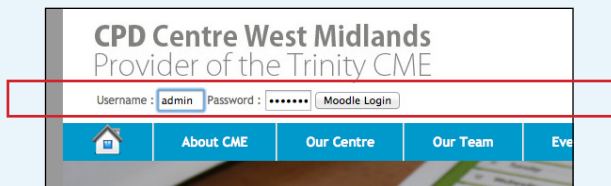
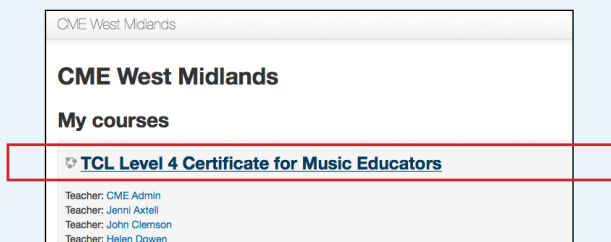


## How do I access the resources?

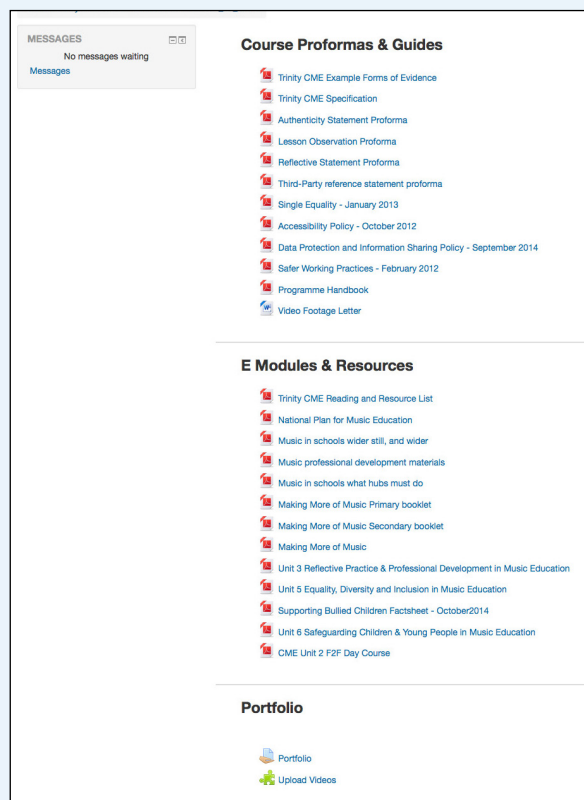
The Moodle logon screen can be found on our website [www.cme-westmidlands.co.uk](http://www.cme-westmidlands.co.uk). You should have already received your logon details to enter here.



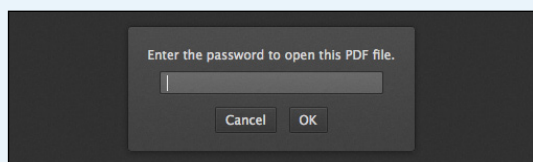
When you have successfully logged in you should see the screen below. Please select: **TCL LEVEL 4 CERTIFICATE FOR MUSIC EDUCATORS**.



All of the CME resources available to you will be listed on the **homescreen**:



You will be required to enter a password to open the resources. This password should have been sent to you along with your logon.

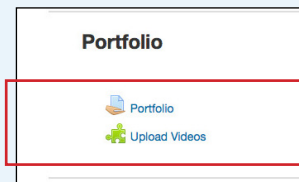


## A Quick Guide to Moodle

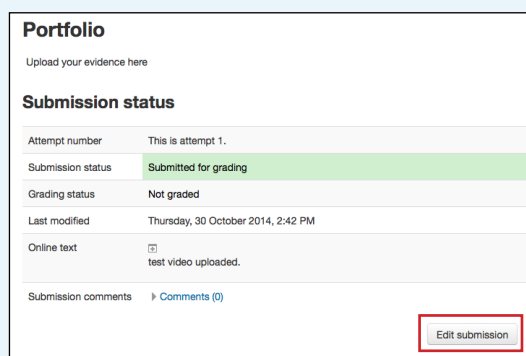


## How do I upload to my portfolio?

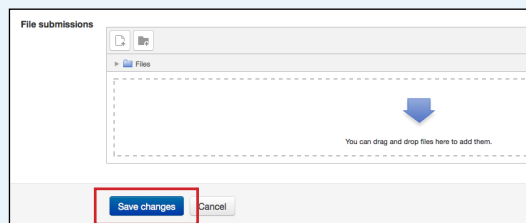
Your portfolio can be found at the bottom of the main page; you have the option to view your **portfolio** or **upload a video**:



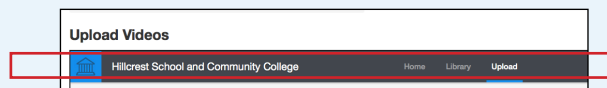
This screen will allow you to upload/edit your submission:



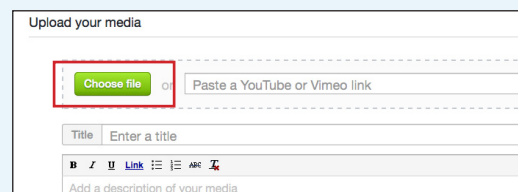
Selecting **Edit Submission** will allow you to upload further documents. This also allows you to drag and drop files. Once you have finished don't forget to **Save Changes**.



If you need to upload a video then select this option off the **homescreen** and the following screen will appear; you will need to select **Upload**.



To upload a video select the option of **choosing a file from your computer**. Below this you can change further preferences such as the title/description/thumbnail.



To finish the video upload you must click **Save as Draft**.

