


Moodle How-To: Re-Upload a Document









1. Save the document you've made changes to. Using the same name is fine—when uploaded it will overwrite the old document.
2. Click on the 'Update' hand  next to the document you want to replace. The following will appear on the next screen:

Link to a file or web site

Location

3. Click on 'Choose or upload a file...' Your uploaded documents will appear on the next pop-up window:

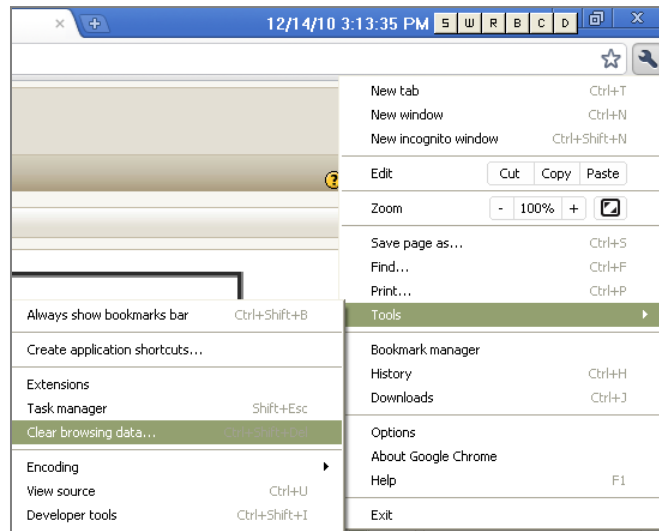
FRES-100-02 » Files

	Name	Size	Modified	Action
	moddata	2.8MB	15 September 2010, 09:52 AM	
<input type="checkbox"/>	 Class1_-_Getting_Started.ppt	599.5KB	8 September 2010, 10:58 AM	Choose Rename
<input type="checkbox"/>	 FRES_100-02_Fall_2010_Journal_Topics.doc	24.5KB	26 August 2010, 10:36 AM	Choose Rename
<input type="checkbox"/>	 Niedermaier-FRES_100_Syllabus_Revised_8-23.doc	54KB	14 December 2010, 02:55 PM	Choose Rename
<input type="checkbox"/>	 Niedermaier_FRES_100_Syllabus.doc	55KB	15 August 2010, 01:26 PM	Choose Rename
<input type="checkbox"/>	 PPVT-3_Protocol_distributed_0001.pdf	3.1MB	17 November 2010, 02:00 PM	Choose Rename
<input type="checkbox"/>	 downsized_1022100804b.jpg	26.1KB	22 October 2010, 09:28 PM	Choose Rename
<input type="checkbox"/>	 image001.jpg	83.2KB	22 October 2010, 09:16 PM	Choose Rename

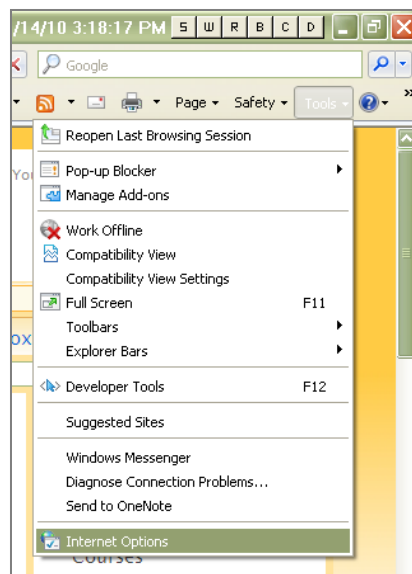
With chosen files...

4. Click on '**Upload a file**' and choose the file you want to upload.
5. Your uploaded file will automatically replace the old file (if it has the same name).
6. Next to the file you have just uploaded, click '**Choose.**'
7. You will be taken back to finish updating that document and will need to scroll to the bottom and click '**Save and return to course.**'
8. When you click on the link to the document you've just uploaded, you should see your new or edited document.
9. If you do not see the new or edited version, you may need to empty the cache on your computer.

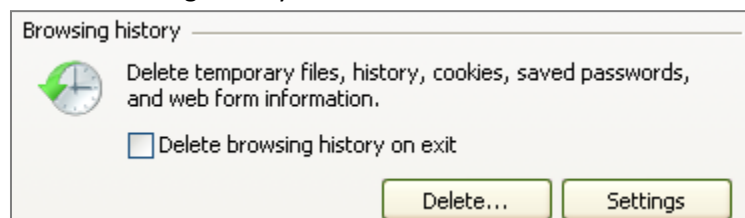
- a. If you're using Google Chrome:
 - i. Click on the tool symbol in the upper right hand corner.
 - ii. Go to 'Tools' and then to 'Clear browsing data...'



- iii. From there, check the box that says 'Empty the cache' and click the button that says 'Clear browsing data.' Now your document should show up as the edited version!
- b. If you're using Internet Explorer:
 - i. Click on 'Tools' and go to 'Internet Options.'



- ii. Go to 'Browsing History' and click 'Delete.'



- iii. Delete at least the 'Temporary Internet Files.' Now your document should show up as the edited version!