

Submitting Files and Assignments in Moodle

To submit a file or assignment in Moodle, you can type directly into the text submission box or you can upload documents, spreadsheets, images, audio, and video. The assignment submission type will depend on the settings set by your instructor.

This tutorial will demonstrate the various ways to submit or upload a file assignment in Moodle.

I. Submitting a File in Moodle (with submit button)

Your instructor may require you to select the “submit” button to upload your file. If your instructor added this setting, you will be prompted to select the submit button to complete the assignment submission (See step 6).




Step 1

Select the appropriate assignment link to open the assignment submission status



Submitting an Assignment in Moodle

These three video tutorials will demonstrate how to submit an assignment in Moodle. Please note and follow any other specific directions given to you by your instructor to submit a file.

-  Submitting a File (with submit button)
-  Submitting a File (without submit button)
-  Submitting an Assignment (text submission)

Step 2

Select:
Add submission

Submitting a File (with submit button)

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This video tutorial will demonstrate how to submit a file in Moodle. Please note and follow any other specific directions given to you by your instructor to submit a file.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

Add submission

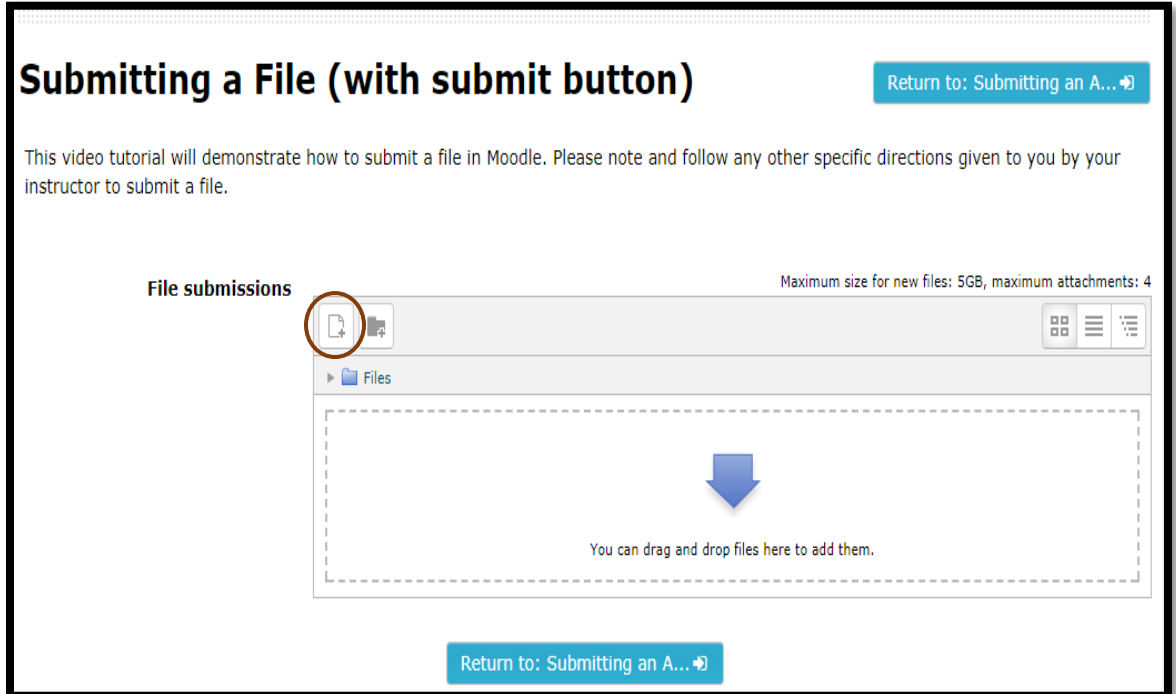
Make changes to your submission

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There are two ways you can upload your file. You can browse for the file in your computer, or you can drag and drop it into the file submission area inside the dotted line.

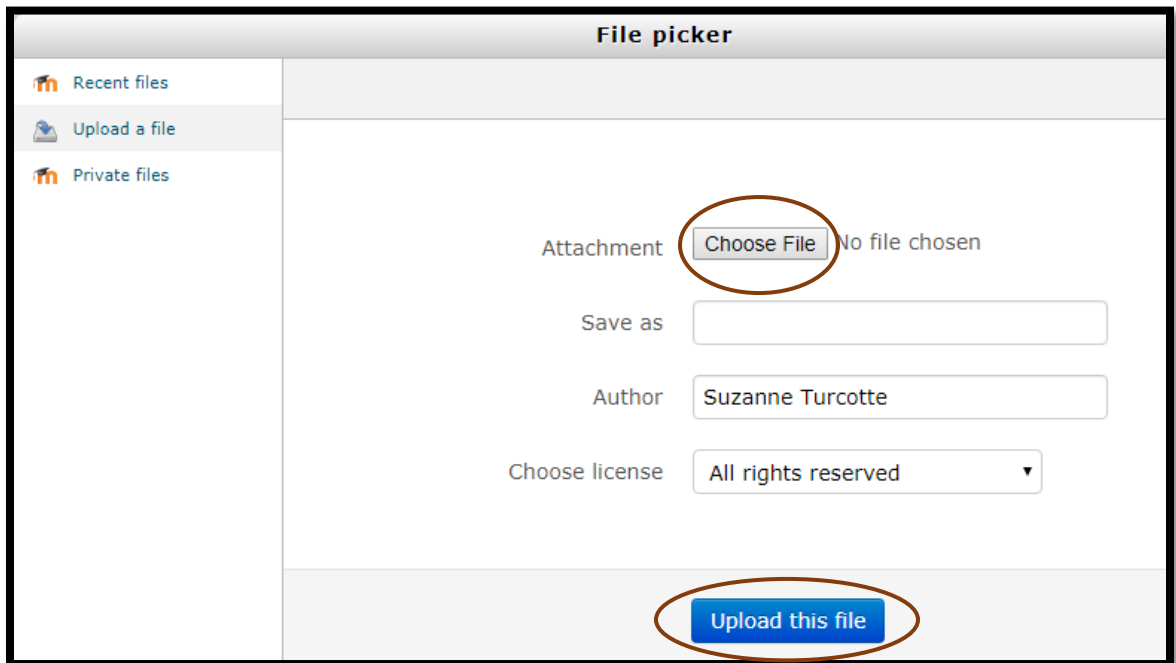
Step 3

To browse for the file, select the **Add...** (paper with + sign) icon to open the File picker



Step 4

Select:
Choose File
Choose the file from your computer, then select:
Upload this file



If your assignment requires more than one file, repeat the procedure for all files.

Step 5

Select:
Save changes

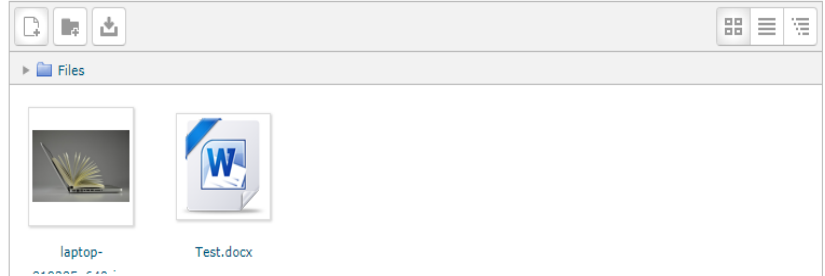
Submitting a File (with submit button)

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This video tutorial will demonstrate how to submit a file in Moodle. Please note and follow any other specific directions given to you by your instructor to submit a file.

File submissions

Maximum size for new files: 5GB, maximum attachments: 4



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Save changes Cancel

Step 6

At this point, the assignment submission status is: “draft (not submitted)”. Once you are ready to submit your file for grading, select:

Submit assignment

Note: You may go back and edit your assignment prior to submitting it by selecting the “edit submission” button

Submitting a File (with submit button)

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This video tutorial will demonstrate how to submit a file in Moodle. Please note and follow any other specific directions given to you by your instructor to submit a file.

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Tuesday, August 1, 2017, 12:38 PM
File submissions	<ul style="list-style-type: none"> laptop-819285_640.jpg ✕ Test.docx ✕ Export to portfolio
Submission comments	▶ Comments (0)

Edit submission

Make changes to your submission

Submit assignment

According to the assignment settings your instructor specified, you may be prompted to confirm the authenticity of your assignment.

Note: This prompt will not appear if your instructor does not require authenticity confirmation (submitting a file without a submit button).

Step 7

Check the box, and select: **Continue**

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.

There are required fields in this form marked *.

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Continue Cancel

Step 8

The submission status now indicates the file has been submitted for grading

Submitting a File (with submit button) Return to: Submitting an A... ➔

This video tutorial will demonstrate how to submit a file in Moodle. Please note and follow any other specific directions given to you by your instructor to submit a file.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Tuesday, August 1, 2017, 12:44 PM
File submissions	laptop-819285_640.jpg Test.docx
Submission comments	▶ Comments (0)

Export to portfolio

To exit, select:
**Return to:
Submitting an
Assignment...**

II. Submitting a File in Moodle (without submit button)

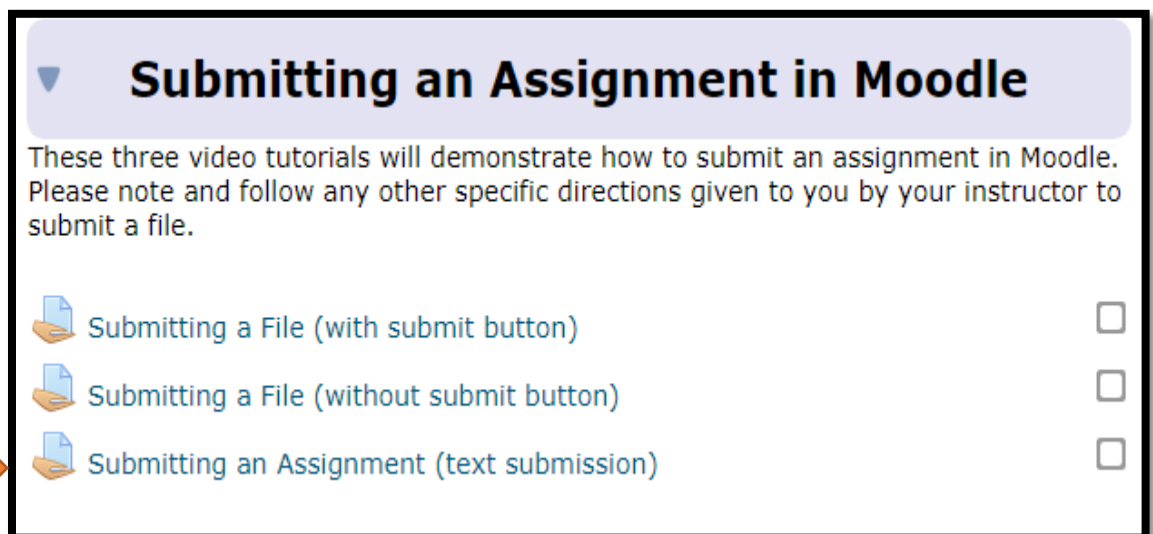
If your instructor does not have a requirement for the submit button, the prompt will not appear and your file will be sent to your instructor once you select “save changes”. To upload a file without the submit button, follow the instructions for “Submitting a File in Moodle with a submit button”, minus step 6.

III. Text submission assignment in Moodle

To submit an assignment by typing in the text box.




Step 1

Select the appropriate assignment link to open the assignment submission status



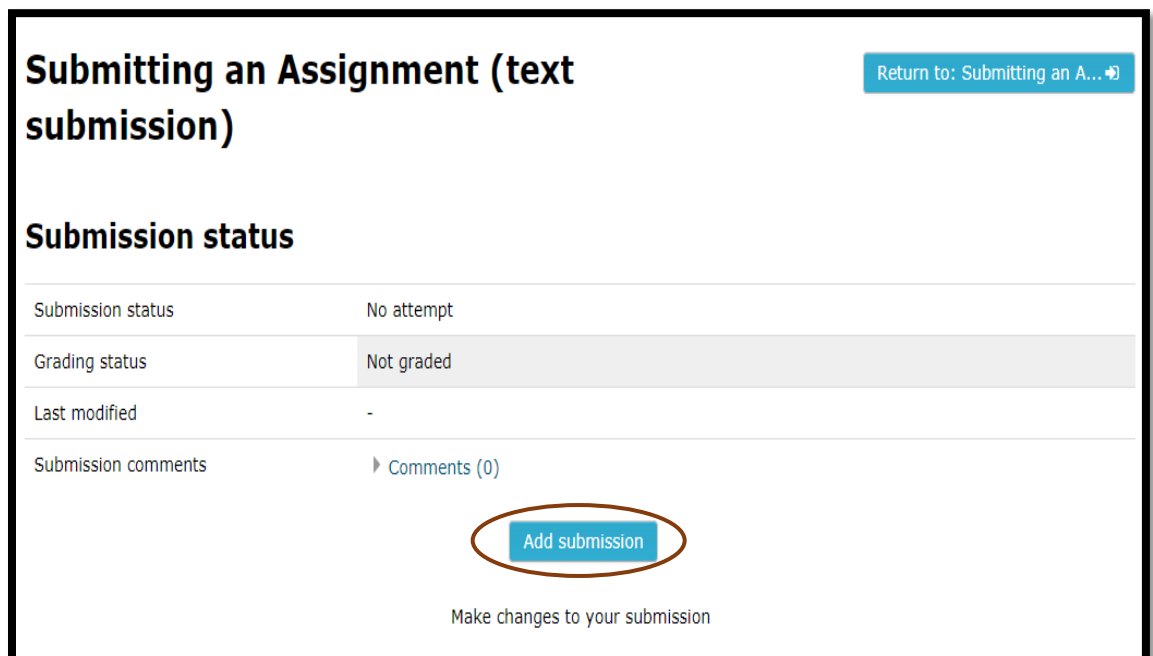
Submitting an Assignment in Moodle

These three video tutorials will demonstrate how to submit an assignment in Moodle. Please note and follow any other specific directions given to you by your instructor to submit a file.

-  Submitting a File (with submit button)
-  Submitting a File (without submit button)
-  Submitting an Assignment (text submission)

Step 2

Select:
Add submission



Submitting an Assignment (text submission) [Return to: Submitting an A...](#)

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

Add submission

Make changes to your submission

Submitting an Assignment (text submission)

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Nothing was submitted

Online text



Type your answer in this box.



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[Save changes](#) [Cancel](#)

Step 3

Type your answer into the text box. When finished, select:

Save changes

DL Student Orientation Demo Site

Submitting an Assignment (text submission)

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Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Wednesday, August 2, 2017, 3:11 PM

Online text
Type your answer in this box.

[Export to portfolio](#)

Submission comments
▶ Comments (0)

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

Step 4

At this point, the assignment submission status is: “draft (not submitted)”. Once you are ready to submit your file for grading, select:

Submit assignment

Step 5

Check the box, and select: **Continue**

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.

There are required fields in this form marked *.

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Continue

Cancel

Submitting an Assignment (text submission)

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Submission status

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Wednesday, August 2, 2017, 4:02 PM
Online text	<input type="checkbox"/> Type your answer in this box. Export to portfolio
Submission comments	▶ Comments (0)

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Step 6

The submission status now indicates the file has been submitted for grading

To exit, select:
**Return to:
Submitting an
Assignment...**