

How to submit an assignment in Moodle

Uploading your assignment

1. Locate the assignment dropbox on your Moodle page and click it.



2. Under **Submission Status** there is an **Add submission** button. Click it.

Assignment 1

Submit your assignment here

Submission status

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Friday, 20 September 2013, 11:55 AM
Time remaining	6 days 23 hours

[Add submission](#)

3. Look under **File submissions**. You can either drag and drop your assignment into the field with the arrow, or click the **Add...** button at the top left corner of the **File submission** box.

File submissions

Maximum size for new files: 50MB, maximum attachments: 1 - drag and drop available

Add... Create folder

Files

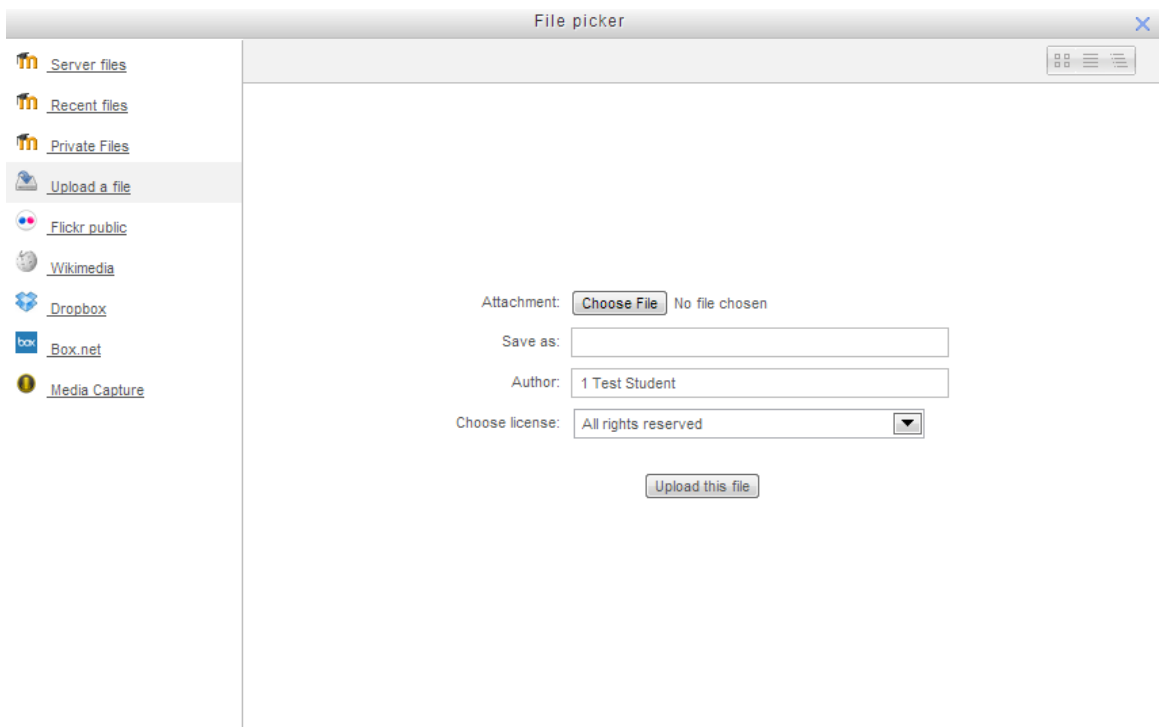
You can drag and drop files here to add them.

The University of Auckland will not tolerate cheating or assisting others to cheat, and views cheating in coursework as a very serious offence.
By clicking the *Submit assignment* button, I declare:

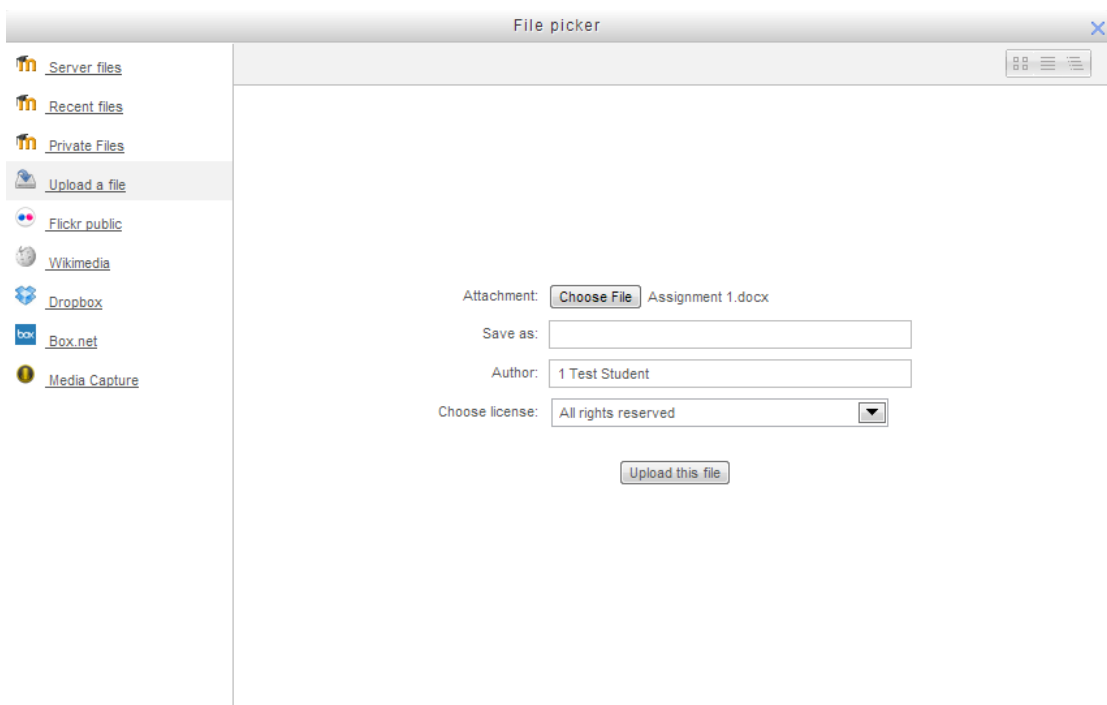
- This is my own work and reflects my own learning.
- Where work from other sources (including sources on the world wide web) has been used, it has been properly acknowledged and referenced.
- I understand that my assessed work may be reviewed against electronic source material using computerised detection mechanisms.
- I agree that upon reasonable request, I may be required to provide an electronic version of my work for computerised review.

[Submit assignment](#) [Cancel](#)

4. If you click **Add...**, the **File picker** window will pop up. Click **Choose File**.



5. Locate the file that you want to upload and double click it. Now on the **File picker** window, click **Upload this file**.




6. Now in the **File submissions** field, you should see the assignment that you selected. Click **Submit assignment** at the bottom of the page.

File submissions Maximum size for new files: 50MB, maximum attachments: 1

Create folder Download all

Files



Assignment 1.docx

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7. You will now be able to see your assignment's **Submission status**.

Assignment 1

Submit your assignment here

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 20 September 2013, 11:55 AM
Time remaining	6 days 23 hours
Last modified	Friday, 13 September 2013, 12:22 PM
File submissions	<div style="display: flex; align-items: center;">  Assignment 1.docx  </div> <p style="margin-left: 20px;">Export to portfolio</p>

Editing your submission

NB. This will change the date of your submission, so only do this *if necessary, and prior to the assignment deadline*. Inform your lecturer if you do so, in case she/he has already started marking.

1. From the **Assignment dropbox** page, click **Edit my submission** at the bottom of the page.

Assignment 1

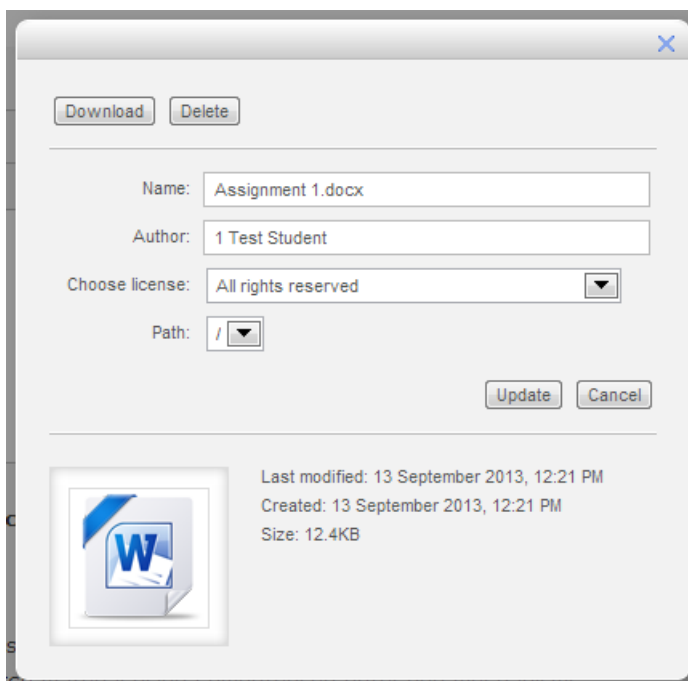
Submit your assignment here

Submission status

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File submissions	 Assignment 1.docx  Export to portfolio

[Edit my submission](#)

2. Under **File submissions**, click the file that you want to change. In the window that pops up you can change the name of the assignment, or delete it.



3. If you change the name of the assignment, click **Update**. If you want to delete it, click **Delete**. To upload your new file, just repeat the steps above.