

Tip sheet: Uploading

Uploading allows you to upload files directly into REfLECT. These may be single files, multiple files, galleries of images or even a website. These files may support other created assets, or they may be forms that you have completed and wish to upload (e.g. appraisal records, lesson plans). You may wish to upload these files to share them with other REfLECT users, or include them in a webfolio as examples.

Please be aware that you have a space limit on REfLECT, and you may wish to be selective about multimedia or image files you upload.

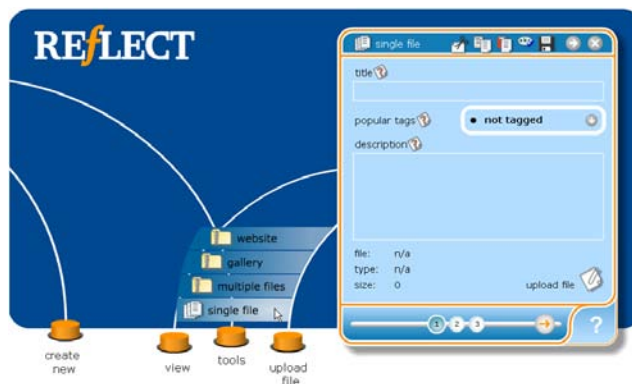
Uploading multiple files, a gallery or a website

Uploading multiple files or galleries is very similar. The files must be stored within a zip file to be uploaded, and REfLECT will separate the files after uploading and store them as individual assets. This means that to you can write a specific reflection on each file as opposed to a general one on the collection or gallery. You can write a reflection on a website.

TIP! A website also needs to be uploaded as a zip file, and the htm, or html file itself must be named 'index' or 'default'.

Uploading files

Click the upload file button and select from the menu.



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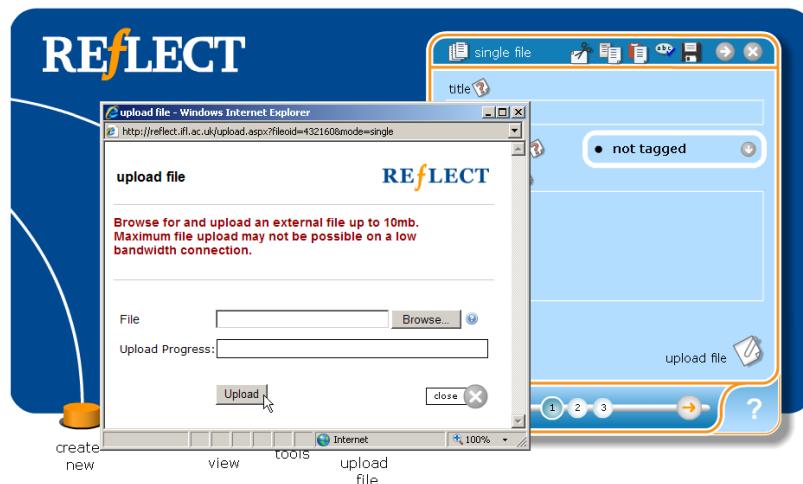
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A single file will become an asset in your asset store. Type the asset's title into the text box at the top of the pad. You can also add a description. In this step, you can also add tags to the file(s). More information on adding tags can be found on the tip sheet 'tagging an asset'.

When this information is complete, click on the **upload file** icon at the bottom right of the pad, a new window will open allowing you to choose the file you wish to upload.



Click browse to locate and open the file you need. When you have found it, click the **upload** button to upload. The progress bar will tell you the file's status. When the file has been uploaded, this window will close.

At this point, if you are uploading a **gallery**, or **multiple files**, you will be returned to the homepad because you have completed the process. The files are now in your asset list, and available by clicking **view**, then **my assets**.

If it is a single file, move to the next step by clicking the **number 2** button, or the **next** arrow at the bottom of the pad.

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Your file or website is stored as an asset so you can now add a reflection to it. Move to the end of the pad by clicking the **number 3** button, or the **next button** at the bottom of the pad.

The last page of the asset creation pad has a list of options;

- view
- send to a person, the web, a gateway, a blog, a CPD record, word or a printer
- add a review, add or edit a link or evidence
- tag the asset

More information on tagging and sharing/sending are available from their respective tip sheets.

Click on the **green tick** to save and close your asset.

Tip! Remember to **record time spent on the activity** this file refers to. Click this button



whenever you see it.

Please note: The upload of certain files types is restricted due to security and virus issues. Banned file types include exe and bat (this list is not extensive). If a file type is not supported you will receive a message warning you. Safe file types include; doc, xls, ppt, jpeg, bmp. File uploads are also limited by their size and by the speed of your connection. The largest possible file you can upload is 10mb.

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