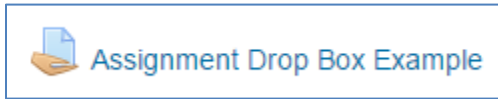


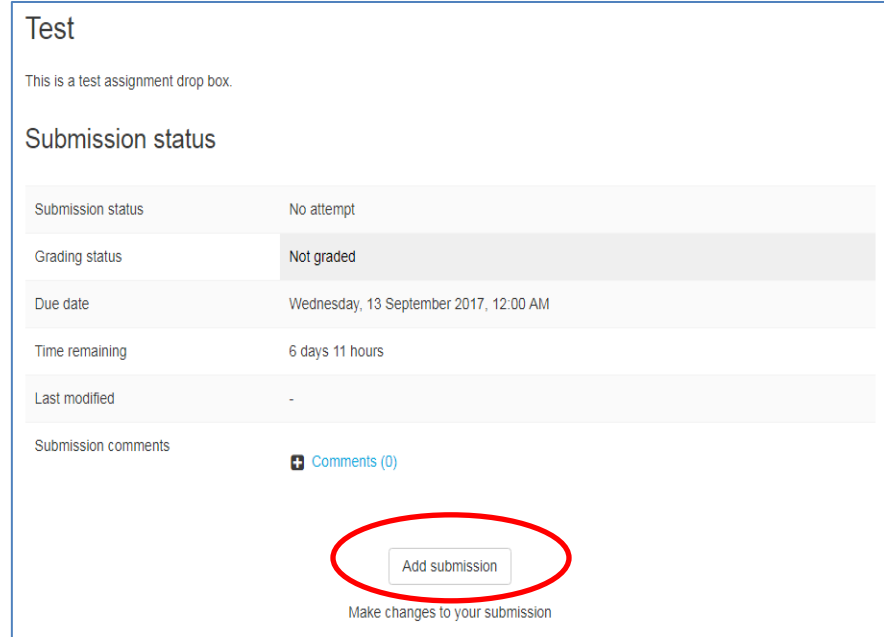
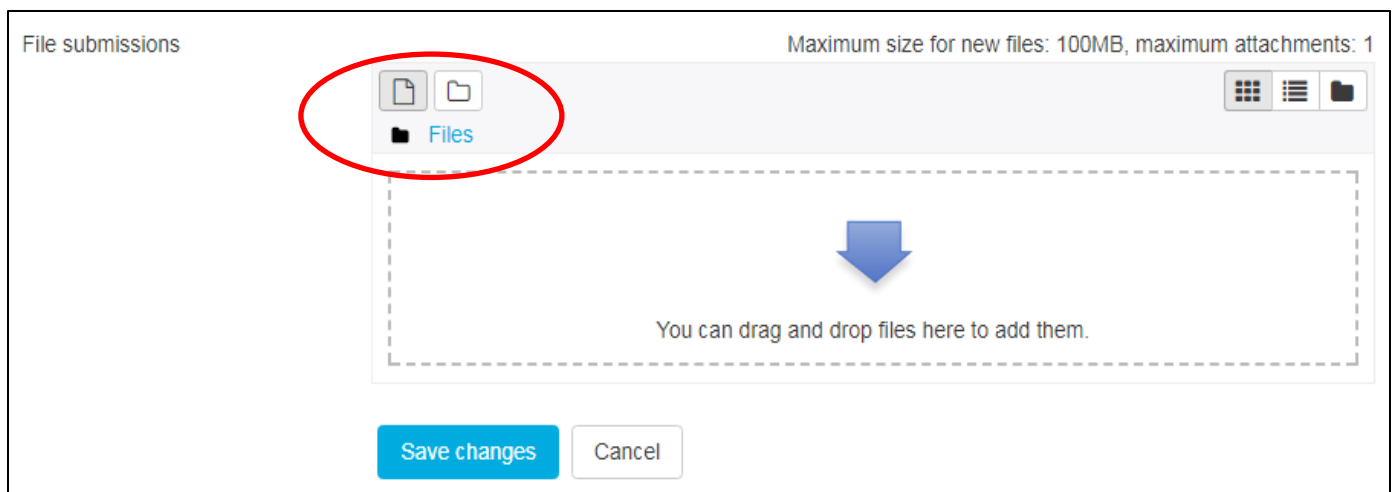
Uploading an Assignment to Moodle

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



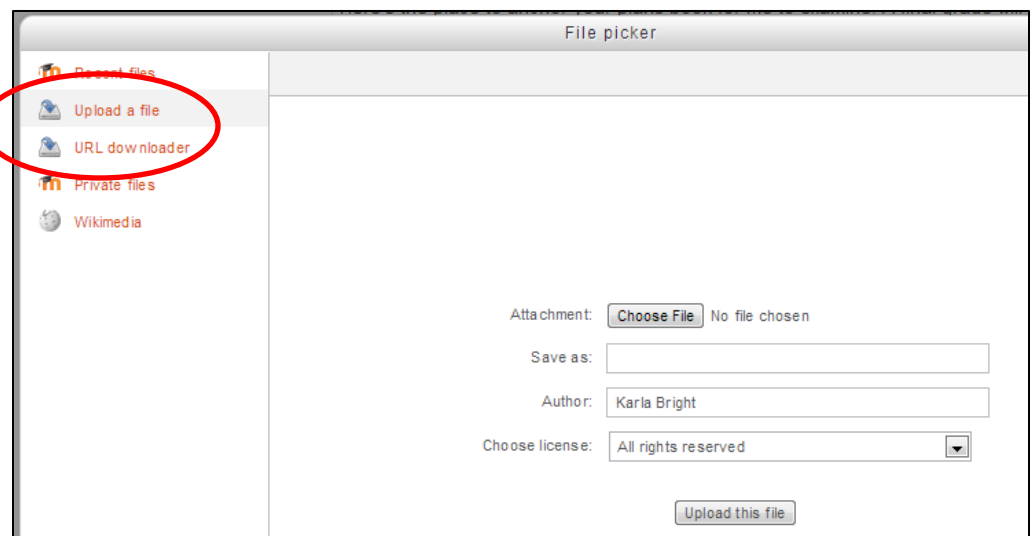
Click on the Name of the assignment
(See image above)
You should see the window shown on the right
Scroll down the page
Click on **Add submission**

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

A screenshot of a Moodle "Test" assignment submission status page. The page title is "Test". Below it, it says "This is a test assignment drop box." The "Submission status" section shows: 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: -. Below this is a "Submission comments" section with a "+ Comments (0)" link. At the bottom, there is a red circle around the "Add submission" button, with the text "Make changes to your submission" below it.A screenshot of the Moodle "File submissions" window. The title is "File submissions". On the right, it says "Maximum size for new files: 100MB, maximum attachments: 1". There are icons for "Files" and "Add" (a plus sign in a square). Below these is a large dashed box with a blue arrow pointing down and the text "You can drag and drop files here to add them." At the bottom, there are "Save changes" and "Cancel" buttons. A red circle highlights the "Files" and "Add" icons.

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

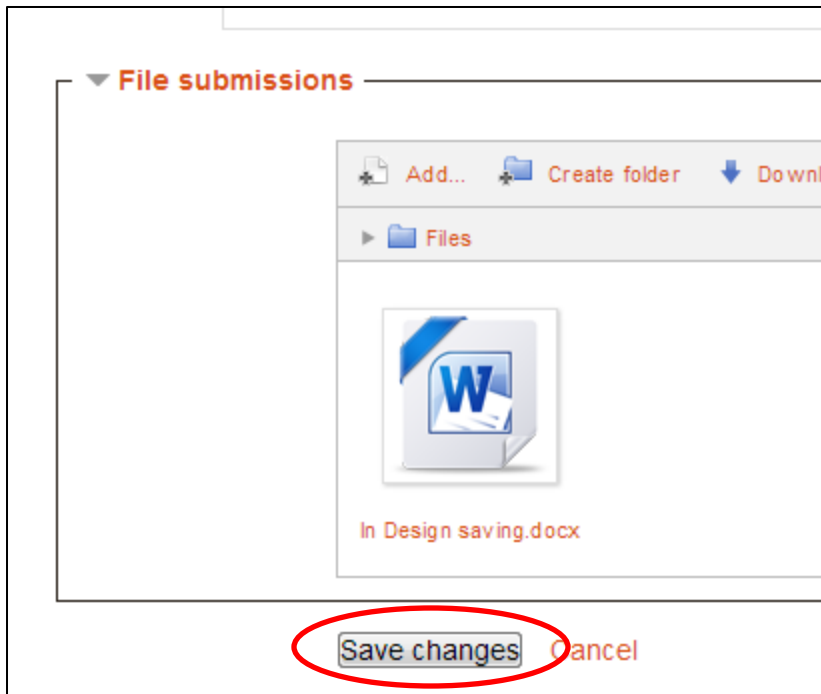
Click on Choose File or Browse
(Depending on the browser you are using) find and select the file on your computer and click **Upload this file**.

A screenshot of the Moodle "File picker" window. The title is "File picker". On the left, there is a list of options: "Recent files", "Upload a file", "URL downloader", "Private files", and "Wikimedia". The "Upload a file" option is circled in red. On the right, there are input fields for "Attachment:" (with a "Choose File" button and "No file chosen" text), "Save as:", "Author:" (with "Karla Bright" entered), and "Choose license:" (with "All rights reserved" selected). At the bottom, there is an "Upload this file" button.

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.



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

