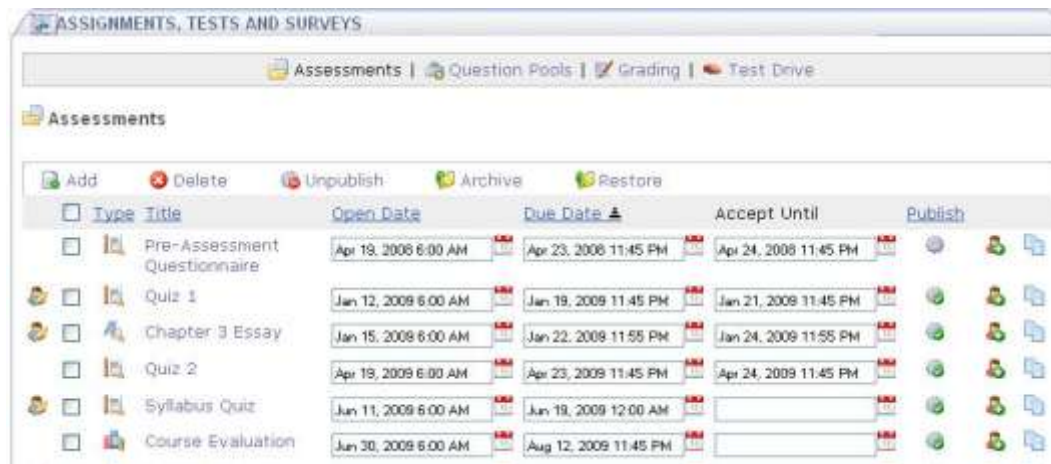
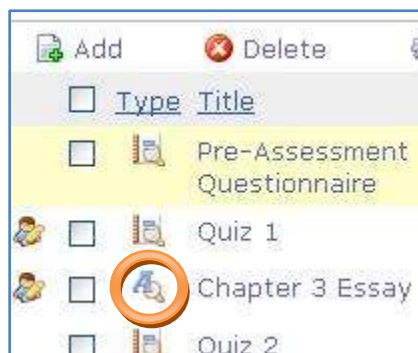


One Way to Bring Your Etudes Assignments in to Moodle

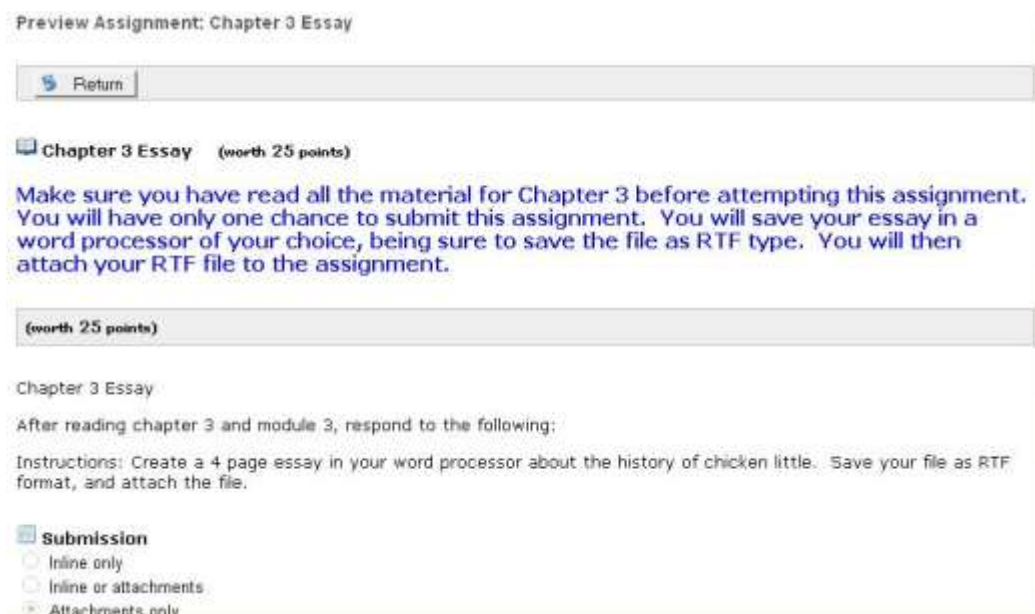
Step 1: Go to Assignments, Tests and Surveys in your Etudes site.



Step 2: Click on the **View Assignment** button just to the left of the assignment name.



Step 3: You'll be shown a preview of your assignment. Highlight all the text that you want to save and place in your Moodle assignment.



Step 4: Now that your text is highlighted, **press and hold** the **Ctrl** key on your keyboard, and while holding that key down **tap** the letter “**C**” key once. Then release the **Ctrl** key.

Chapter 3 Essay (worth 25 points)

Make sure you have read all the material for Chapter 3 before attempting this assignment. You will have only one chance to submit this assignment. You will save your essay in a word processor of your choice, being sure to save the file as RTF type. You will then attach your RTF file to the assignment.

(worth 25 points)

Chapter 3 Essay

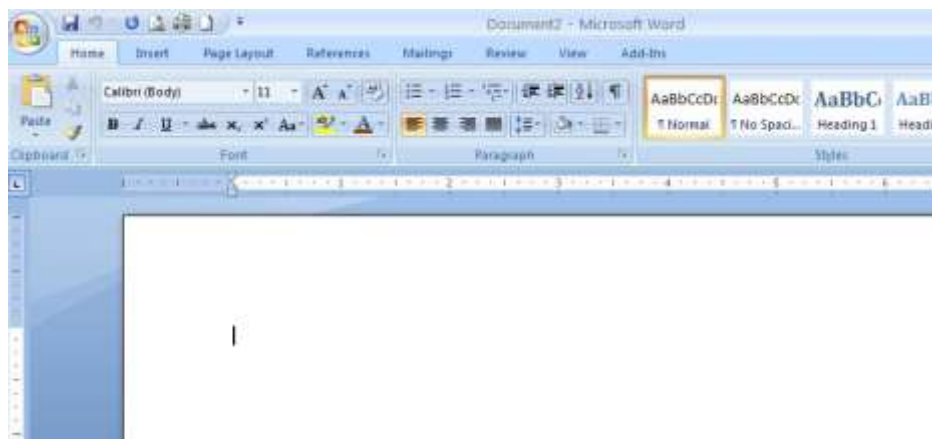
After reading chapter 3 and module 3, respond to the following:

Instructions: Create a 4 page essay in your word processor about the history of chicken little. Save your file as RTF format, and attach the file.

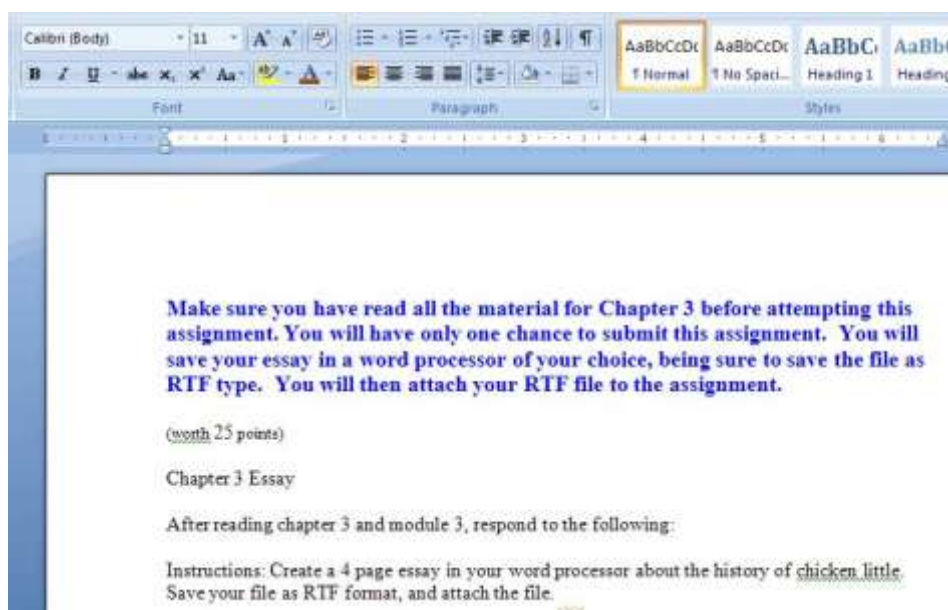
Submission

Inline only

Step 5: Open a new blank Word document.



Step 6: Do one of the following, either right-click on the empty page and choose **Paste**, or click the **Paste** button on the toolbar. You should now see your assignment text on the Word document.



Step 7: Save your Word document with a logical name and in a logical place so you can find it again.

Step 8: Repeat steps 1-7, for all of the assignments that you want to bring into Moodle.

Step 9: Login to your Moodle course site, and in the week where you want to place your first assignment, click on **Add an activity...**



Step 10: Select the appropriate type of assignment.



Step 11: Open the Word document, that you saved previously, that corresponds to this assignment and highlight everything (Ctrl + A).

Step 12: Copy the highlighted text (Ctrl + C).

Step 13: Back to your Moodle assignment, that should still be open, type a name for your assignment.



Step 14: Click inside the box below the word "Description" and then paste your text (Ctrl + V).

Step 15: On the toolbar of the editor where you've pasted your text, click on the **Clean Word HTML**

button  (it should be just above and slightly to the right of the yellow smiley face).

Step 16: Choose all of the appropriate assignment settings (available date, due date, grade, etc.) and click **Save and display** and make sure the assignment looks good.

Step 17: Repeat steps 9-16 as necessary to get all of your assignments in to your Moodle course.