
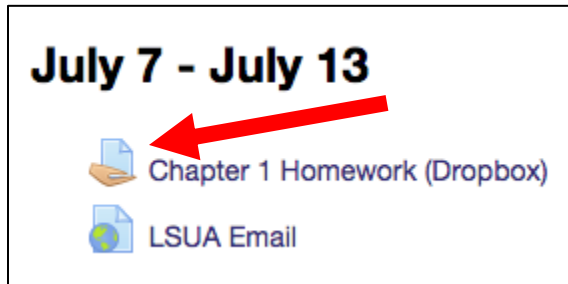


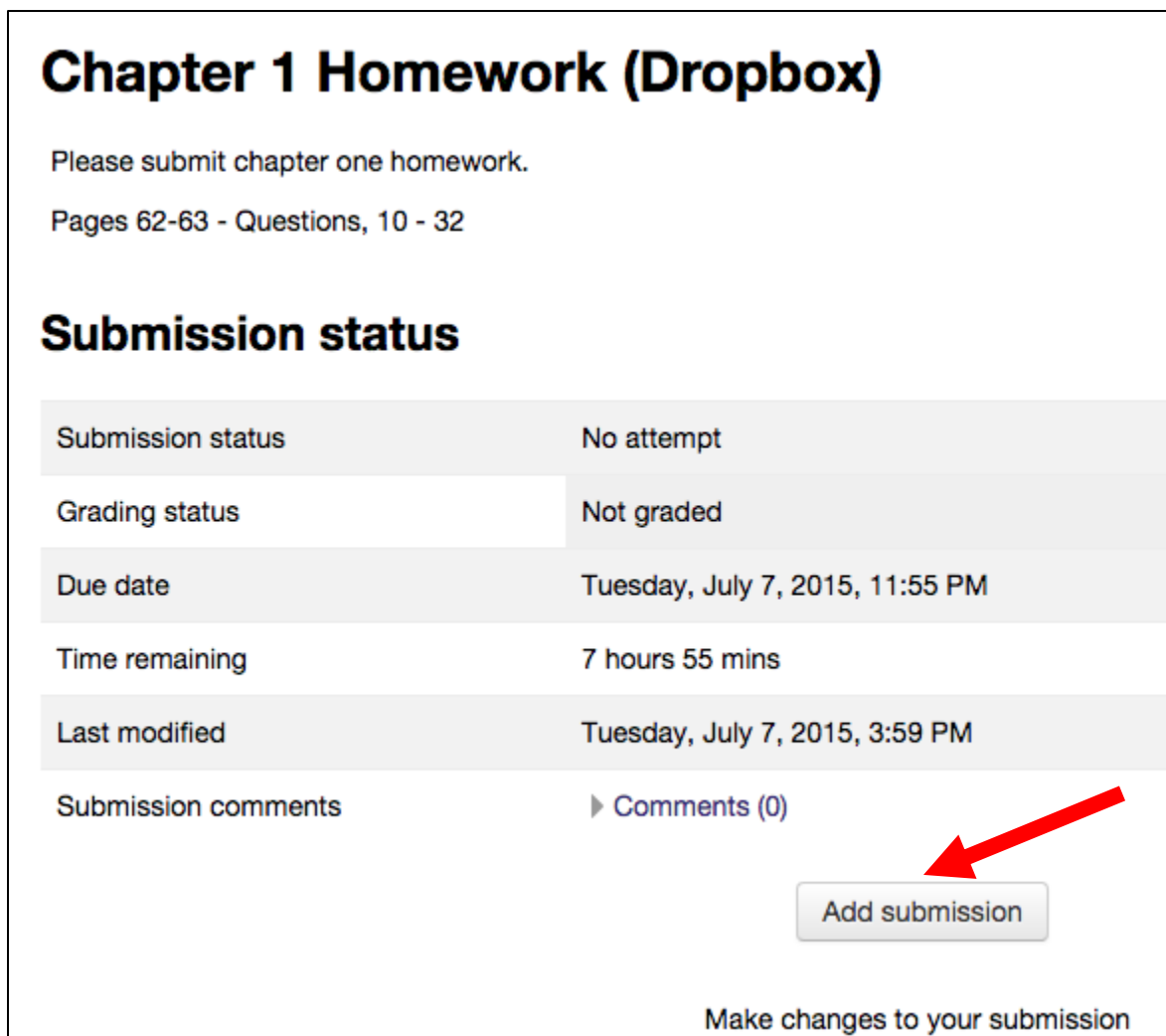
# Submitting an Assignment in Moodle

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- 1) Select the assignment that you need to submit. It is designated by this icon. 



- 2) On this page, you will be provided a description of the assignment (if instructor has provided these details) as well as the submission status of the assignment. This includes: due date, how much time remaining before assignment is due, and your grading status – just to name a few.



A screenshot of the Moodle assignment details page for "Chapter 1 Homework (Dropbox)". The page title is "Chapter 1 Homework (Dropbox)". Below the title, it says "Please submit chapter one homework." and "Pages 62-63 - Questions, 10 - 32". The "Submission status" section is highlighted in grey and contains the following information:

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, July 7, 2015, 11:55 PM
Time remaining	7 hours 55 mins
Last modified	Tuesday, July 7, 2015, 3:59 PM
Submission comments	▶ Comments (0)

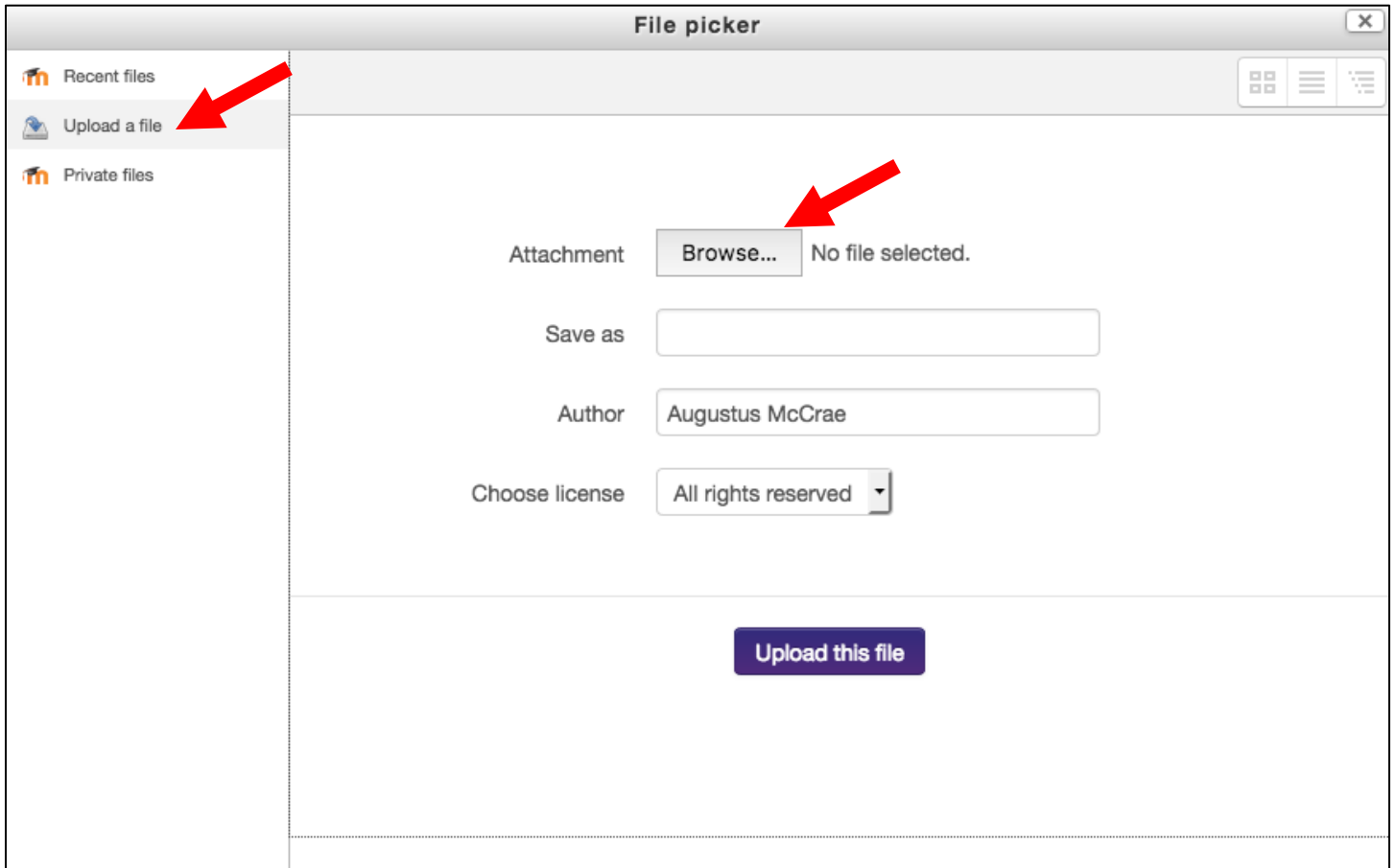
At the bottom right of the submission status section, there is a button labeled "Add submission" with a red arrow pointing to it. Below the button, there is a link that says "Make changes to your submission".

- 3) To submit your assignment, select the “add submission” as shown in the image above.  
4) You can either “drag-n-drop” the file or browse to the file’s location. Drag-n-drop is the easiest method!

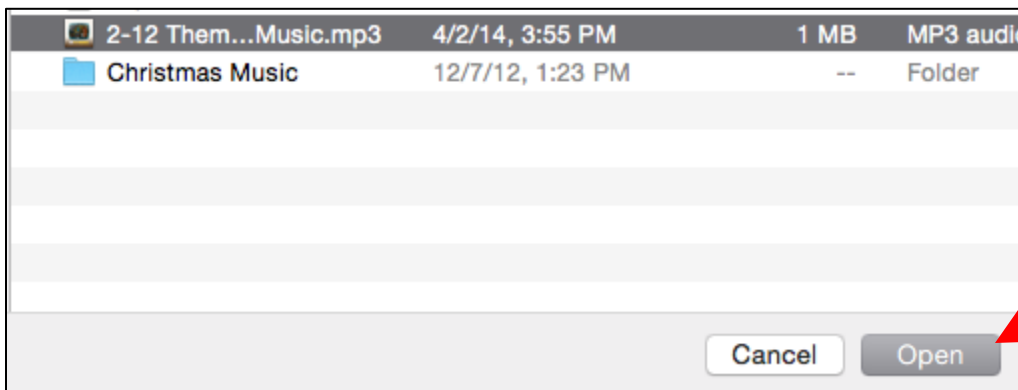
5) To browse to the file, select the page+ icon on the toolbar.



6) The file picker browser will open. Select "upload a file," if necessary, and then select "browse."



7) Browse to where the file is saved. For example, the desktop, a folder, or USB drive. Select the file and then select open.



8) Once choosing the file you wish to submit, select “upload this file.”

File picker

Recent files

Upload a file

Private files

Attachment  Sample Student.docx

Save as

Author

Choose license

9) You will now be brought back to the submission screen. Confirm that you have selected the right file and then select “save changes.”

10) Once saving, you will be brought back to your submission status page. You will now see the file that you selected and the date/time that you submitted. Depending on your instructor’s settings, you may or may not be able to edit your submission. For this example, you are given the option to edit your submission. You would repeat steps 3-9.

## Chapter 1 Homework (Dropbox)

Please submit Chapter One homework via Word Document.  
Pages 62-63 - Questions, 10-32.

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, December 28, 2016, 12:00 AM
Time remaining	6 days 11 hours
Last modified	Wednesday, December 21, 2016, 12:48 PM
File submissions	<input type="button" value="W"/> Sample Student.docx
Submission comments	<input type="button" value="Comments (0)"/>

Make changes to your submission