

St Louis Grammar School

A Specialist School for Technology and Computing

How to upload work on the VLE

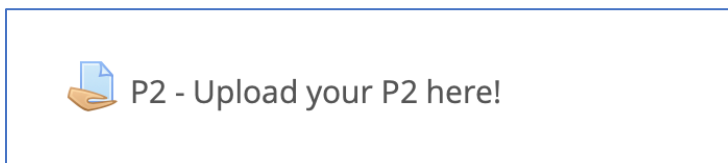
If your teacher has given work for you to complete on the VLE and asked you to upload the work to the VLE, follow these instructions.

Before logging in, make sure you have **saved** the work to your computer's My Documents before you attempt to upload the work.

- 1) Go to: www.stlouisvle.org.uk
- 2) Enter your C2K Username e.g. yourname123@c2kni.net
- 3) Enter the password you were allocated for the VLE by your IT teacher. This is unlikely to be the same as your school C2K password

If you are not sure what that password is, please email Mr Brown: tbrown353@c2kni.net

- 4) Once logged in, go to the course you need to upload the work for.
- 5) Locate the upload task your teacher has set up. An example from IT is shown below.

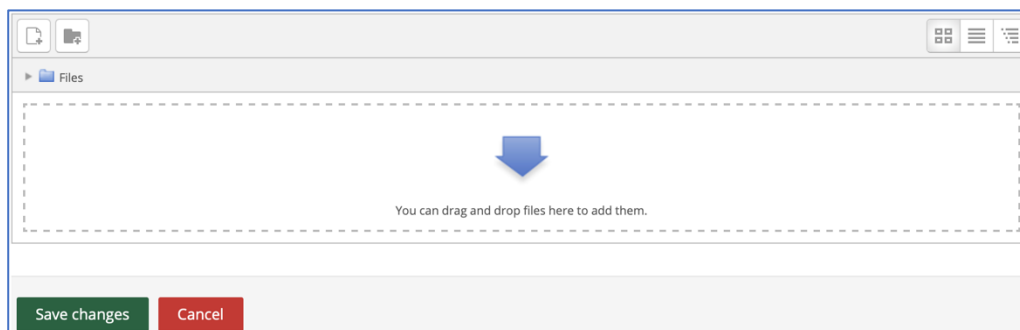


- 6) Click on the Upload Assignment task (e.g. above this is P2 -)

- 7) Click "Add submission"



- 8) Either click the document upload icon OR drag a file from your own folder on your own computer into the window as indicated by the blue arrow.



- 9) Click "Save Changes"