

# 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**

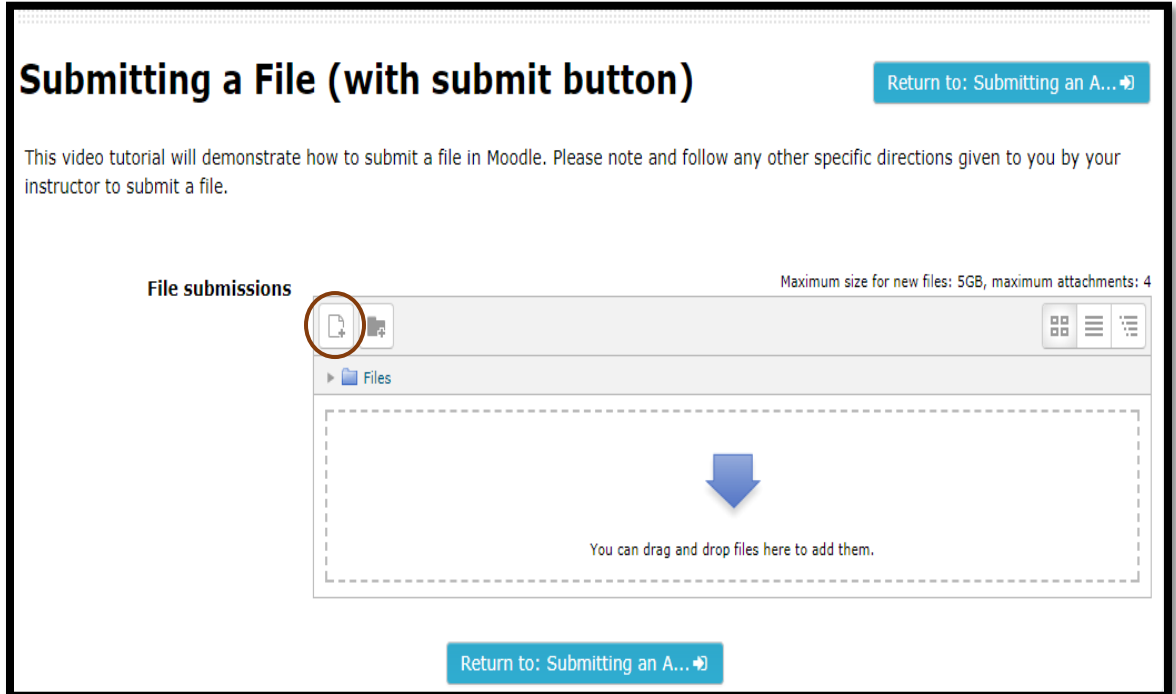
Make changes to your submission

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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.

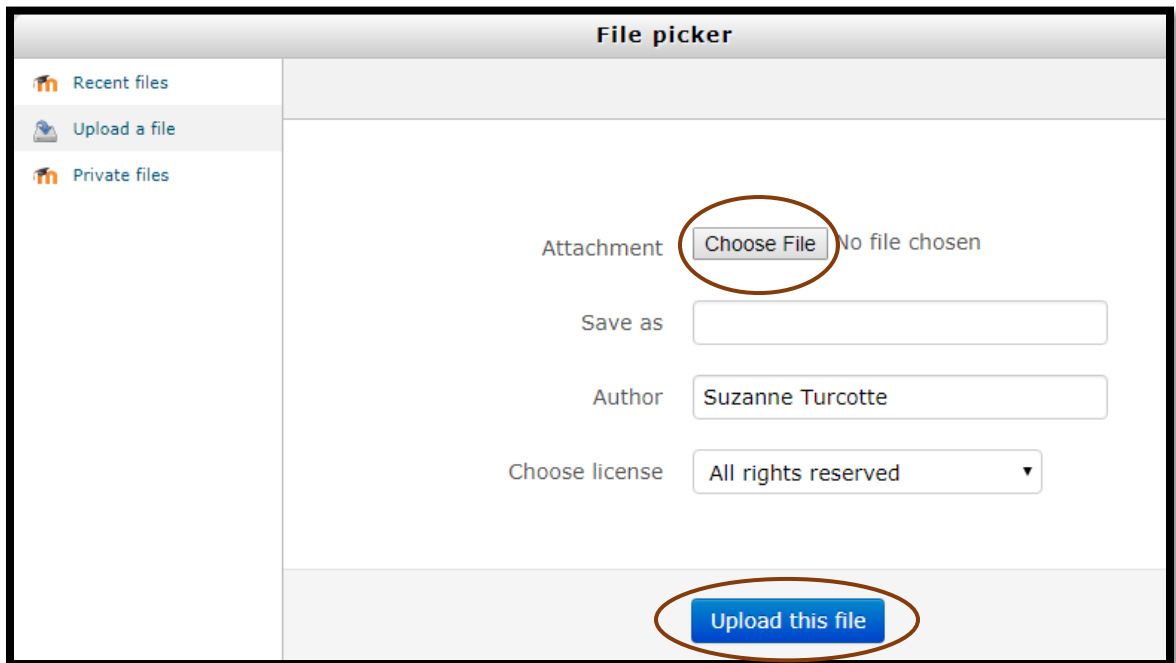
### Step 3

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**

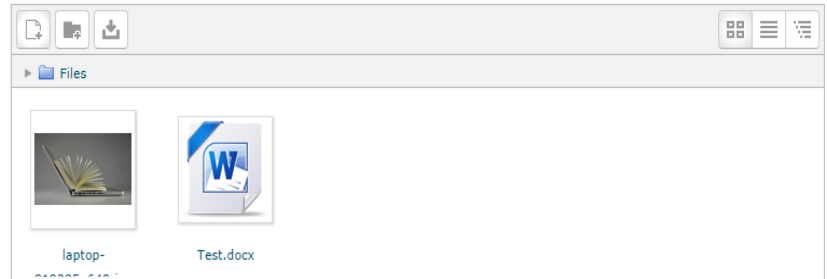
## Submitting a File (with submit button)

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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"><li> laptop-819285_640.jpg</li><li> Test.docx</li></ul> <a href="#">Export to portfolio</a> |
| Submission comments | <a href="#">Comments (0)</a>  |

**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<br>Test.docx<br><a href="#">Export to portfolio</a> |
| Submission comments | ▶ Comments (0)  |

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

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

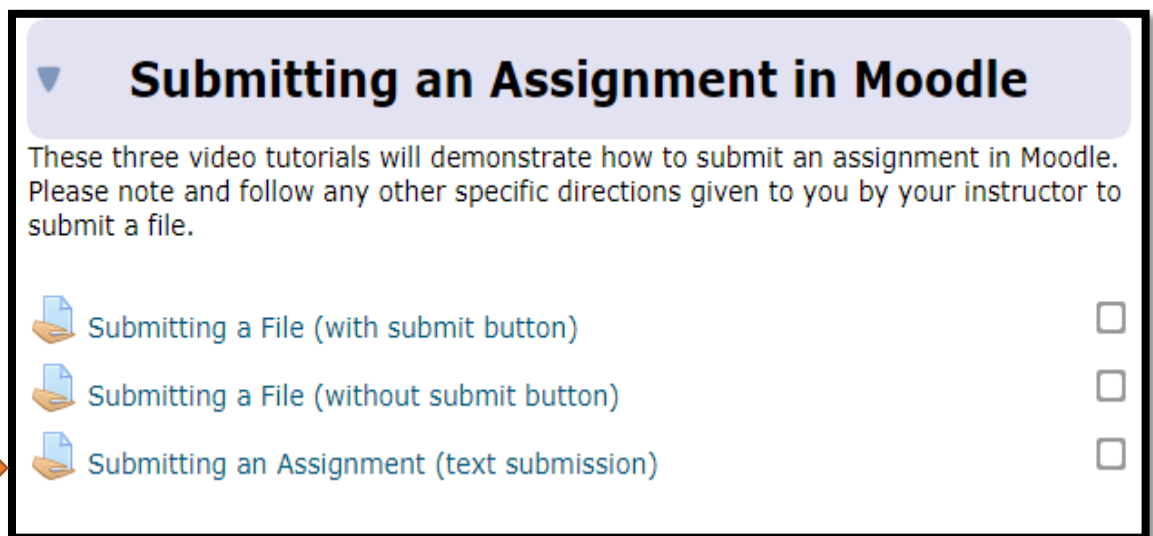
If your instructor does not have a requirement for the submit button, the prompt will not appear and your file will be sent to your instructor once you select “save changes”. To upload a file without the submit button, follow the instructions for “Submitting a File in Moodle with a submit button”, minus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



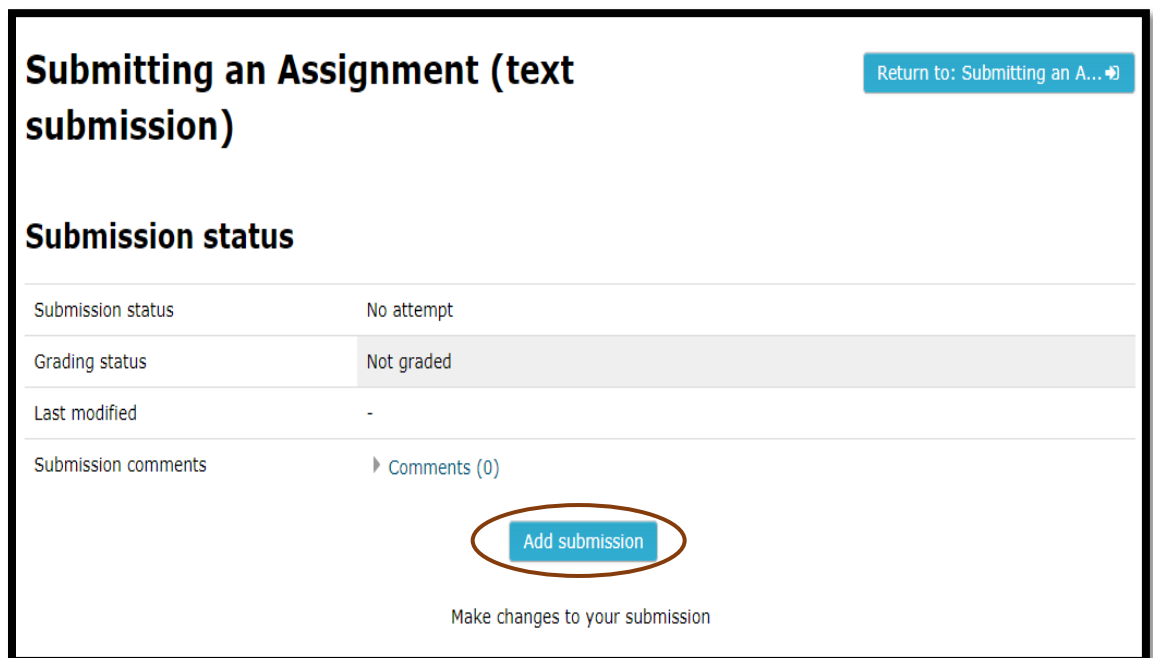
**Submitting an Assignment in Moodle**

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**

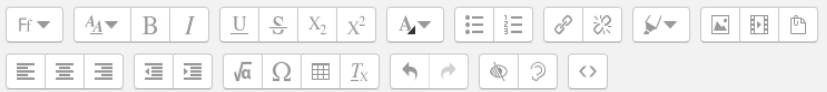
Make changes to your submission

## 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**

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### 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.<br><a href="#">Export to portfolio</a> |
| Submission comments | ▶ <a href="#">Comments (0)</a>  |

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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...**