

## D2L Upload

This will show how to successfully upload a file to MSCTC D2L drop box.



Recycle Bin

We need to logon to our computer. This procedure will work on a variety of operating systems. The important part is having a web browser compatible with D2L.



# M D2L

Minnesota State Community and Technical College

We need to login to D2L.  
At this page, we need to select the class we need to upload the file. We will use CPTR 1100 as our example class.

### My Settings



Welcome, Tim Preuss

- Preferences
- Profile
- Locker

### D2L Help

**D2L Help Desk** Users can get immediate assistance by contacting the MnSCU D2L Help Desk @ <https://d2l.custhelp.com>. Users can search the D2L Knowledge Base, Ask a Question or receive Live Help.

**MState D2L Support** Please use the [D2L Contact Form](#) to send a request to the M State D2L Administrator.

### Navigation

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- HomeRoom
- Fall 2011

#### Fall 2011

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- [CPTR 2236 01 Network Security](#)
- [CPTR 2252 02 90 Microcomputer Sys Prict](#)
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#### Committees

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Google Search

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### M State Resources


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# M D2L Minnesota State Community and Technical College

## CPTR 1100 09 Fund Computers Concepts

### My Settings



**Welcome,**  
**Tim Preuss**

- [Preferences](#)
- [Profile](#)
- [View my progress](#)
- [Locker](#)

### News


**Welcome**  
Posted Aug 22, 2011

Welcome to the Fundamental Computer Concepts D2L site. Our first class meeting is not until Monday 8/29/2011. I look forward to seeing each of you in class.

Just as a reminder, this class begins meeting after the college add/drop date.

Tim Preuss

### Google Search




[Google Search](#)

### Updates

There are no current updates for CPTR 1100 09 Fund Computers Concepts

### Role Switch

You are currently viewing this page as **\_Student\_**.

**Note:** Once you navigate to another Course (or to My Home), you automatically return to your active

We are now at the course home for CPTR 1100. We need to click/select the Dropbox from the menu above.



# M D2L Minnesota State Community and Technical College

## CPTR 1100 09 Fund Computers Concepts

### Instructions

- ▶ Use this page to submit files to dropbox folders and to view feedback on your submissions.
- ▶ To see all the files that you have uploaded to each dropbox folder, click the **History** icon.
- ▶ To submit a file to a dropbox folder, click the folder name.
- ▶ To open a file, click the file name.

### Dropbox Folders

[Folder List](#) [History](#)

#### Dropbox Folders

Page: 1 of 2 20 per page

Folder	Feedback	End Date
<b>No Category</b>		
<a href="#">AP 1</a>	-	Sep 23, 2011 4:00 PM
<a href="#">AP 2</a>	-	Sep 23, 2011 4:00 PM
<a href="#">AP 3</a>	-	Sep 23, 2011 4:00 PM
<a href="#">AP 4</a>	-	Sep 23, 2011 4:00 PM
<a href="#">AP 5</a>	0	Sep 23, 2011 4:00 PM

Once in the dropbox, we need to select the box for our upload. We will click on the AP 1 blue words to upload to the AP 1 drop box.



**Instructions**  
Use this page to submit files to this dropbox folder.

### Submit Files - AP 1

[Folder List](#) [Submit Files](#)

#### Folder Information

[Hide Folder Information](#)  
Folder: AP 1  
Instructions:  
Deadline: Sep 23, 2011 4:00 PM  
Attachments:

#### Submit Files

\* Files to submit: **(0) file(s) to submit**

After uploading you

Comments:

We are at the first screen for upload. We need to click/select the Add a File button to continue.



**Instructions**  
Use this page to submit files to this dropbox folder.

### Submit Files - AP 1

[Folder List](#) [Submit Files](#)

#### Folder Information

[Hide Folder Information](#)  
Folder: AP 1  
Instructions:  
Deadline: Sep 23, 2011 4:00 PM  
Attachments:

#### Submit Files

\* Files to submit: (0) file(s) to submit

After uploading, you will be notified by email.

We have clicked/selected the Add a File button.

Comments:



Instructions  
Use this page to submit files to this dropbox folder.

- My Computer
- My Locker
- Group Locker

Select the file(s) to upload from your computer:

1.

We need to click/select the Browse button.

Upload files from your computer.





Choose File to Upload

Libraries > Pictures > Search Pictures

Organize New folder

- ★ Favorites
  - Desktop
  - Downloads
  - Recent Places
- Libraries
  - Documents
  - Music
  - Pictures**
  - Videos
- Computer
- Network

**Pictures library**  
Includes: 2 locations

Arrange by: Folder

Sample Pictures prj-ap5

File name:  All Files (\*.\*)

Open Cancel

We are looking at all the files in the Pictures folder. In this example, our file is in the Documents folder.

Submit Files - AP 1 - C...

Logged in as Tim | Tuesday, September 13, 2011

Cancel Upload

Upload files from your computer.



Choose File to Upload

Libraries Documents

Search Documents

Organize New folder

- ★ Favorites
  - Desktop
  - Downloads
  - Recent Places
- Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- Computer
- Network

Documents library

Includes: 2 locations

Arrange by: Folder

Name	Date modified	Type
My Data Sources	9/12/2011 1:18 PM	File folder
lab21	9/12/2011 2:32 PM	Window
lab22		
lab22		
lab25		
Leave_request-travel_form-Faculty-6-2011	7/27/2011 11:58 AM	Microsoft Word
list27	9/13/2011 3:16 PM	Text Document
prj-ap2	9/12/2011 1:13 PM	Text Document

File name:  All Files (\*.\*)

Open Cancel

We clicked/selected the Documents folder. Now we see our files in Documents.

Submit Files - AP 1 - C...

Logged in as Tim | Tuesday, September 13, 2011

0 09 Fund Computers Concepts

Community and

Help Logout

Submit

Cancel Upload

Upload files from your computer.

Choose File to Upload

Libraries Documents

Search Documents

Organize New folder

Documents library  
Includes: 2 locations

Name	Date modified	Type
My Data Sources	9/12/2011 1:18 PM	File fol
lab21	9/12/2011 2:32 PM	Windo
lab21	9/12/2011 2:32 PM	Text D
lab22	9/12/2011 3:13 PM	Windo
lab22	9/12/2011 3:13 PM	Text D
lab25	9/13/2011 2:53 PM	Text D
Leave_request-travel_form-Faculty-6-2011	7/27/2011 11:58 AM	Micros
list27	9/13/2011 3:16 PM	Text D
prj-ap2	9/12/2011 1:13 PM	Text D

File name: prj-ap2 All Files (\*.\*)

Open Cancel

Submit Files - AP 1 - C...

Logged in as Tim | Tuesday, September 13, 2011

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Community and

Help Logout

Submit

We will click/select on the file we want. In this case we chose prj-ap2.

Now there are two options. We could double click on the file we want and automatically move to the next screen. Second, we could single click on the file and click/select open to move to the next screen. Your choice.



Instructions  
Use this page to submit files to this dropbox folder.

**Submit a File - CPTR 1100 09 Fund Computers Concepts - Minnesota State Community and Technical College**

Select the file(s) to upload from your computer:

- My Computer
- My Locker
- Group Locker

1. C:\Users\preuss\Docume

If this is the only file to upload to this section of the drop box, then click/select the upload box.

Upload files from your computer.



**Instructions**  
Use this page to submit files to this dropbox folder.

**Submit Files - AP 1**  
Folder List | **Submit Files**

Cancel Submit

**Folder Information**

Hide Folder Information  
Folder: AP 1  
Instructions:  
Deadline: Sep 23, 2011 4:00 PM  
Attachments:

**Submit Files**

\* Files to submit: **(1) file(s) to submit**  
After uploading, you must click Submit to c

Add a File  
prj-ap2.txt (173 Bytes) Source: My Computer

Comments:

This is important. We must click/select the submit button before leaving this page! You may use any submit button on the page.



**Instructions**

Use this page to view the results of your file upload to a dropbox folder.

**File Upload Results**

[Folder List](#) [Submit Files](#)

**File submission successful**

Uploaded By: Tim Preuss  
Folder: AP 1  
Instructions:  
Files to submit: [prj-ap2.txt](#) (173 Bytes)  
Comments:

Submission Date: Sep 13, 2011 5:53 PM  
Total File Size: 173 Bytes  
Email Status: **Confirmation Email Sent Successfully**  
[View submission history for this folder](#)

Upload More Files

Once we get this screen, we know our file has been successfully uploaded. We may now move to other projects.