**Instructions for Posting Presentation Materials on Sakai**

1. From the main page for the course, select **Forum** from the list on the left.

2. Click on **General Discussion**.

3. Click on **Start a New Conversation**.

4. In the **Title** box enter the date of your presentation and your name just as I have

for these instructions. Next, on the same page, click on **Add Attachment**.

5. Click on **Choose File** to upload your files for your presentation. When you are

done uploading files, click **Continue** at the bottom of the same page.

6.This returns you to the title page (where you entered your name and the date). To

finish up, and actually post your files, click **Post Message**.