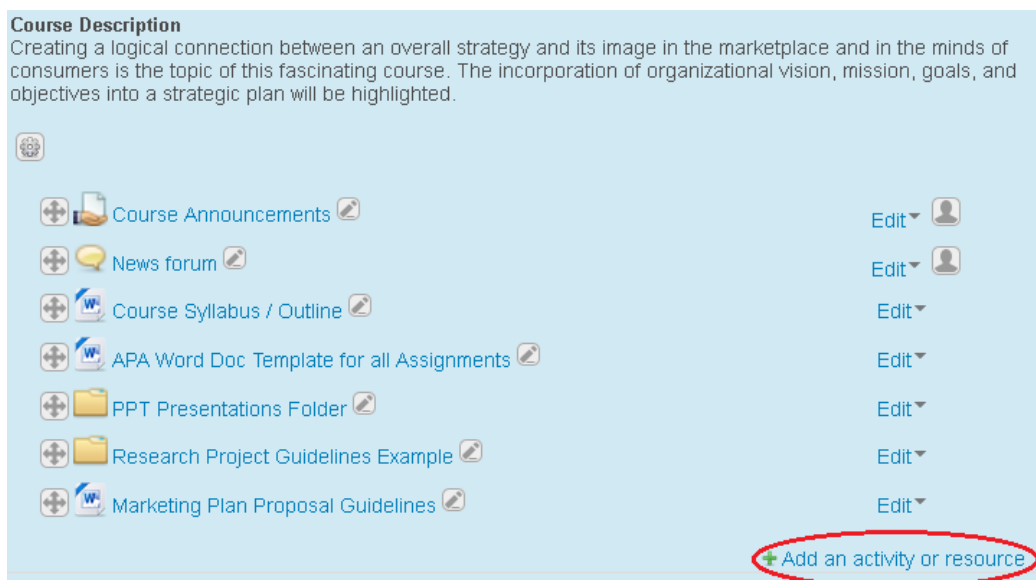
- 3) After logging in, click on your assigned course.

- 4) Click on **Turn Editing On** (Located on upper right of the screen of your Course Page)

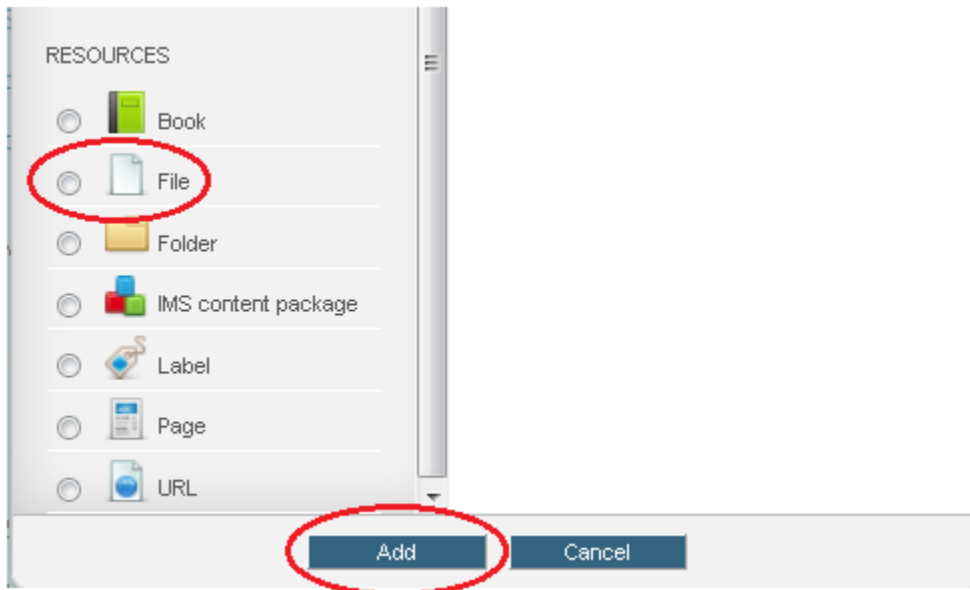


5) Click on **Add an activity or resource**. You may also Drag and Drop the file you are uploading.

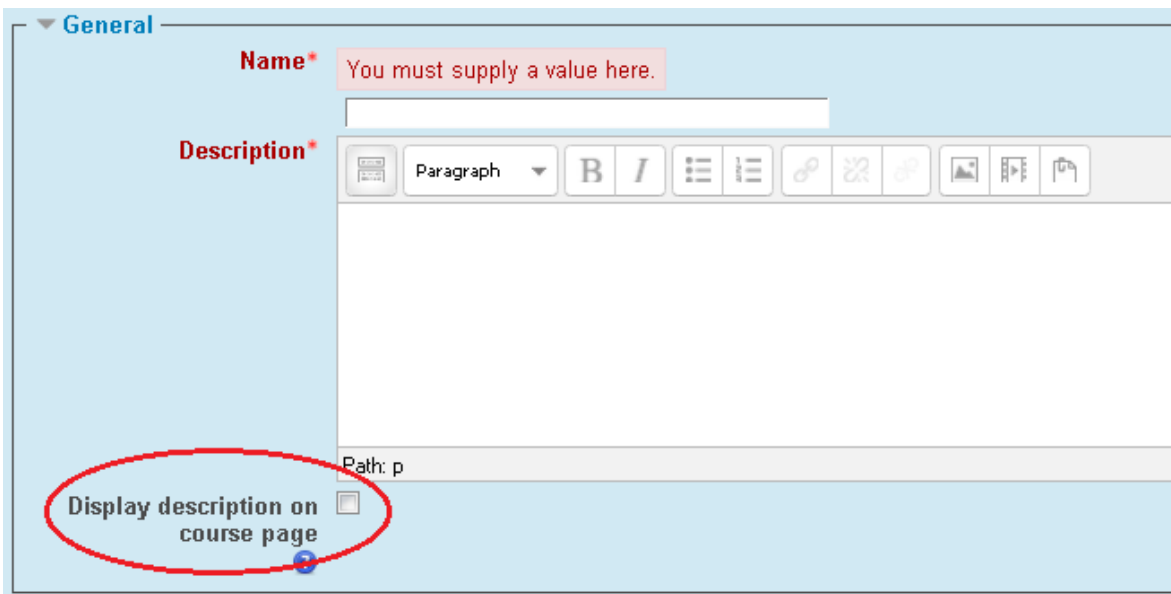
Note: You can choose where you want to place your file by selecting this option either in the main section of your course or for any given week



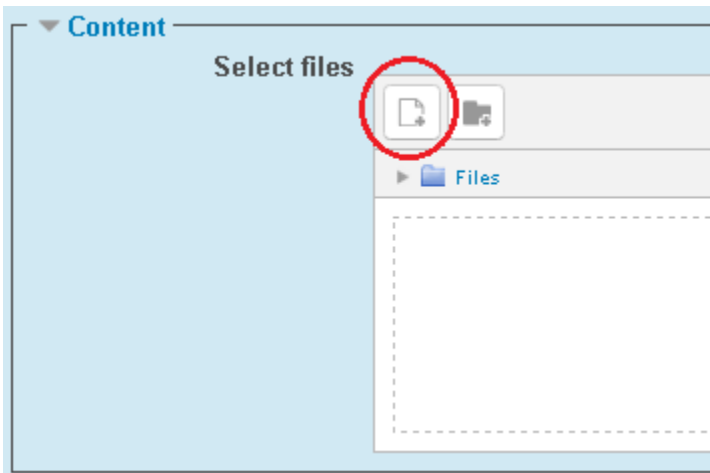
6) Scroll down and under **Resources**, select **File** then click **Add**



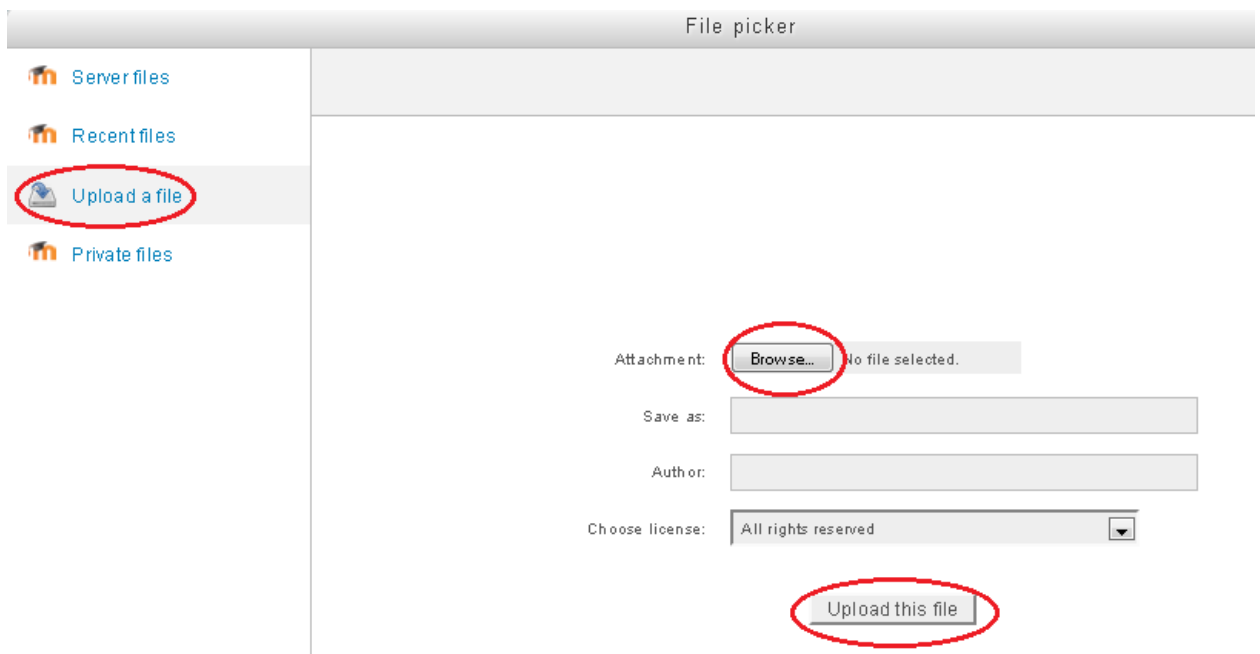
7) Type in a name for your file. Enter a description and click the **Display description on course page** option.



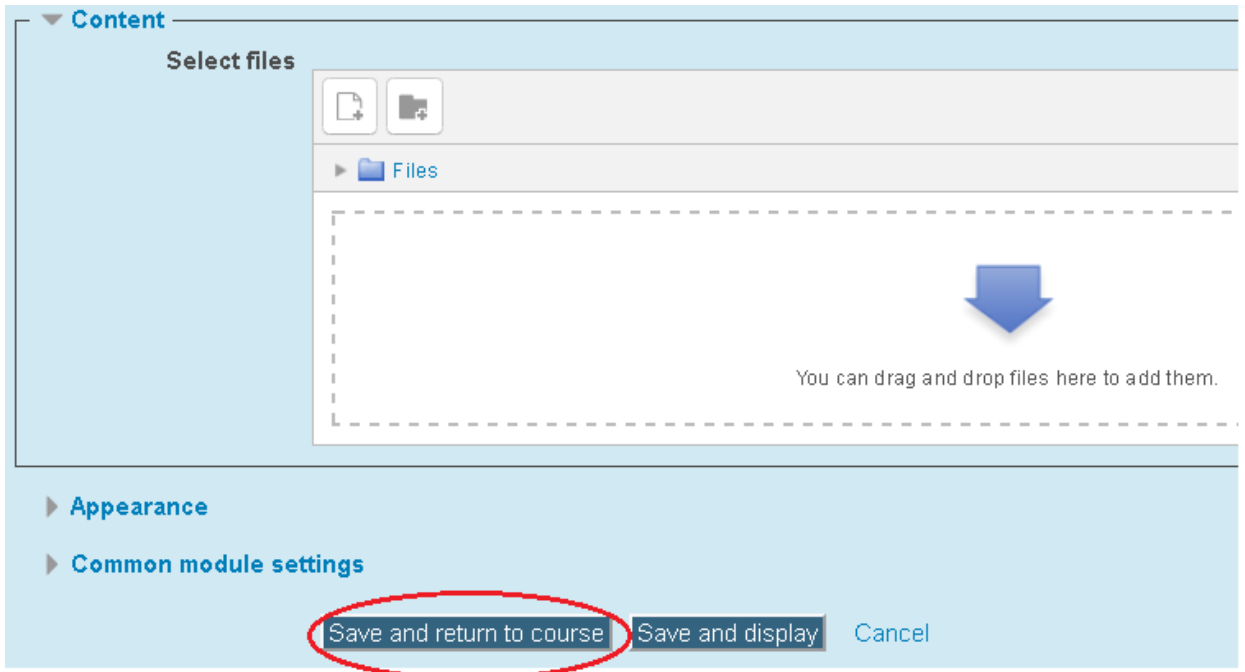
- 8) Under **Content** (Select Files), click the first icon (Add). As an option, you may also Drag and Drop the file you are trying to upload within this field.



- 9) Click on **Upload a file** on the left menu, then click on **Browse** and locate your file and then click **Upload this File**.



10) Finally, Click **Save and Return to course.**



Drag and Drop Moodle functionality is only available on later versions of Safari, Internet Explorer and Mozilla FireFox.