Student quick guide to the Moodle Assignment

This short guide shows students how to submit a file or document to a Moodle Assignment. A wide variety of file types are accepted including Office documents and zipped files. Note that there is a separate guide for submitting video files, and another guide for submitting documents to Turnitin.

1. Click the Assignment link from your module home page or Activities block.
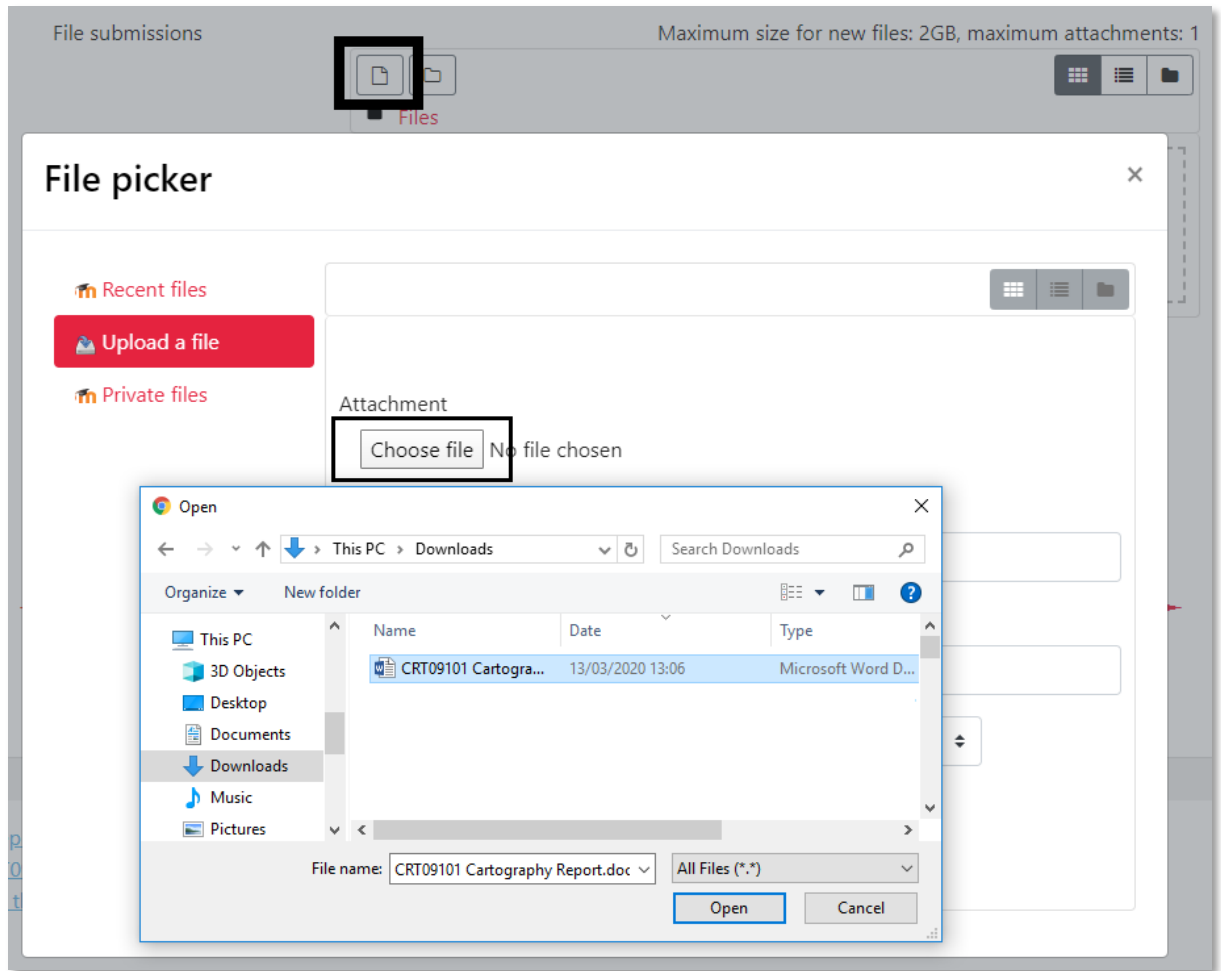

2. The *Submission status* page provides important assignment information and sometimes this includes the marking guide. Click the *Add submission* button when ready.

3. Click the *Add file* icon and from the File Picker window click *Upload a file*.
   Click *Choose file* and browse your folders to select the file, and then click *Upload this file*.

4. When the thumbnail image of the file appears, click the *Save changes* button.
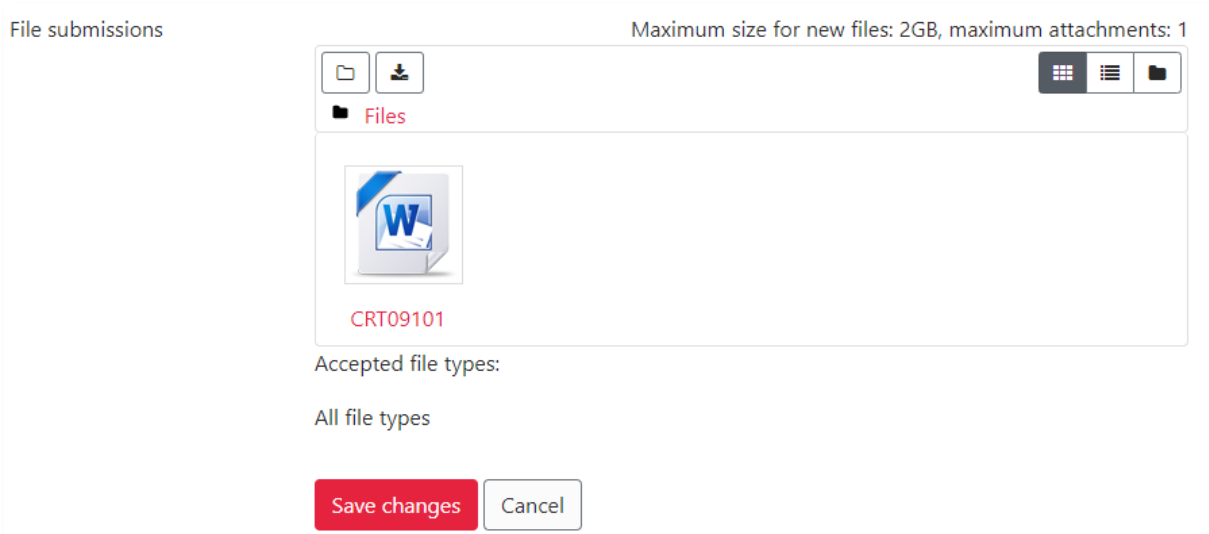
5. The *Submission status* page is updated and there may be a final *Submit assignment* button (depending on whether you are permitted to save a draft).

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Friday, 20 March 2020, 12:00 AM
Time remaining	6 days 9 hours
Last modified	Friday, 13 March 2020, 2:11 PM
File submissions	📄 CRT09101 Cartography Report.docx
Submission comments	➕ Comments (0)

Edit submission

You can still make changes to your submission

Submit assignment

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

6. You will be asked to confirm that the work you are submitting is your own, therefore check the box and click the *Continue* button.

Confirm submission

☑ I agree to work within Edinburgh Napier University's Academic Conduct Regulations which require that any work that I submit is entirely my own. The regulations require me to use appropriate citations and references in order to acknowledge where I have used any materials from any sources. I understand the new **Extenuating Circumstances Regulations**, and I am declaring myself fit to submit this coursework/assessment/exam.

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

Continue   Cancel

7. The *Submission status* page is updated to confirm the submission, and is time stamped in the *Last modified* date.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 20 March 2020, 12:00 AM
Time remaining	6 days 9 hours
Last modified	Friday, 13 March 2020, 2:19 PM
File submissions	CRT09101 Cartography Report.docx
Submission comments	Comments (0)

8. Grading and feedback methods vary from module to module, but when this has been provided by the marker it can be viewed at the foot of the *Submission status* page.

Feedback

Grade	65.00 / 100.00
Graded on	Friday, 13 March 2020, 2:35 PM
Graded by	Stephen Bruce
Feedback comments	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur volutpat lobortis neque, at vehicula leo vulputate ut. Curabitur in ...