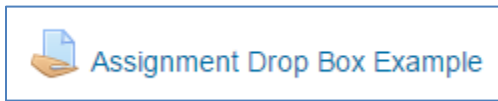# Uploading an Assignment to Moodle

The assignment activity provides a space into which students can submit work for teachers to grade and give feedback on.

Test

This is a test assignment drop box.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 13 September 2017, 12:00 AM
Time remaining	6 days 11 hours
Last modified	-
Submission comments	Comments (0)

Add submission

Make changes to your submission

Click on the Name of the assignment
(*See image above*)
You should see the window shown on the right
Scroll down the page
Click on **Add submission**

Drag and drop the file into the box
or
Click on the Page Button and go to the next step

File submissions

Maximum size for new files: 100MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Save changes   Cancel

File picker

Recent files
Upload a file
URL downloader
Private files
Wikimedia

Attachment:	Choose File No file chosen
Save as:	
Author:	Karla Bright
Choose license:	All rights reserved

Upload this file

Click on **Upload a file**, if you do not see this screen after clicking Add in the previous step.

Click on Choose File or Browse (Depending on the browser you are using) find and select the file on your computer and click **Upload this file.**

Uploading an Assignment to Moodle

Once your file is uploaded you should see it here – Click **Save changes**

If you do not see your document, go back and re-upload it.
Do not click save changes if the file does not appear in the box.

▼ File submissions

📄 Add...   📁 Create folder   ⬇ Downl

▶ 📁 Files

In Design saving.docx

Save changes Cancel
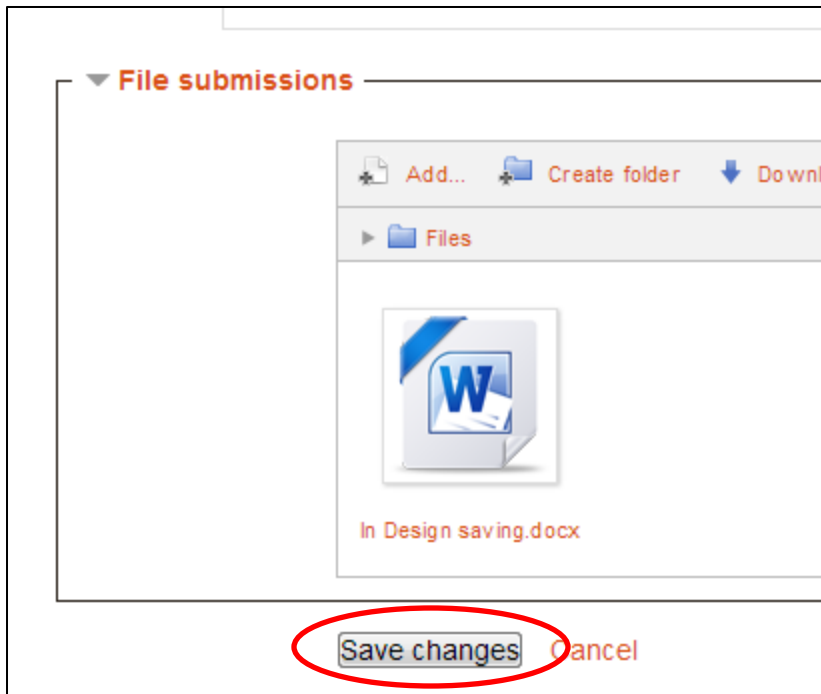
After saving the changes you will see the **Submission status** screen and you should see the file here, if you do not see it go back and re-upload it.

If you are ready to submit this file for grading, click the **Submit assignment button.**
(You may not have a submit button, depending on the professors settings)
You will also receive a confirmation email in your SBU email account

Test

This is a test assignment drop box.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Wednesday, 13 September 2017, 12:00 AM
Time remaining	6 days 11 hours
Last modified	Wednesday, 6 September 2017, 12:58 PM
File submissions	📄 Moodle Desktop App.docx
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.