

How do I submit my Moodle Assignment?

Are you ready to submit?

Have you gone through your submission checklist? Completed your final edits? Made sure you followed all guidelines? Is the title of your assignment correct?

If you're ready, double-check that your submission is in the correct file format as defined by the assessment guidelines and make a note of where you have saved your file.

Now, go to the dropbox on your Moodle course.

Where your dropboxes are located depends on your course.

Do ask your instructor if you have difficulty locating the dropbox.

Select the Moodle dropbox you're ready to submit to (the Moodle Assignment icon is a hand holding a piece of paper).

This is main page for a Moodle dropbox.

On this page you will find the title of the dropbox, a description of the dropbox, and your submission status.

Important details, such as due date of the assignment and the time remaining to submit your work, are listed.

To submit your assignment, click "Add submission"

The 'File submissions' page has two ways to submit your work.

1. Drag-and-Drop

You can drag and drop your file into the drop-area (highlighted in grey with a dashed outline).

To use drag-and-drop, first resize your browser window.

To resize your browser window in Google Chrome, either right-click in the top bar and select 'Restore'

or use the 'restore down' button (pages icon in the top right corner of your browser).

Then, open File explorer or Finder.

Select your file and drag the file into the drop-area.

2. Add file

Instead of 'drag-and-drop' you can use 'Add file' (The icon is a piece of paper with a plus sign.)

Click 'Add file' at the top right of the File submissions box.

Moodle 'File picker' will be displayed.

If you would like to upload from your computer, select 'Upload a File'

Under 'Attachment' click 'Choose File' to select your submission file.

Note: If you are using Firefox, Under 'Attachment' click 'Browse' to select your submission file.

You don't need to change any of the other options.

Click 'Upload this file.'

Your submission will appear in the 'File submissions' box.

Once you are satisfied, click 'Save changes' to submit your work.

The Submission status screen will now have changed, and include the new file under 'File Submissions.'

You will also receive an automated email that you have submitted work to the dropbox.

This is your official verification of submission.