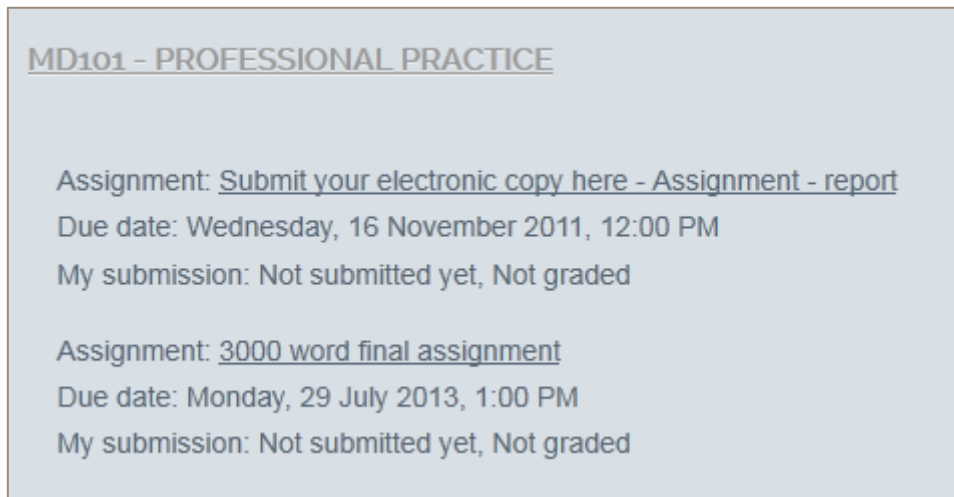


Submitting an assignment

This skill sheet will explain how to submit an assignment to Moodle.

1. Login to Moodle
2. When your list of courses appears, you will see some information beneath the course title. If there is an assignment due, you can click the link.

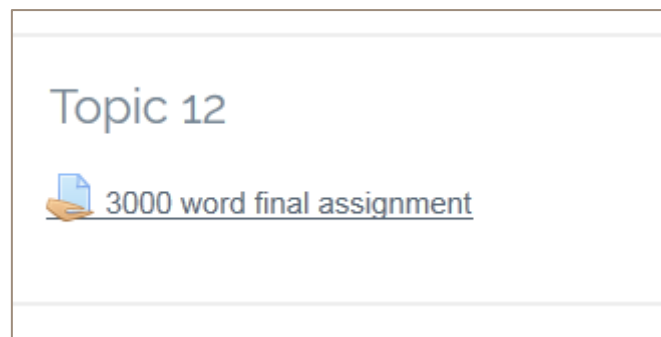


MD101 - PROFESSIONAL PRACTICE


Assignment: [Submit your electronic copy here - Assignment - report](#)
Due date: Wednesday, 16 November 2011, 12:00 PM
My submission: Not submitted yet, Not graded

Assignment: [3000 word final assignment](#)
Due date: Monday, 29 July 2013, 1:00 PM
My submission: Not submitted yet, Not graded

Alternatively, you can click through to the course in question and find the link to the assignment on the course homepage.



Topic 12

 [3000 word final assignment](#)

3. From the assignment summary page, read your tutor's instructions very carefully and then click the **Add submission** button.

3000 word final assignment

This is your final summative 3000 word assignment. You should use relevant journal articles etc etc etc....

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 29 July 2013, 1:00 PM
Time remaining	5 days 20 hours

Add submission

Make changes to your submission

- Choose either the **Add** icon, or drag your assignment file from your computer into the files area of the submission box.

▼ File submissions

Maximum size for new files: 400MB, maximum attachments: 3

Add... Create folder

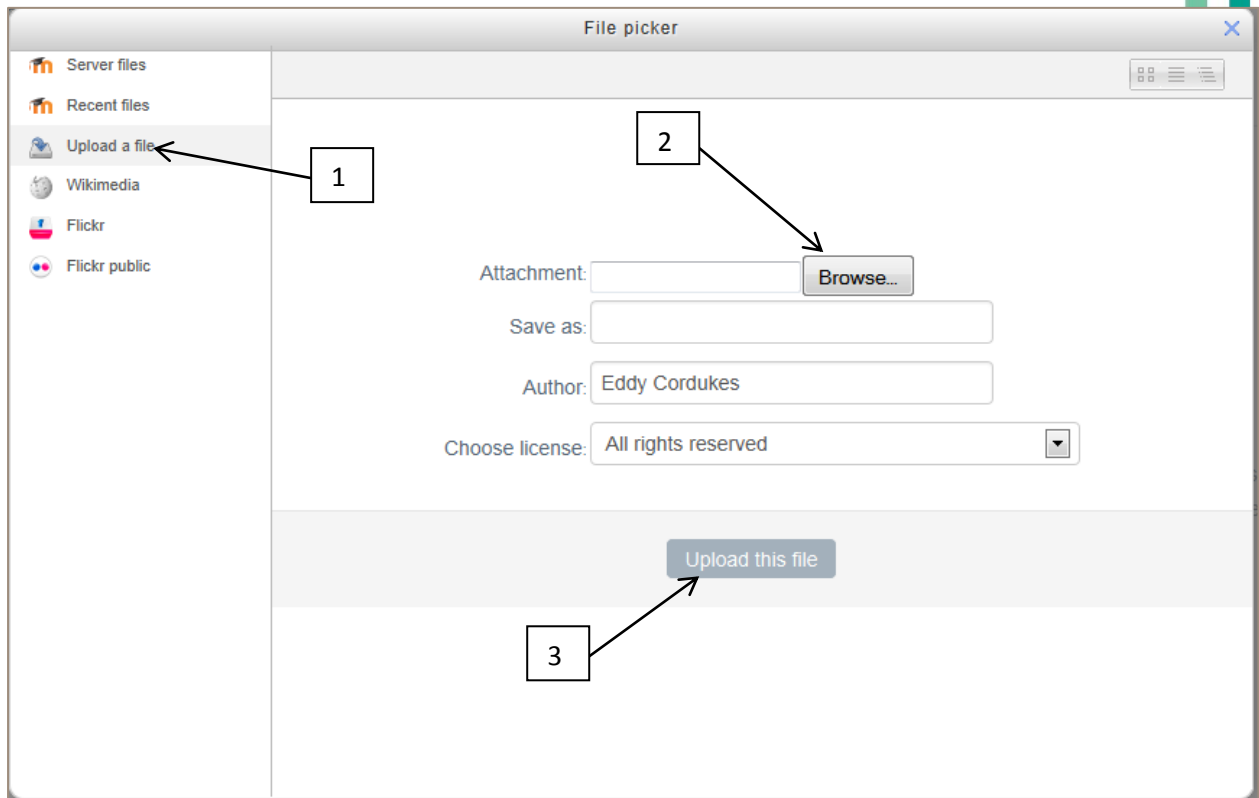
Files

You can drag and drop files here to add them.

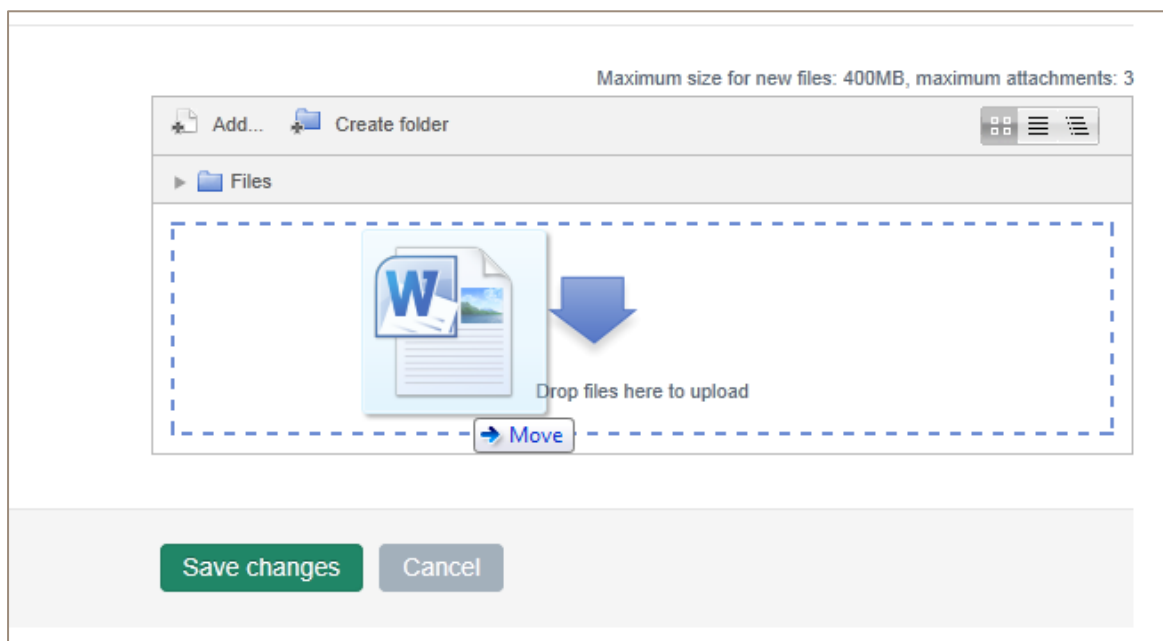
Save changes Cancel

If you choose the **Add** icon, when the file picker appears, select **Upload a file**.

Next, Browse to where the file is located on your computer or memory stick and double click the file you want to load. Alternatively, you can single click the file, then choose Open.



If you have a modern browser, you can simply drag and drop files from your computer directly into the files window.



Your file will be loaded into Moodle. At this stage, you can *right click* on the file and either change the filename or delete the file entirely.

Download
Delete

Name:

Author:

Choose license: ▼

Path: ▼

Update
Cancel

Last modified: 23 July 2013, 4:58 PM

Created: 23 July 2013, 4:58 PM

Size: 412.8KB

If you're happy with the file you have uploaded, click the **Save changes** button.

- You are presented with some updated information about your assignment. You can now either **Edit submission** or **Submit assignment**.

If you choose to Edit the submission, you will be able to remove the uploaded file or add an extra file to the submission.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 29 July 2013, 1:00 PM
Time remaining	5 days 19 hours
Last modified	Tuesday, 23 July 2013, 5:02 PM
File submissions	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Dissertation-Final.docx </div>
Submission comments	▶ Comments (0)

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

6. If you're happy with your uploaded assignment, click the **Submit assignment** button, to commit your file to the system. **After you have clicked this button, you will no longer be able to make any changes.**
7. You may be asked to accept a submission statement about the assignment being your own work. Accept this statement and click **Continue**.

* This assignment is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

[Continue](#) [Cancel](#)

There are required fields in this form marked *.

8. Your work will be submitted to the system and is no longer editable. You will receive a receipt via email to confirm your submission.