

How to submit an Assignment

Your instructor may require you to upload digital content and/or submit online responses for grading. For example, essays, spreadsheets, presentations, webpages, photos, video clips or a typed paragraph response may be required.

There are three types of assignment submissions:

1. File submissions (students submit a file(s) for assessment)
2. Online text, audio, and/or video (students can type or record their responses directly in Moodle)
3. Submission comments (students can type comments to their instructor before submitting an assignment)

When you enter an assignment, you will see the instructor's directions to complete the assignment.

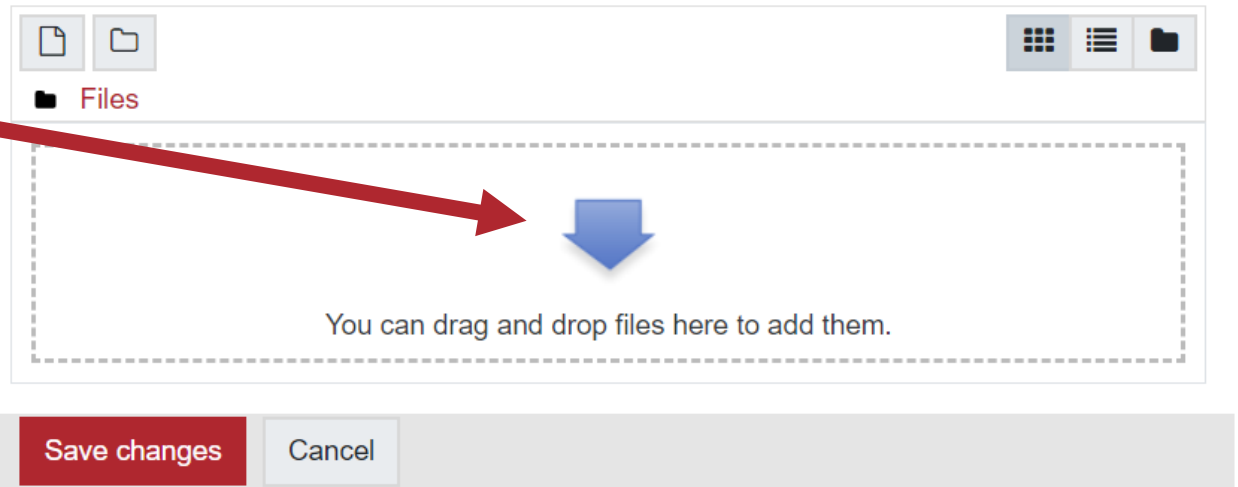
File submission

There are two ways you can submit a file. To submit a file, complete the following steps:

Drag and Drop Method:

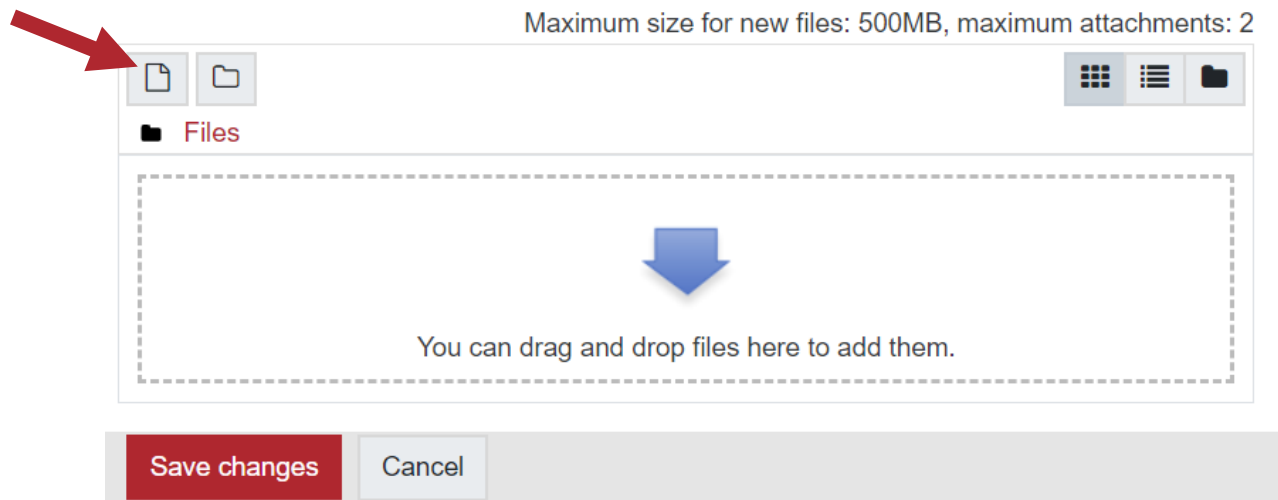
1. Find the file on your computer.
2. Click and drag the file into the box with the blue arrow and wait for the file to upload. When the file is successfully uploaded, you will see an icon for it in the File submission box.
3. Click 'Save changes'.

Maximum size for new files: 500MB, maximum attachments: 2



Add Submission Method:

1. Click the 'Add' button to bring up the file upload page.



2. When the File Picker box opens, choose 'Upload a File' and 'Choose File' to select your file(s) from the computer.

File picker

Recent files

Upload a file

Private files

Wikimedia

Attachment

Choose File No file chosen

Save as

Author

Melanie Mattila

Choose license All rights reserved

Upload this file

3. Once the file name shows beside the 'Choose File' button, click 'Upload this file'.

Attachment

Choose File 10C Assessment.docx

Save as

Author



Melanie Mattila

Choose license All rights reserved

Upload this file

4. Click 'Save Changes'.

There should now be a Last modified date and the file(s) uploaded will also be displayed.

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 26 April 2019, 12:00 AM
Last modified	Thursday, 2 May 2019, 2:17 PM
File submissions	 10C Assessment.docx
Submission comments	 Comments (0)

Edit submission

If changes are required, click on 'Edit my submission'.

Once ready to submit, click 'Submit assignment'. Note that once the assignment is 'submitted' no further changes are allowed.

Online text, video, audio

To submit an online submission, students complete the following steps:

1. Click the 'Add submission' button to bring up the online text editor page:

Trigonometry is a useful math for a lot of careers|

Save changes Cancel

2. Type the relevant text into the box, or paste from a previously written file. The buttons on the top will allow you to format the text (eg. To make words bold, click on the 'B' button).
3. Click 'Save Changes'.
4. If you would like to add video to your submission, click on the 'Webcam' button. For audio, click on the 'Audio' button.



Webcam



Audio

In either case, you will be presented with a popup box with a recording button. Click the button and start recording! You will have 2 minutes of video recording and 2 minutes of audio. You can review your recording, and rerecord the media if you like. When you are happy with your recording, click 'Attach recording'.

▶ 0:00 ● 🔊

Record again

Attach recording

There should now be a Last modified date and the first 100 characters entered will also be displayed.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 19 April 2019, 12:00 AM
Time remaining	Assignment was submitted 13 days 14 hours late
Last modified	Thursday, 2 May 2019, 2:49 PM
Online text	<p style="text-align: center;">+</p> <p style="text-align: center;">Trigonometry is a useful math for a lot of careers.</p>
Submission comments	+ Comments (0)

Edit submission

Depending on how the assignment is setup the status will either read 'Submitted for grading' - in which case no further action is need, or 'Draft (not submitted)'

If changes are required, click on 'Edit my submission'.

Once ready to submit, click 'Submit assignment'. Note that once the assignment is 'submitted' no further changes are allowed.

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.

Submission comments

Depending on how the assignment has been setup, you may be able to leave submission comments to provide any additional information about your submission to your instructor.

Submission comments

 Comments (0)

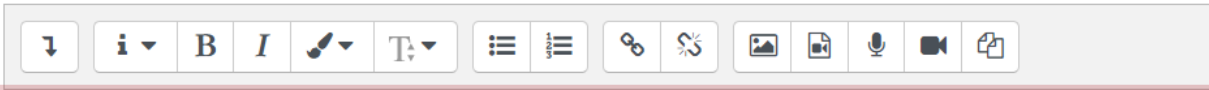
Add a comment...

Save comment | Cancel

You will then submit the assignment for grading.

Please Note: Your instructor may require you to accept a statement saying that the work you submitted is your own, and that you have acknowledged the works of other people if you used them. In this case, you will see a submission statement above the submission box. If you agree with the statement that the work you are submitting is your own and you've acknowledged the work of others, click the checkbox and 'continue' button.

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



This is my Trigonometry assignment|