

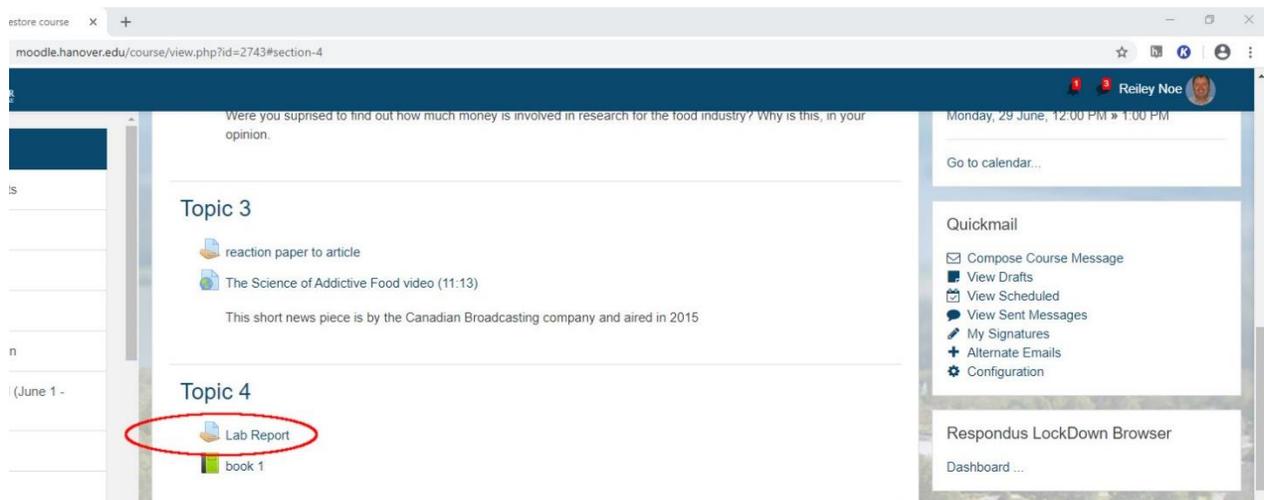
How to submit an assignment in Moodle

Moodle allows you to upload documents into a digital drop box to hand in your assignments. It is much easier for your professor to collect all of the papers there rather than e-mail, and you can have the piece of mind that your paper got to your professor. The process is very easy to do.

Assignments in Moodle have an icon of a hand holding up a piece of paper with the right corner dogeared in a gravity-defying and unnatural manner.

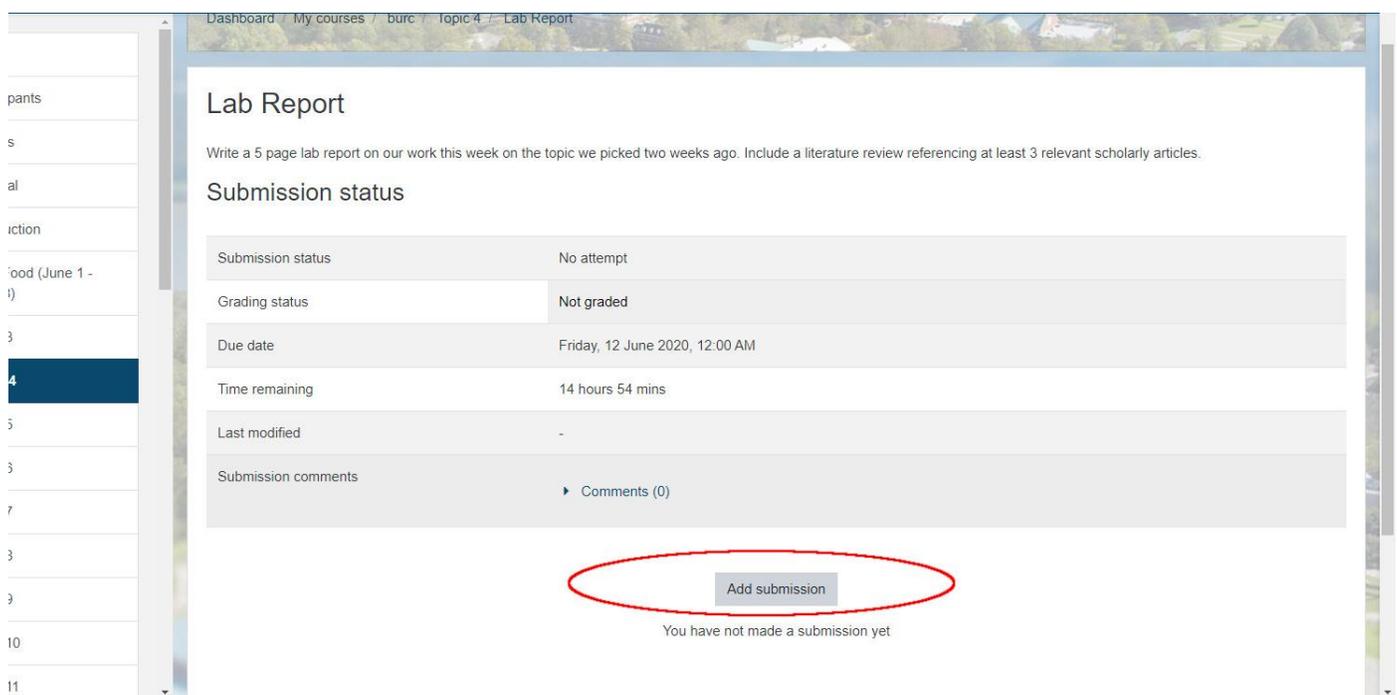


1. Select the assignment in question and click on the hyperlink next to the icon.



The screenshot shows a Moodle course page. In the center, under 'Topic 4', there is an icon of a hand holding a piece of paper labeled 'Lab Report'. This icon is circled in red. To its right is a link 'book 1'. On the right side of the page, there is a 'Quickmail' section with various options like 'Compose Course Message', 'View Drafts', etc.

2. Click on the Add Submission button.

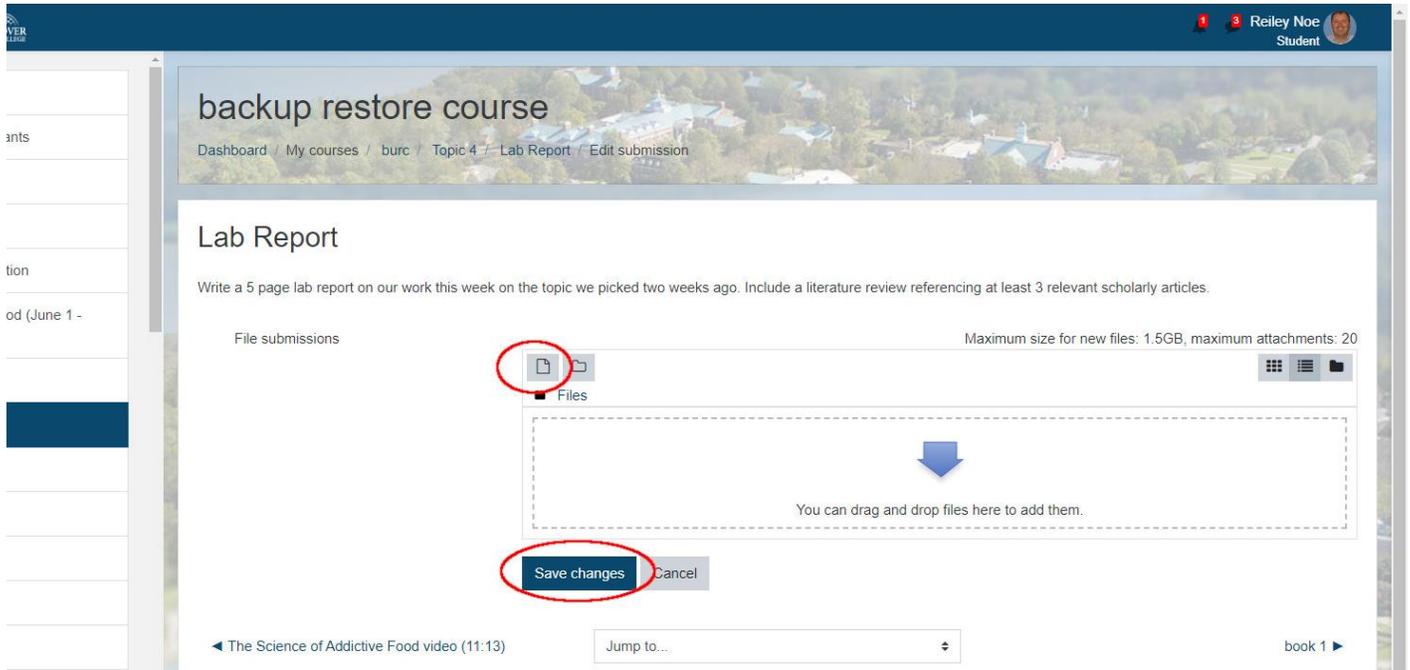


The screenshot shows the 'Lab Report' submission page. At the top, it says 'Write a 5 page lab report on our work this week on the topic we picked two weeks ago. Include a literature review referencing at least 3 relevant scholarly articles.' Below this is a 'Submission status' table:

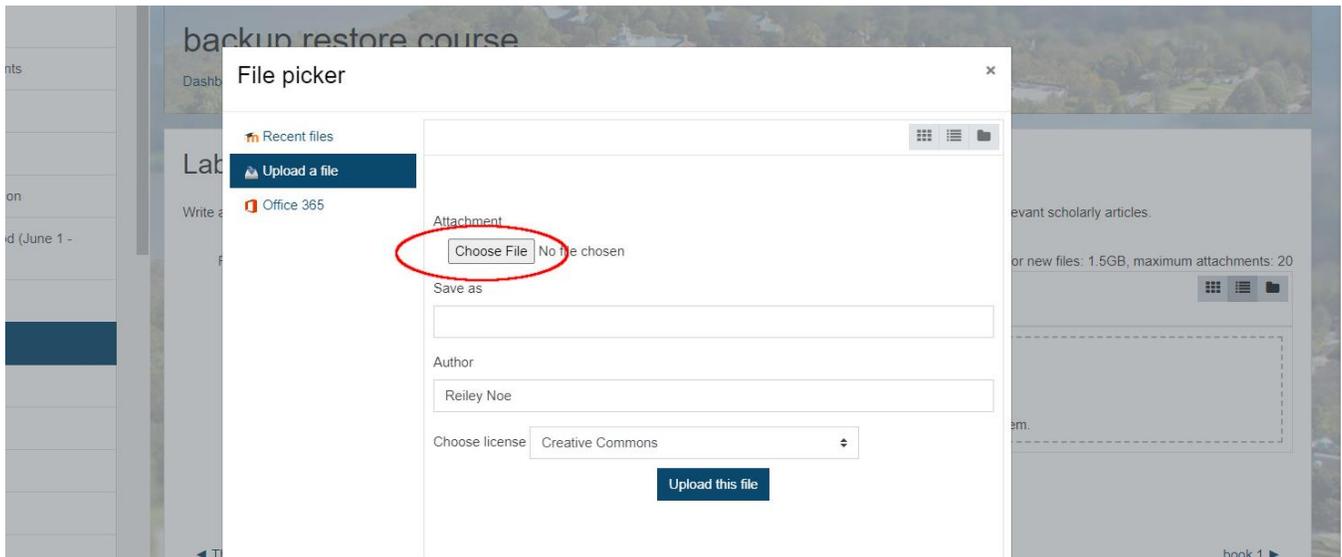
Submission status	No attempt
Grading status	Not graded
Due date	Friday, 12 June 2020, 12:00 AM
Time remaining	14 hours 54 mins
Last modified	-
Submission comments	▶ Comments (0)

At the bottom of the page, there is a button labeled 'Add submission', which is circled in red. Below the button, it says 'You have not made a submission yet'.

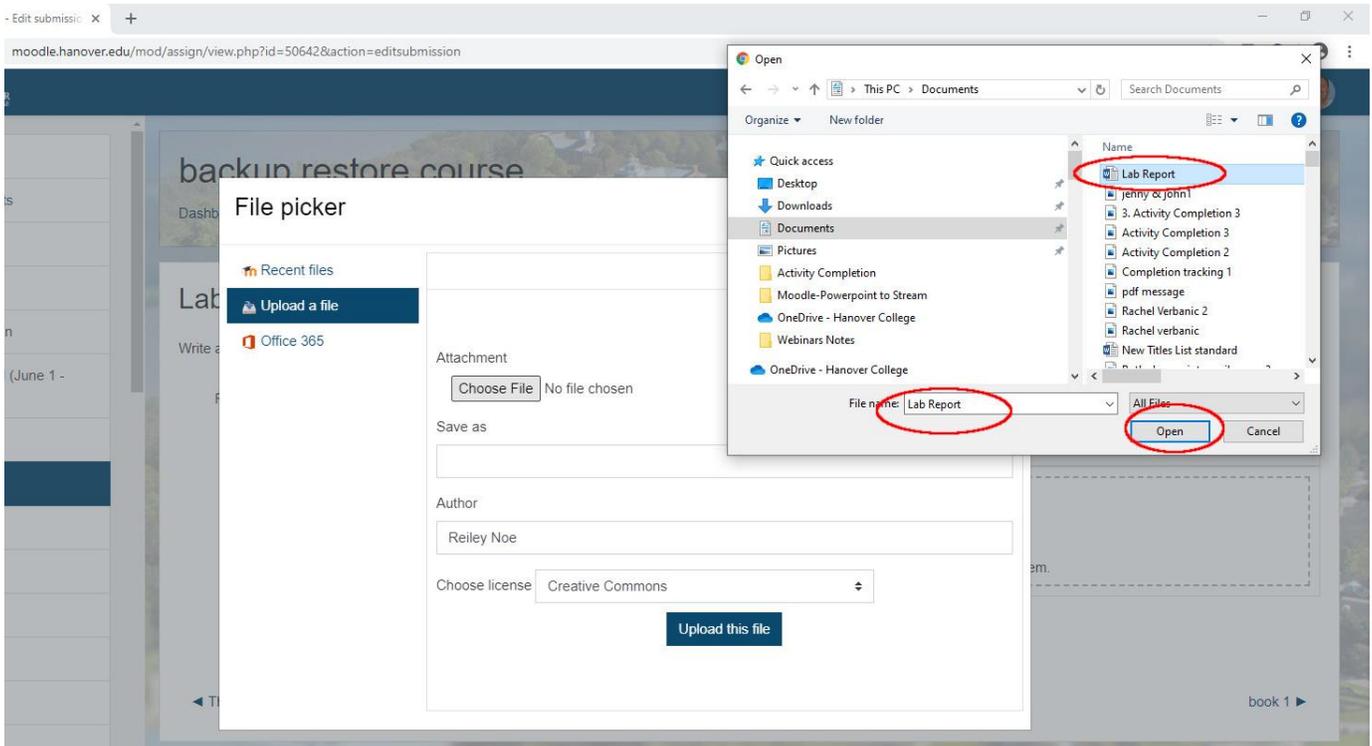
- Click on the icon in the upper left hand corner to find your document on your computer or portable drive and begin the submission process.



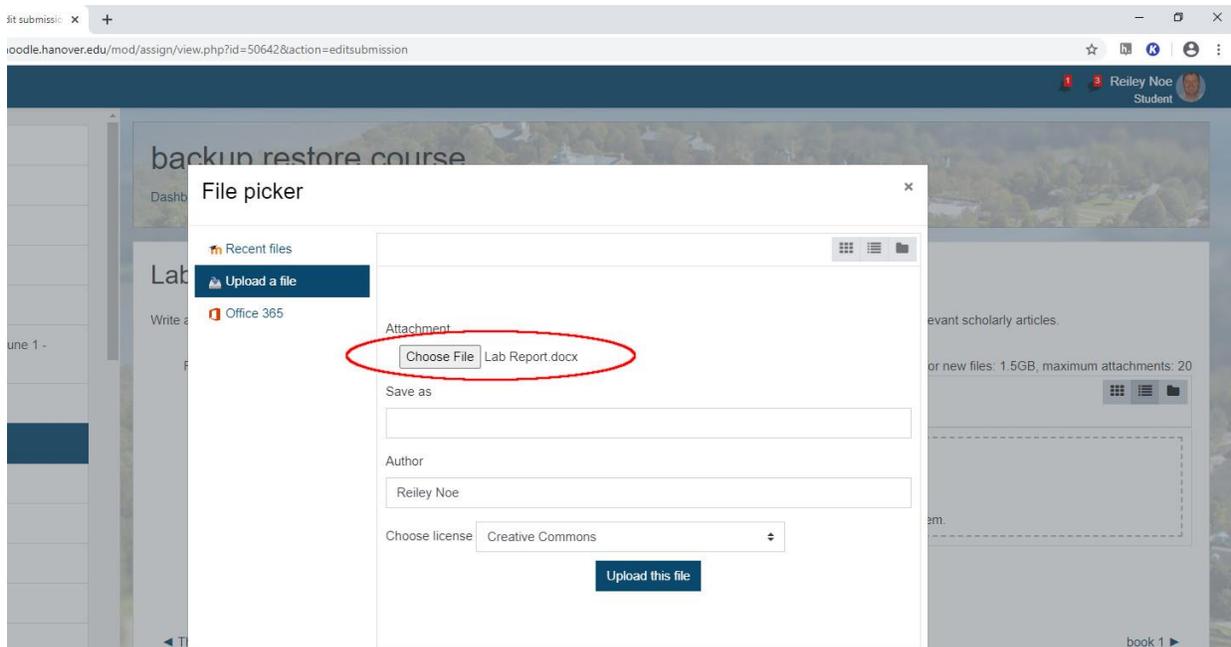
- Click on the Choose File button.



- Find the document on your drive and double click it. It will populate in the File Name area. Click Open to continue with the submission process.

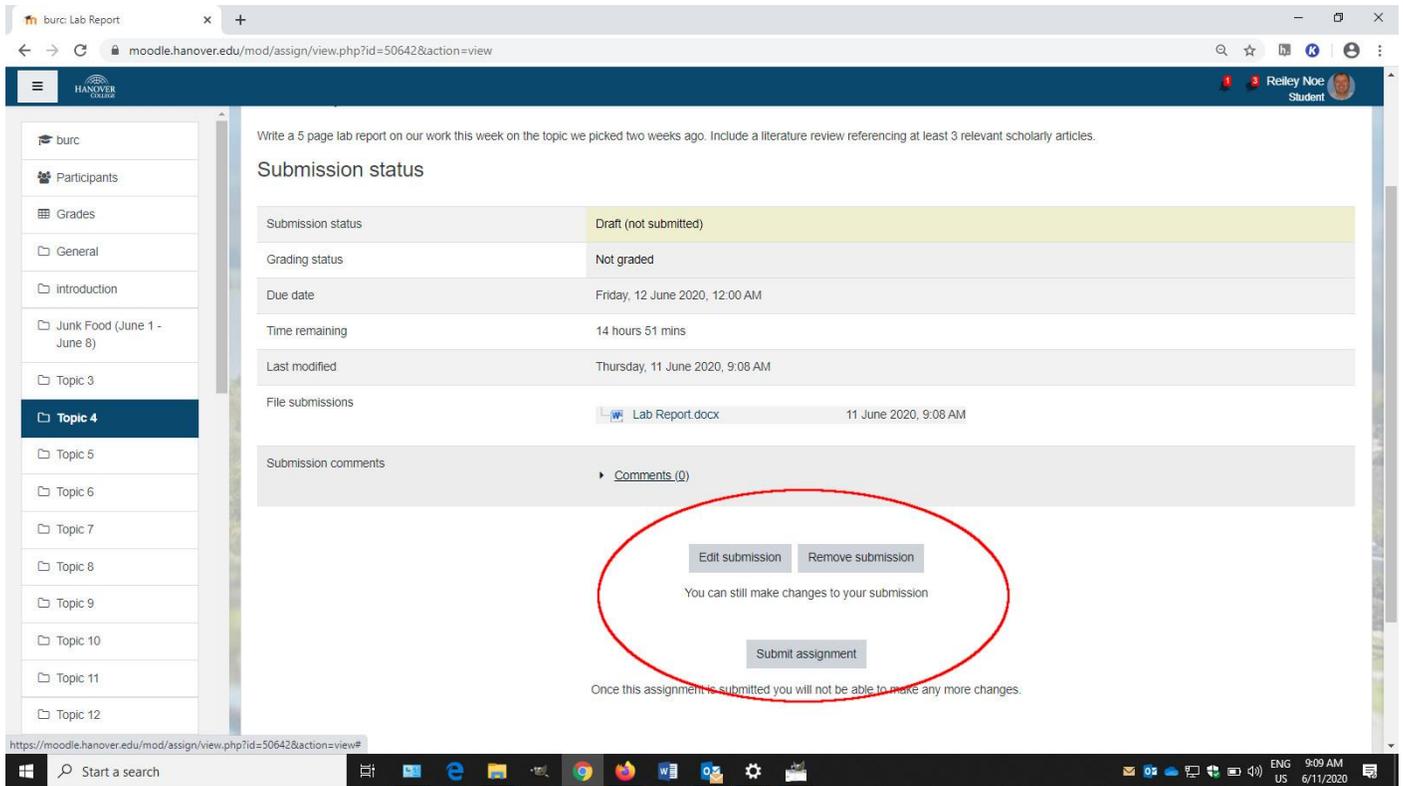


- The Choose File screen appears again, but the file you picked appears next to the button. Click on the Upload File button



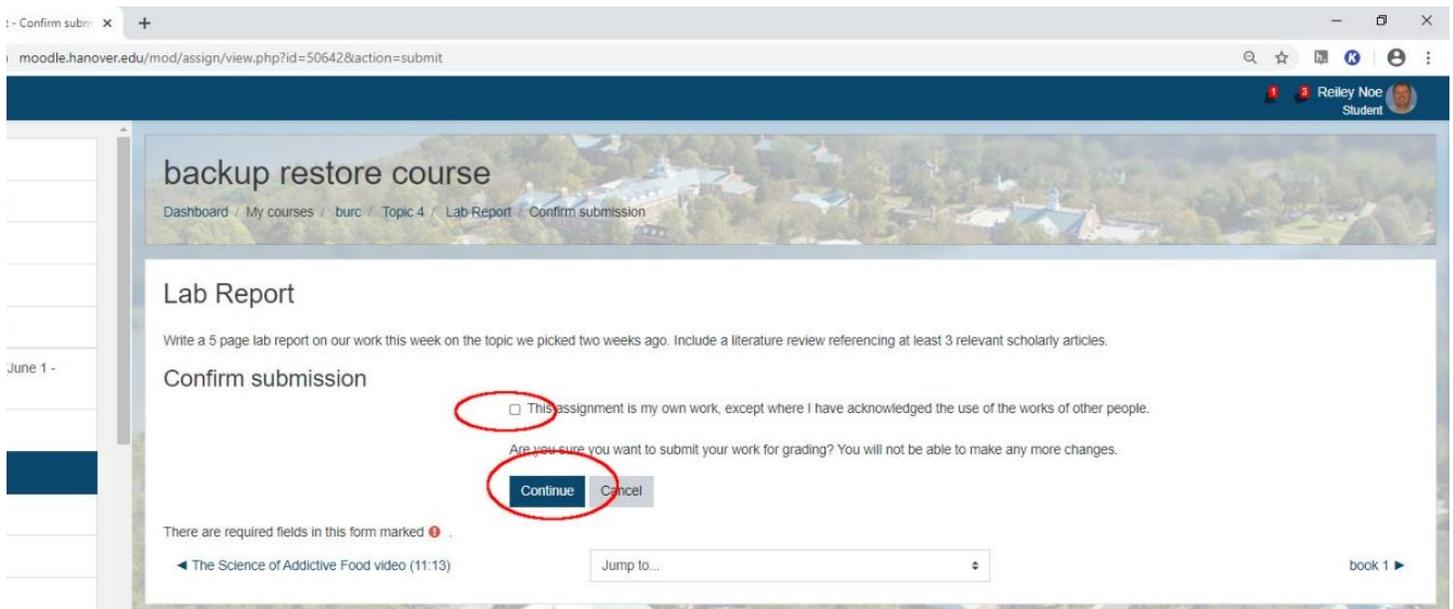
7. You notice three buttons

- Edit Your Submission before you submit it, or
- Remove Your Submission if you have something to add or take away before sending it on, and
- Submit Assignment button.
 - You need to click on this button to fully submit your assignment.



The screenshot shows a Moodle assignment submission status page. The page title is "Submission status" and the assignment is titled "Lab Report.docx". The submission status is "Draft (not submitted)". The due date is "Friday, 12 June 2020, 12:00 AM". The time remaining is "14 hours 51 mins". The last modified date is "Thursday, 11 June 2020, 9:08 AM". The file submissions section shows "Lab Report.docx" submitted on "11 June 2020, 9:08 AM". The submission comments section shows "Comments (0)". Below the submission comments, there are three buttons: "Edit submission", "Remove submission", and "Submit assignment". The "Edit submission" and "Remove submission" buttons are circled in red. Below these buttons, there is a message: "You can still make changes to your submission". Below this message, there is a "Submit assignment" button. At the bottom of the page, there is a message: "Once this assignment is submitted you will not be able to make any more changes."

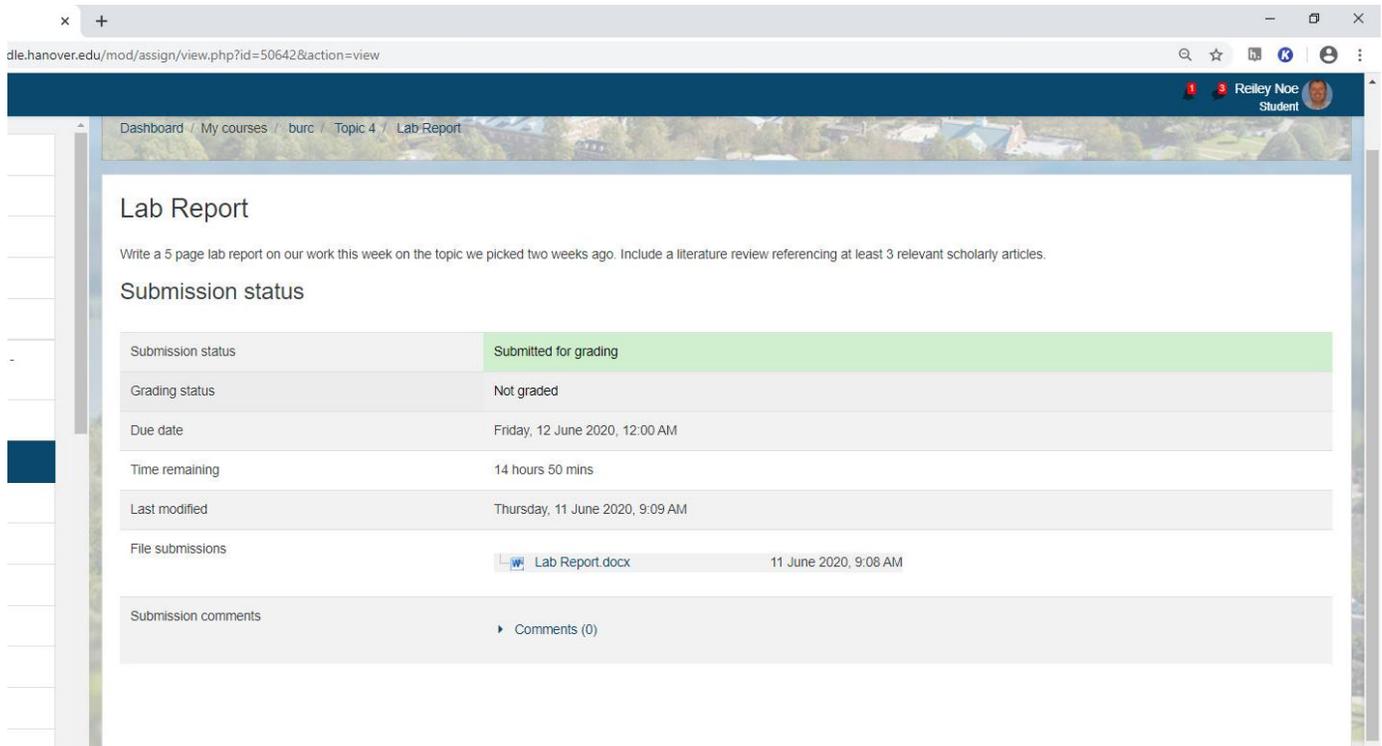
8. You may or may not see this screen below. Instructors have the option of asking you to agree to a submission statement. Click on the tick box and continue to move along the submission process.



The screenshot shows a Moodle submission confirmation screen. The page title is "Confirm submission" and the assignment is titled "Lab Report". The submission status is "Draft (not submitted)". The due date is "Friday, 12 June 2020, 12:00 AM". The time remaining is "14 hours 51 mins". The last modified date is "Thursday, 11 June 2020, 9:08 AM". The file submissions section shows "Lab Report.docx" submitted on "11 June 2020, 9:08 AM". The submission comments section shows "Comments (0)". Below the submission comments, there is a checkbox labeled "This assignment is my own work, except where I have acknowledged the use of the works of other people." and a message: "Are you sure you want to submit your work for grading? You will not be able to make any more changes." Below this message, there are two buttons: "Continue" and "Cancel". The "Continue" button is circled in red. At the bottom of the page, there is a message: "There are required fields in this form marked". Below this message, there is a "Jump to..." dropdown menu and a "book 1" link.

9. You will know that everything is OK if you see this screen. Note the green bar that signifies that you've submitted your document, and double-check to make sure that the file submission is the correct one.

If you submitted the wrong document or have any other issues, contact your professor ASAP to see how he or she might be able to rectify the situation.



The screenshot shows a web browser window displaying a Blackboard LMS page. The address bar shows the URL: `dle.hanover.edu/mod/assign/view.php?id=50642&action=view`. The page header includes navigation links: [Dashboard](#) / [My courses](#) / [burc](#) / [Topic 4](#) / [Lab Report](#). The user is identified as **Reiley Noe Student**. The main content area is titled **Lab Report** and contains the instruction: "Write a 5 page lab report on our work this week on the topic we picked two weeks ago. Include a literature review referencing at least 3 relevant scholarly articles." Below this is a **Submission status** section with a table of submission details.

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 12 June 2020, 12:00 AM
Time remaining	14 hours 50 mins
Last modified	Thursday, 11 June 2020, 9:09 AM
File submissions	Lab Report.docx 11 June 2020, 9:08 AM
Submission comments	Comments (0)