

Moodle Guide: How to Submit an Assignment

1

The screenshot shows the Moodle dashboard for 'Addysg Oedolion Cymru Adult Learning Wales'. The top navigation bar includes 'Messages', 'Test Learner', and a user profile icon. Below this is a menu with 'My Dashboard', 'Messages', 'Courses', 'My Cloud', 'Community', 'Learner Zone', 'Staff Zone', 'Help', and 'English (en)'. The main content area features several widgets: 'Latest News' with recent updates, 'Microsoft' with a connection status message, 'My Learning' (highlighted with an orange box) containing 'Award in Education and Training', 'Trinity St. David UoW Social Studies', and 'Counselling Test Course', 'Online users' showing 'Test Learner' is active, and a 'Calendar' for October 2017.

On your Moodle dashboard, click on the title of the course for which you want to submit an assignment.

2


Topic 1


 Chat test

 test page

Here's the description

 Test Lesson

 Test Book

 test assignment

 Task 1

Within the course, select the assignment you wish to submit.

3

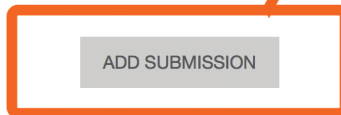
Task 2

activity description

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 13 October 2017, 12:00 AM
Time remaining	6 days 10 hours
Last modified	-

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



Make changes to your submission

At the bottom of the assignment page, click 'Add Submission'. Note: if you don't see the 'add submission' button, you may have already submitted this assignment or the assignment may be locked. Please contact your tutor.

Task 1

Description of task 1.

4

Online text

Should you need to submit a message with your assignment or submit a web link, you can type into the 'online text' box.

File submissions

Maximum size for new files: 256MB, maximum attachments: 1

To submit a document, eg. Word doc, image, video file, etc. drag and drop the file into the 'file submissions box, or alternatively click the 'add file' button.



When you are ready to submit, click 'save changes'. This doesn't submit your work (you will have chance to amend your submission before submitting should you need to).

5

Task 1

Description of task 1.

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 9 October 2017, 12:00 AM
Time remaining	6 days 9 hours
Last modified	Monday, 2 October 2017, 2:16 PM
Online text	<p>Here is my assignment:</p> <p>https://docs.google.com/document/d/1wVaq6LsBHSpkh8A0ZRD5ZIDrDOIYHSZX0eq3lK3RDQA/edit?usp=sharing</p>
File submissions	<p>example assignment.docx</p>
Submission comments	Comments (0)

EDIT SUBMISSION

Make changes to your submission

SUBMIT ASSIGNMENT

Click 'edit submission' to make changes to your submission, or to submit your assignment, click 'submit assignment'.

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Submit assignment

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

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Tick the box to confirm the work being submitted is your own. Your assignment will not be submitted until this is ticked.

CONTINUE

CANCEL

There are required fields in this form marked *.

Click continue to submit your assignment.

Task 1

Description of task 1.

Once submitted, the submission status will change to 'submitted for grading'.

Submission status


Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 9 October 2017, 12:00 AM
Time remaining	6 days 9 hours
Last modified	Monday, 2 October 2017, 2:17 PM
Online text	<p>Here is my assignment:</p> <p>https://docs.google.com/document/d/1wVaq6LsBHSpkh8A0ZRD5ZIDrDOIYHSZX0eq3IK3RDQA/edit?usp=sharing</p>


File submissions



You will also receive an email to confirm your assignment submission.

You have submitted your assignment submission for Task 1

 Do not reply to this email <noreply@addysgoedolioncymru.lunsvle.co.uk>

Mon 02/10/2017 14:17
To:  Sarah K. Jones

[test](#) ->[Assignment](#) ->[Task 1](#)

You have submitted an assignment submission for 'Task 1'.

You can see the status of your [assignment submission](#).

**This guide was developed by the Digital Development Team.
For further information contact digital@adultlearning.wales**