

# Tips for Submitting Assignments

## Overview



Assignments in Moodle have the icon at the left. **Note:** these are **not** the only graded items in Moodle, however. Instructors can also “assign” discussion forums, quizzes and other items which all have different icons than “Assignments.” So, be sure to **READ** everything presented in the course home page. Do **NOT** skip directly to the Assignment icon items, or you may be missing very valuable points in the course.

Instructors may use various options when setting up their assignments. Some require you to type text on the page, other may require you to upload files, and some require you to complete a task outside of Moodle. You need to read the instructions for the assignment carefully.

## UPLOADING FILES

Below are a series of screenshots of an actual Assignment that contain information on how to upload a file(s). How many files you are allowed to upload depends on how the instructor has set the assignment up. **Firefox is the recommended browser to use for this process.** Before you upload a file, be sure to **SAVE IT**. The uploaded file is always the saved version, so be sure to save before uploading.

## Step 1

Begin by opening the Assignment to see the instructions. Scroll to the bottom. Click the Add submission button as shown below.

Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, March 23, 2016, 10:00 PM
Time remaining	1 year 1 day

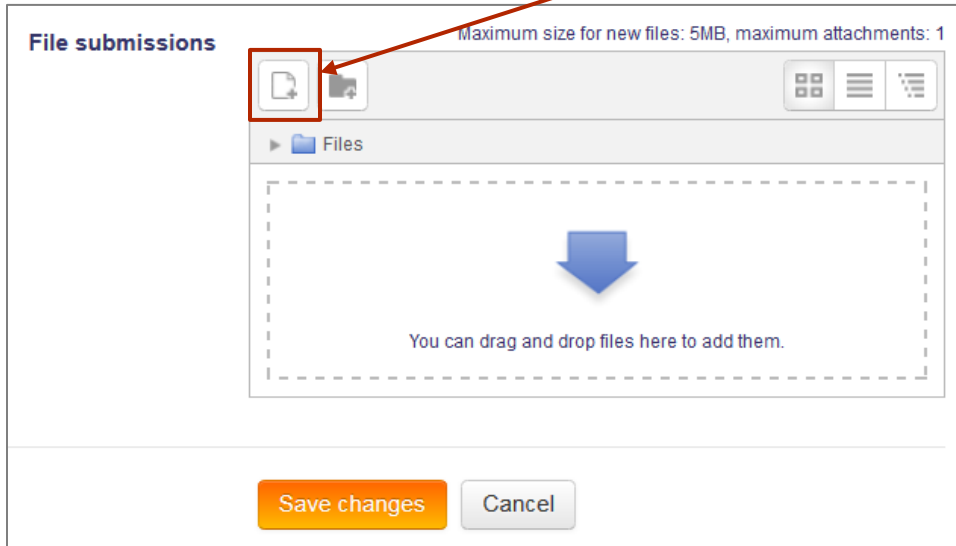
Click the Add submission button

Add submission

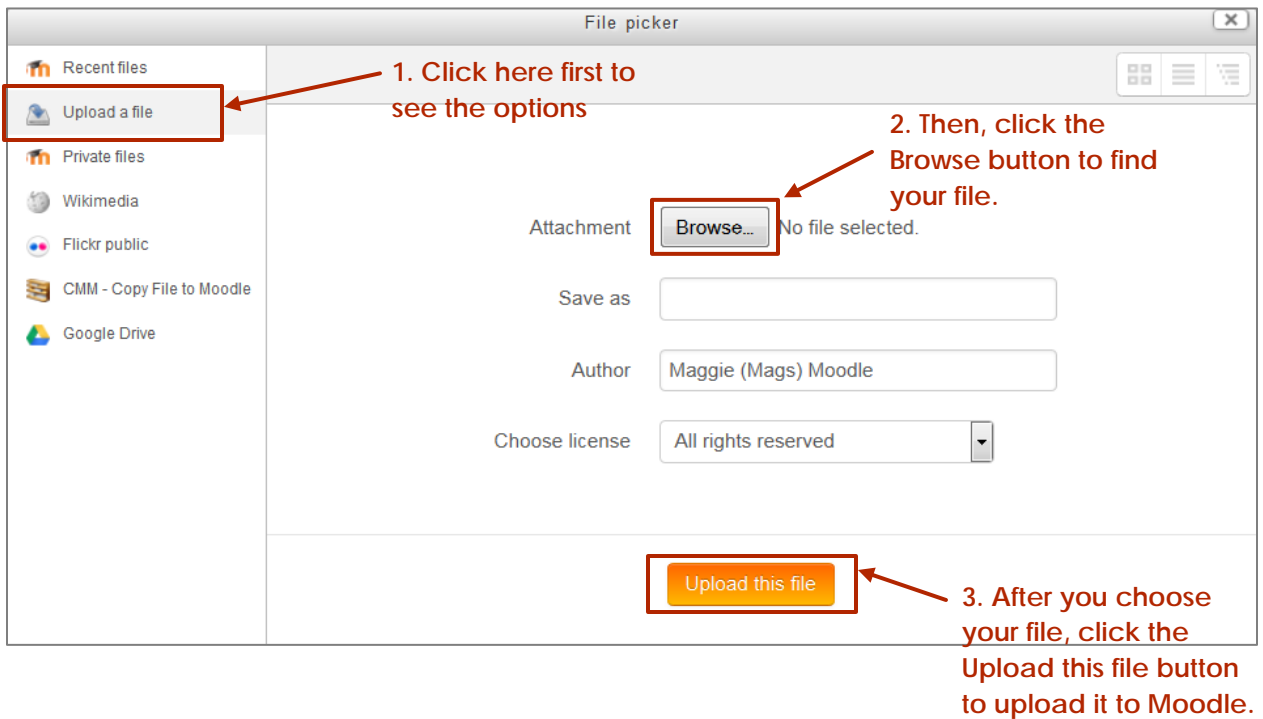
Make changes to your submission

## Step 2

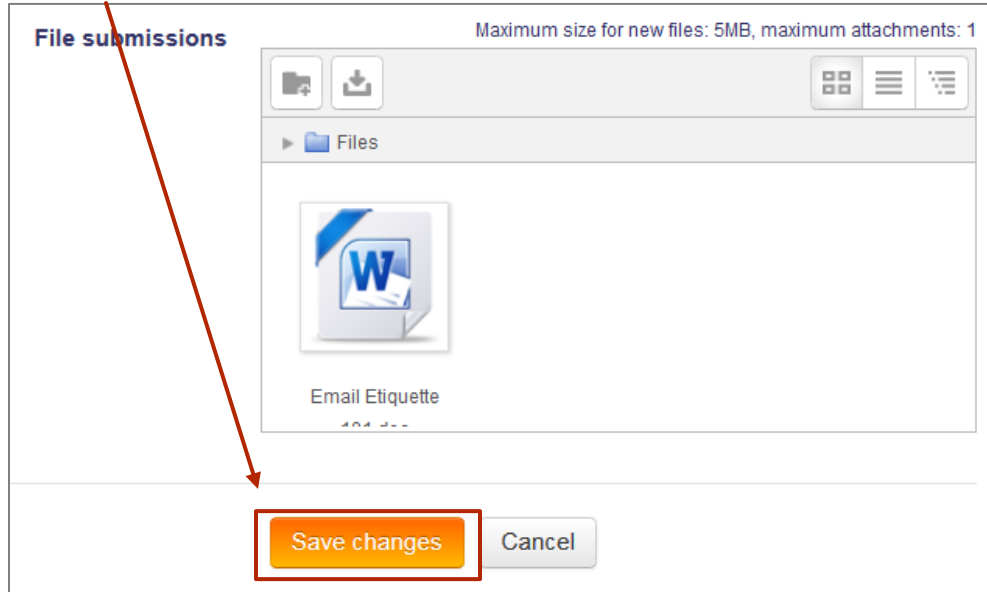
Click here to add files



## Step 3

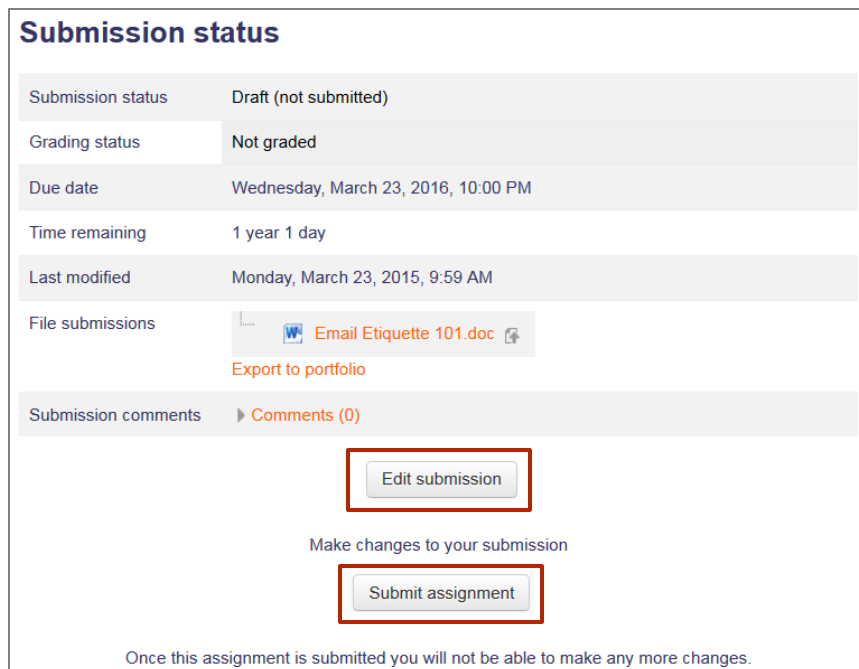


Your uploaded file will display in the File submissions area. After the file displays, be sure to click the **Save changes** button!!!



## Step 4

Review the information in the **Submission status** area that displays (similar to below). If you need to upload more files or edit your submission, click the **Edit submission** button. If your instructor provided a **Submit assignment** button, you must click this to submit your assignment to your instructor for grading. Not all assignments will have a **Submit assignment** button. For those, all you have to do to submit is to upload your file(s).



Notice in the previous picture that your file is displaying in the **Submission status** box. This indicates you have successfully uploaded the file. You can click the link to your file to check it. You can change the files uploaded or add additional files (if the instructor allows) by clicking the **Edit my submission** button shown above. Once you have your files ALL uploaded, press the **Submit assignment** button. Make sure you are 100% positive that your files are uploaded (check Submission status box) before you press **Submit assignment**. Confirm your submission and press **Continue** when prompted. **Once you press Submit assignment, you CANNOT edit your files, add additional files, or resubmit.**

**NOTE:** Not all instructors use the **Submit assignment** button. In that case, you just follow steps 1-3 above to upload your files. Uploading your files is all you need to do to submit if you do not see a **Submit assignment** button.

## ONLINE TEXT ASSIGNMENTS

Some assignments may allow a text box for you to type your answers directly on the web page instead of using a button to upload a file. For these assignments, your instructor will include instructions at the top and there will be an **Add submission** button at the bottom to type your answer. These assignments appear similar to the following.

### Step 1

After carefully **READING** the instructions, click the **Add submission** button.

### Submission status

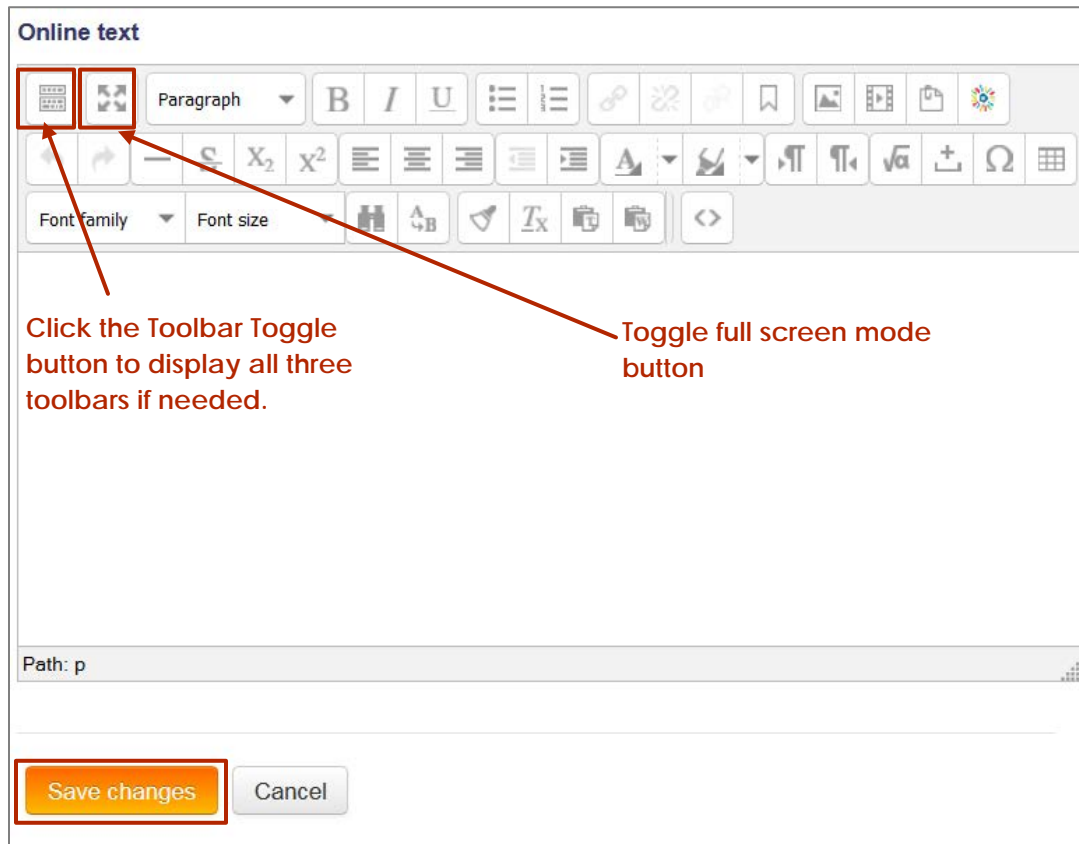
Submission status	No attempt
Grading status	Not graded
Due date	Monday, July 25, 2016, 10:00 PM
Time remaining	1 year 125 days

[Add submission](#)

[Make changes to your submission](#)

## Step 2

A window will display with the instructions repeated at the top and a text entry area at the bottom of the page similar to the following:



Type your answer in the box provided. You can edit the text with the toolbar buttons. Be sure to spell check. If you need more room to see what you are typing, you can click the **Toggle full screen mode** button. If you enlarge the editor, be sure to click the **Toggle full screen mode** button again to return to this window when you are done.

## Step 3

When your assignment is ready to submit, click the **Save changes** button as shown above.

Once you save your changes, you'll be returned to the original assignment window and the **Submission status** will display at the bottom (as shown on the next page). You can preview your submission or edit your submission (see below). Some instructors won't let you edit your submission, so it is a good idea to start this type of assignment only when you have the time to complete it. It is possible that instructors may use the **Submit assignment** button along with this format. In that case, be sure to submit the assignment after you are 100% sure it is complete. You **CANNOT** edit or resubmit your assignment after you press the **Submit assignment** button.

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, January 18, 2015, 10:00 PM
Time remaining	Assignment was submitted 202 days 9 hours early <b>Preview your submitted text assignment here.</b>
Last modified	Monday, June 30, 2014, 1:33 PM
Online text	<div style="border: 1px solid red; padding: 5px;"> <ul style="list-style-type: none"> <li>1. My answer #1</li> <li>2. My Answer #2</li> </ul> </div> <p style="text-align: center;"><a href="#">Export to portfolio</a></p>
Submission comments	<p>▶ <a href="#">Comments (0)</a></p> <p style="text-align: center;"><div style="border: 1px solid red; padding: 5px;"><a href="#">Edit submission</a></div></p> <p style="text-align: center;">Make changes to your submission</p>




## NOTE

Many instructors do not allow students to submit assignments after the due date expires. Be sure to submit prior to all deadlines. Some instructors may combine the online text box and a file upload. Some will also enable a comment box. The important thing is to read the assignment instructions carefully.

## GRADES

When your instructor has graded the assignment, you can click back on the assignment to see your grade, instructor comments, or any files uploaded by your instructor. This information will display as part of the **Submission status** area.

### Feedback

Grade	23.00 / 25.00
Graded on	Monday, June 30, 2014, 3:19 PM
Graded by	 Toni Landenberger
Feedback comments	Nice work. See attached for what you missed.
Feedback files	<p> <a href="#">Preparing Moodle Courses for Next Quarter.pdf</a> </p> <p style="text-align: center;"><a href="#">Export to portfolio</a></p>