

Uploading Files

Building blocks provide sample REfLECT session structures. See the example Session Frameworks for ideas on how to integrate the different elements within one session. This building block can be used in conjunction with:

- 1.0 About the learners;
- 2.0 Aims and objectives;
- 3.0 Session framework;
- 4.0 Associated building blocks;
- 5.0 Tipsheets; **Uploading a file**
- 6.0 Scenarios; **Peer Observation, Annual Review**

Time	4.0 Connection Activity:	4.1 Colleague Activity:
00:00	Introduction to the session and logging in	Active listening and members to log in to REfLECT through the IfL website using their IfL membership numbers.
00:05	Select upload file, single file to show the upload file pad. Demonstrate that clicking on browse allows you to upload from your hard drive or any attached external drive and that when you press upload a progress bar will indicate the rate of upload. Return to the home screen and then access the asset store to show where the file is stored.	Active listening.

00:10	Colleagues to upload a single file.	<p>Colleagues to upload a document. This may possibly be a picture, word document or maybe an electronic (or scanned) certificate. View the file then return to the home screen.</p> <p>Top Tip! This file could be used to post to a blog.</p>
00:15	Feedback and end of session	<p>Participation in a question and answer session.</p> <p>Questions that may need to be addressed are:</p> <p>The maximum file size for uploading single and multiple files. What type of files can be uploaded? The purpose of uploading a file. The differences between a single file and multiple files.</p> <p>Top Tip! Have a file ready on a USB drive and put it onto the computers prior to the start.</p>