

Moodle 3.1

# Submitting Assignments


**STUDENT GUIDE**

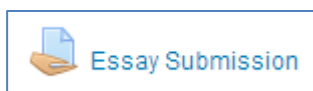


## 1 LOCATING THE ASSIGNMENT ACTIVITY

You may be asked to submit your assignment through Moodle. This is a straightforward process, and becoming increasingly popular through a number of units and programmes.

To do this, log into Moodle at <http://moodle.bath.ac.uk>, and find the Moodle course for your unit.

Assignments are usually indicated by the following icon , alongside the title of the assignment activity in question. An example appears below.



Click on this to visit the assignment submission interface.

## 2 SUBMITTING YOUR ASSIGNMENT

Having followed the instructions above, you will now be on a page similar to the one displayed below.

### Essay submission

#### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 8 August 2017, 11:00 PM
Time remaining	14 hours 51 mins
Last modified	-

Submission comments [▶ Comments \(0\)](#)

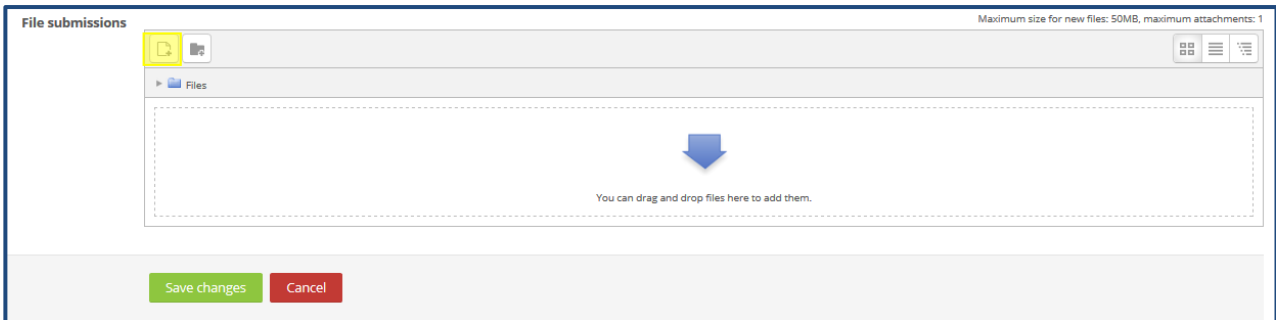
[Add submission](#)

Make changes to your submission

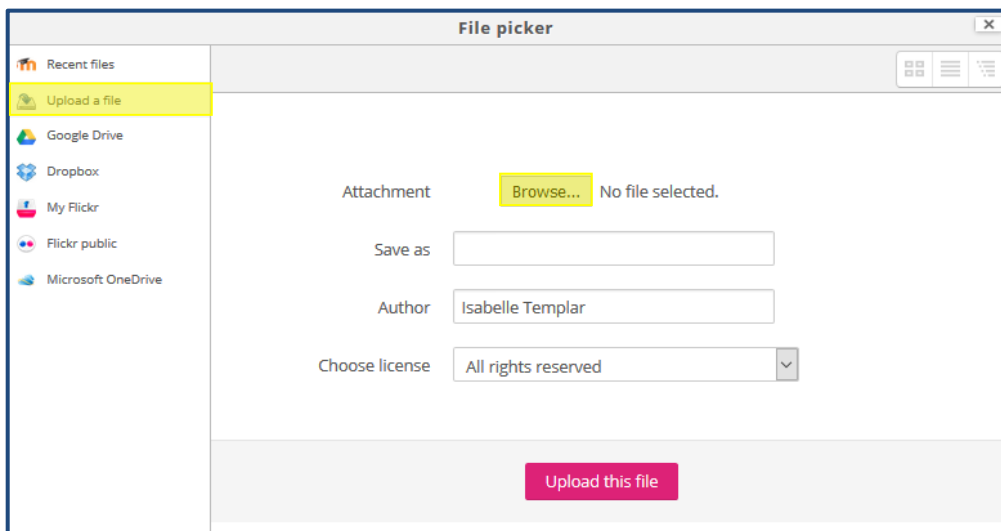
**Make sure that you read this information carefully.** You may be asked to save your work in a specific format for example and/or with a specific filename.

Your assignment details and any instructions from your lecturer will be on this page.

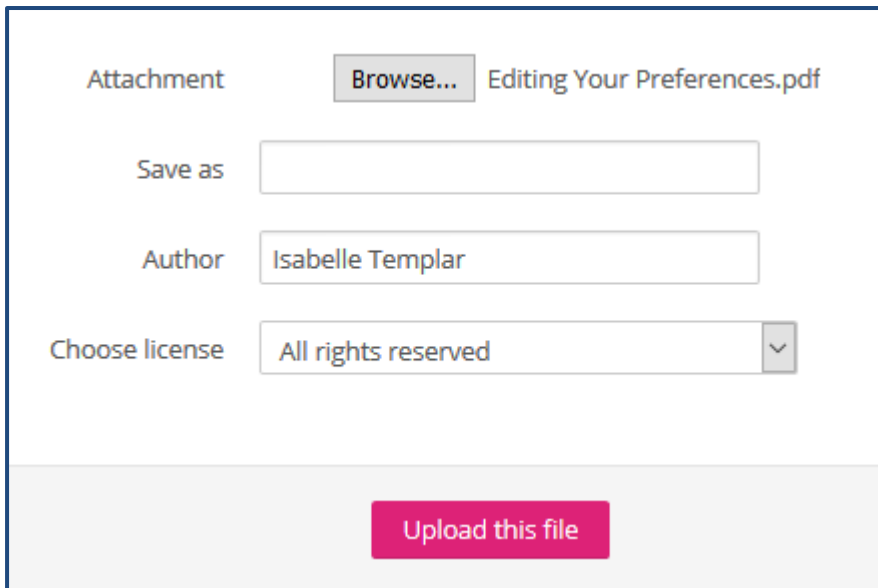
When you are ready to submit your file, click on the **Add submission** button. On the following page, click on the **Add...** button, as highlighted below, or drag and drop your file into the space.



This will open the **File picker**. Following this, you will need to click on the **Upload a file** link on left hand side, as it is likely that your assignment file is on your computer.



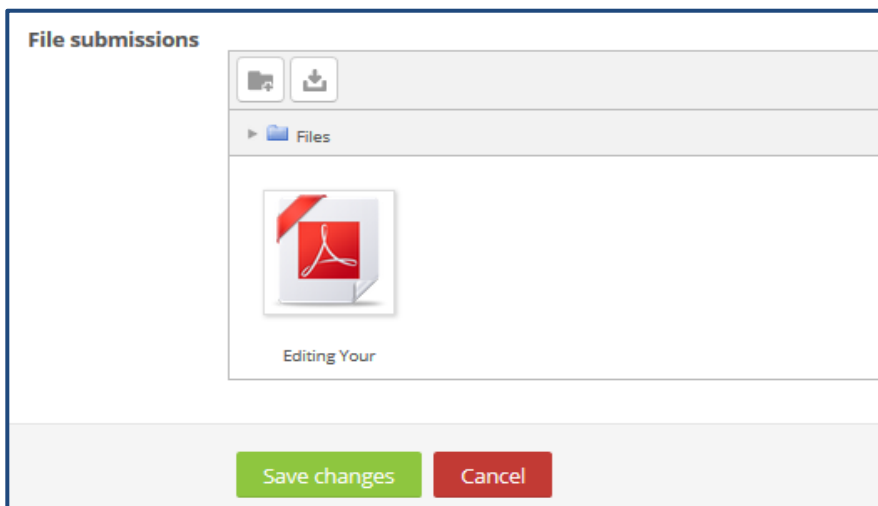
Click on **Browse** to open the file explorer window on your computer. Find your file as appropriate, select by clicking on it, and then click on the **Open** button.



The screenshot shows a form for uploading a file. It includes the following elements:

- Attachment:** A button labeled "Browse..." followed by the text "Editing Your Preferences.pdf".
- Save as:** An empty text input field.
- Author:** A text input field containing the name "Isabelle Templar".
- Choose license:** A dropdown menu currently set to "All rights reserved".
- Upload this file:** A prominent pink button at the bottom of the form.

Click on **Upload this file**. Your file will now have uploaded, and the File picker window will have disappeared and appear as below. You can amend the display name in the **Save as** field.




To complete the process, click on **Save Changes**. You will now see your file in the Submission section of the relevant screen.

Depending on how your lecturer has setup the Assignment activity, you *may* be able to delete your file after you have uploaded it by clicking on **Edit submission**.

### Essay submission

#### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 8 August 2017, 11:00 PM
Time remaining	14 hours 35 mins
Last modified	Tuesday, 8 August 2017, 8:24 AM
File submissions	 Editing Your Preferences.pdf
Submission comments	▶ Comments (0)

[Edit submission](#)

Make changes to your submission

**If you** need to delete your file but are unable to do so (e.g. if you have uploaded the wrong file), please **contact your lecturer**.

Further guides in this series can be accessed by clicking on the **Support for Students** link on the Navigation bar of page in Moodle.

Should you have any questions relating to Moodle, please contact **your lecturer, Director of Studies** or **designated Programme Administrator** in the first instance.