

# SUBMITTING A MOODLE ASSIGNMENT

## (ADVANCED UPLOADING OF FILES)

### Introduction

- This document provides information on how to submit a Moodle assignment and how to collect your feedback and grade.
- This guide assumes that the *type* of assignment submission in use is *Advanced Uploading of Files* – this type requires students to *upload one or more files*.

### I. Submitting an assignment

Click on the Moodle icon  
**Advanced assignment.**

On the next screen you should see the deadline (Due date). Click on the **Upload Files** button.

 **Advanced assignment**

This is an advanced assignment

Available from:	Wednesday, 25 January 2012, 04:50 PM
Due date:	Wednesday, 1 February 2012, 04:50 PM

Submission draft

No files submitted yet

**Upload files**

Click on the **Add** button. You may be allowed to upload more than one file. Please also check the maximum allowed file size.

Next, the **File Picker** window will pop-up. Select **Upload a file** and then click the **Browse** button and find the file within the folder structure of your computer. Then click the **Upload this file** button.

Upload a file **Add...** **Create folder** Maximum size for new files: 1MB

No files attached

**Save changes** **Cancel**

File picker

View as icons View as list

Server files

Recent files

Upload a file

Private files

Google Docs

Attachment:  **Browse...**

Save as:

Author: Peter Leffek



Choose license: All rights reserved

**Upload this file**

The **File Picker** window should disappear and you should now see the file name in the window. Click **Save changes**.

Upload a file Path: Files

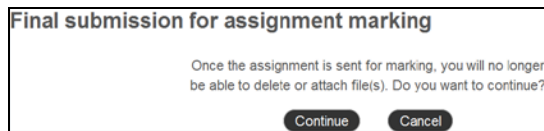
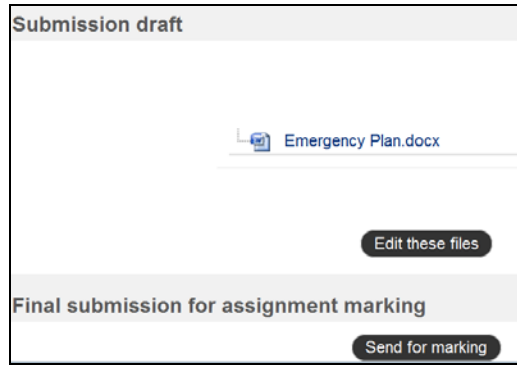
**Add...** **Create folder** **Download all**

 Emergency Plan.docx 

**Save changes** **Cancel**

At this stage the file is in Moodle but not yet available to your tutor. You can still make changes.  
In order to submit this file you need to click on **Send for Marking** at the bottom of the page.

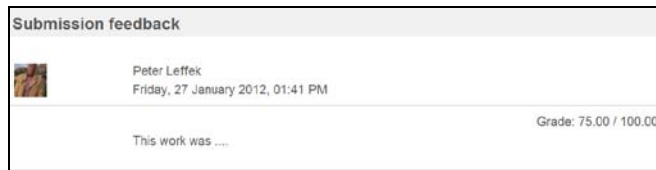
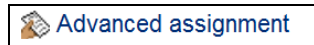
On the next screen you need to click **Continue**.



## 2. Retrieving the Feedback and Grade

Click on the Moodle assignment icon.

Under **Submission feedback** you will find your grade, any written comments and a list of any files returned to you (such as the markers' comments or your assignment).



You have now successfully submitted a Moodle assignment!

## Getting help

If you **can't find** the module you need to submit within or the assignment submission link, or have some other problem completing your assignment submission, please contact your **departmental administration team** in the first instance (see: schools and departments).

If this occurs close to the deadline you should **email the department, attaching your file**.

If there is a **technical problem** with Moodle, the administrators will contact ITS on your behalf.

If you have problems with your **username or password**, see [www.bbk.ac.uk/its](http://www.bbk.ac.uk/its) or contact the ITS Service Desk, [its@bbk.ac.uk](mailto:its@bbk.ac.uk) , 020 7631 6543