**How to upload assignments to the wiki**

* Once you have completed the assignment, save the changes you made and close the document as you normally would in a Word document.
* Upload the document to the appropriate Assignment page (Session 1 Assignments for the first one, etc.) found on the home page of the Wiki.
  + 1. To do this you should find the appropriate session in the side bar on the right and click on it.
    2. You will be automatically directed to the selected page.
    3. Click the **EDIT** tab in the top right corner of the Wiki toolbar.
    4. Place your cursor under any previously posted documents.
    5. Locate the **FILE** icon (green) in the Wiki toolbar which will appear on this page and click.
    6. In the “pop-up” box labeled **Images and Files**, locate the

**+ Upload Files** button and click.

* + 1. Find your document in your personal files and double click on it. Wait for your document to load.
    2. You should now see your document in the **Images and Files** box. Once it has loaded, click on your document (an alignment box may appear, click close) and then click **SAVE** in the upper right of the Wiki toolbar. **Your assignment is now on uploaded!**