

## INSTRUCTIONS FOR ONLINE SUBMISSION OF SABBATICAL REQUESTS TO MOODLE

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\*As a reminder, all Sabbatical Leave request packets will need to be uploaded to the online Sabbatical Leave Moodle site by **Monday, October 19, 2015**.

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Below are the steps to assist you in uploading sabbatical leave requests to Moodle:

**STEP 1:** Receive link to your college's Moodle folder in an email from HRM.

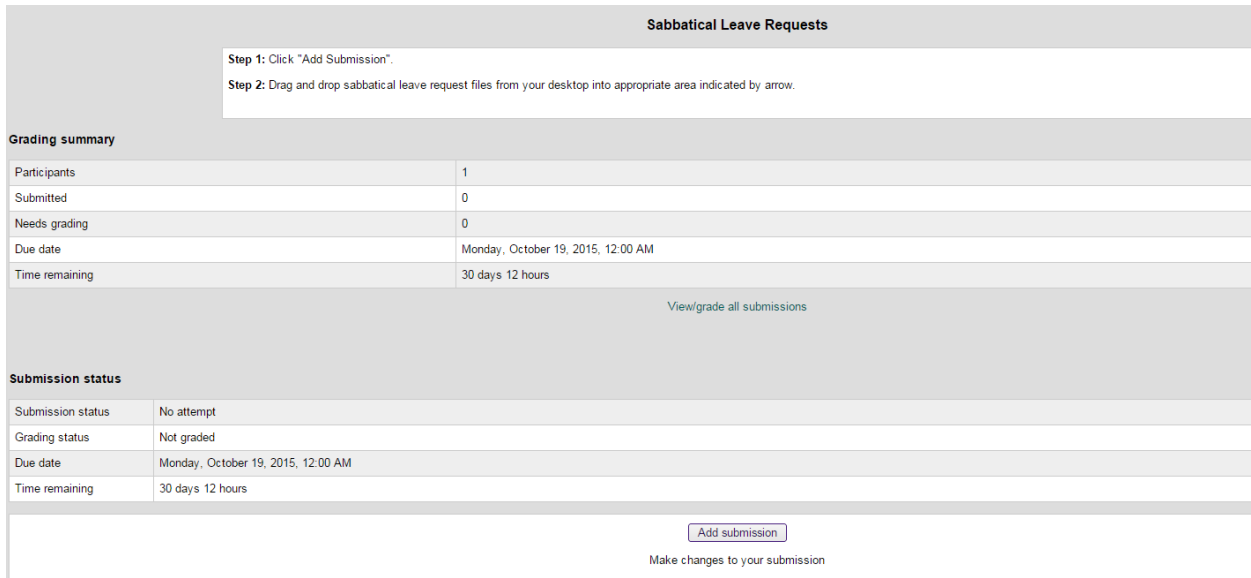
**STEP 2:** Overview the **Sabbatical Leave Packet Order** document and assemble each packet in this order.

**STEP 3:** Scan each sabbatical leave packet and save as a PDF file to your computer your college's folder.

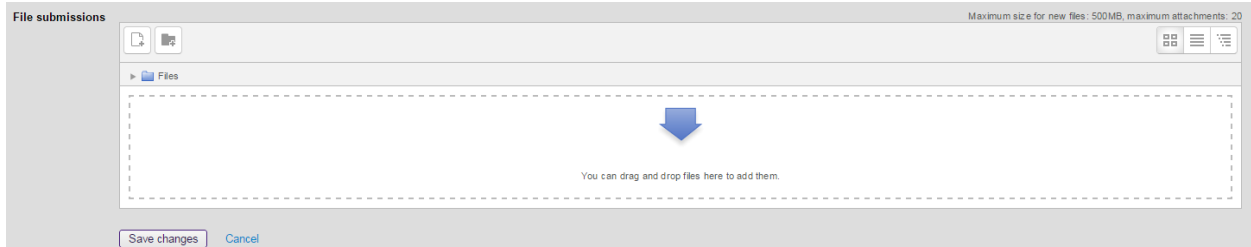
**STEP 4:** Click on Moodle link that was send by email from HRM to access your college's Moodle folder (see example below).



**STEP 5:** Click "Add Submission" (see example below, bottom of image).



**STEP 6:** Drag and drop the PDF file from your computer into the box with the downward pointing arrow (see example below).



**STEP 7:** Click "Save changes".

**STEP 8:** Re-check the folder to make sure that add PDF files have been submitted.

**STEP 9:** Email Nikki McNamara at [ndunn@lsu.edu](mailto:ndunn@lsu.edu) when all files have been submitted.

\*Please contact Nikki McNamara by phone at 8-6623 or by email at [ndunn@lsu.edu](mailto:ndunn@lsu.edu) if you have any questions.