**eDossier Quick Guide**

At login, you will see the SIU Online (D2L) **My Home** (views: Personal Dashboard or Classic Homepage)

For easier viewing, search for “Dossier 2016” (Personal Dashboard) or click **Select Semester** under **My Courses**, then choose **Dossier 2016**, and click **UPDATE** (Classic Homepage)

Locate the correct dossier and click the dossier link.
From the SIU Online (D2L) Course Home, click “Content” to access the full course menu or the specific module you are editing.

A full list of the modules can be shown by clicking on “Table of Contents”; you should see the list of Modules and Sub-Modules in the main windowpane.

To drag and drop/add files, click on the Module name in the Table of Contents pane. You will see the sub-modules where files should be added. Drag and drop the files as noted in the Use and Ordering Guide.