

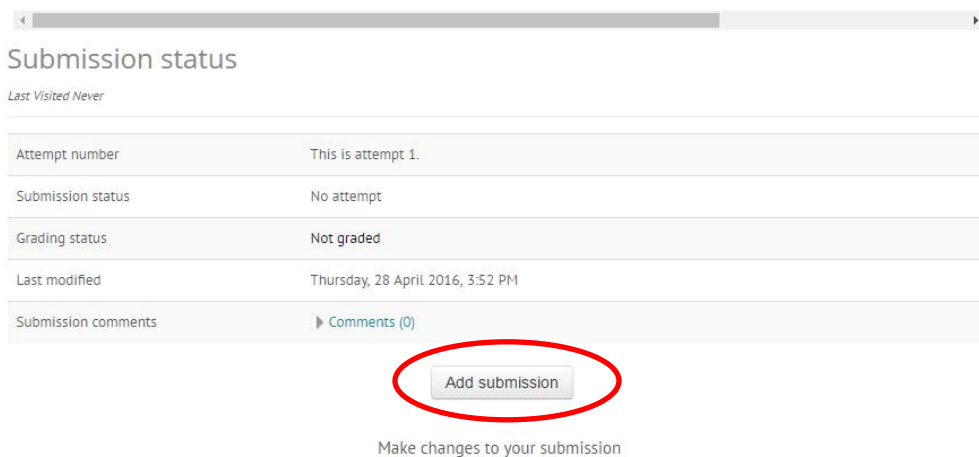
How to Submit Your Work Online in Moodle

Step 1: Go to the Table of Contents

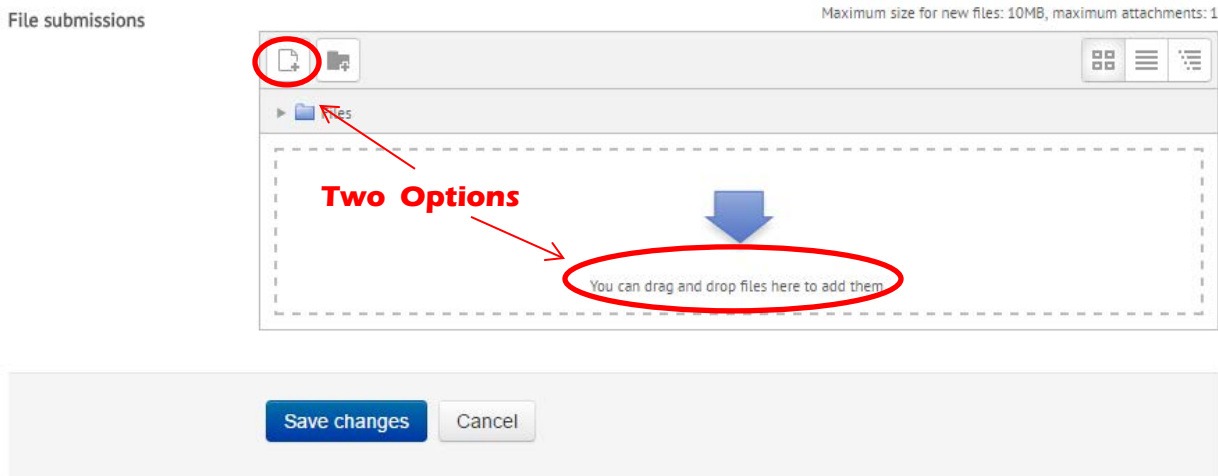


Step 2: Scan the Table of Contents for the assignment submission page. You will see a hand holding a piece of paper 🖨️ and the name of your assignment.

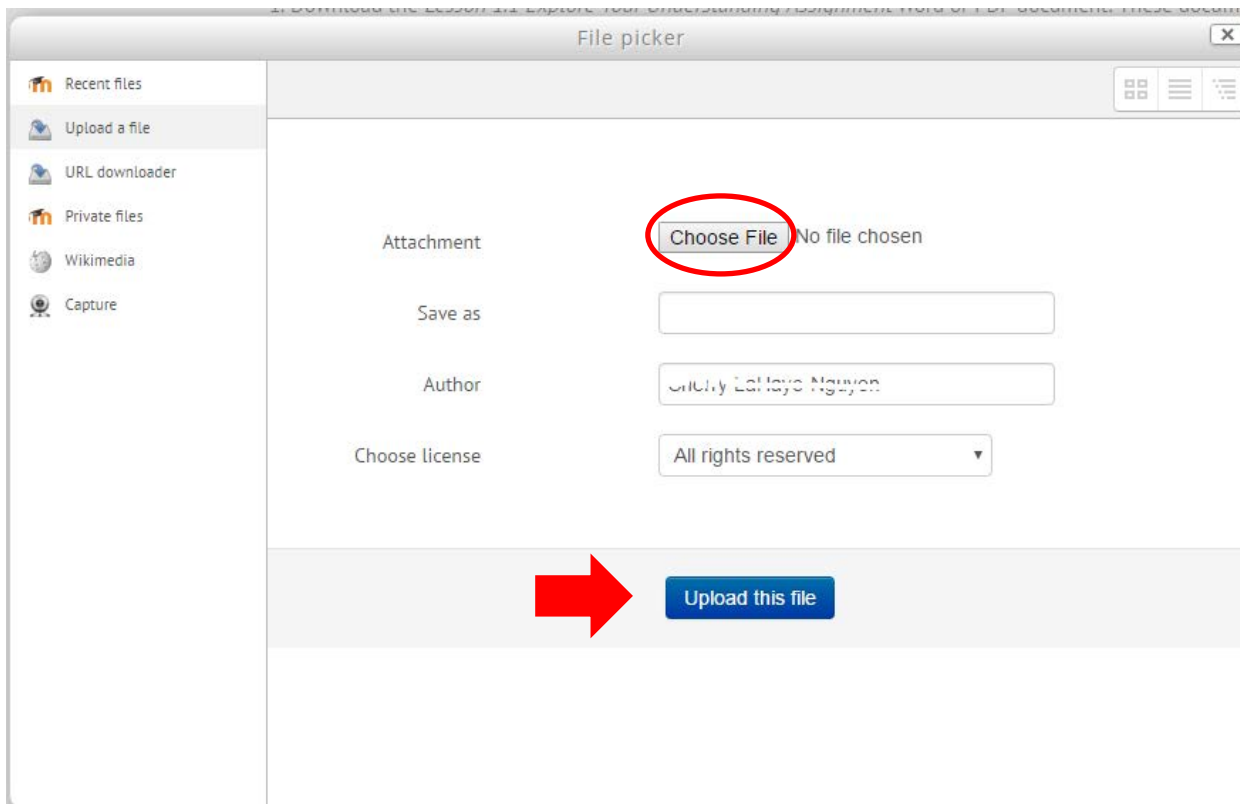
Step 3: Click on Add Submission.



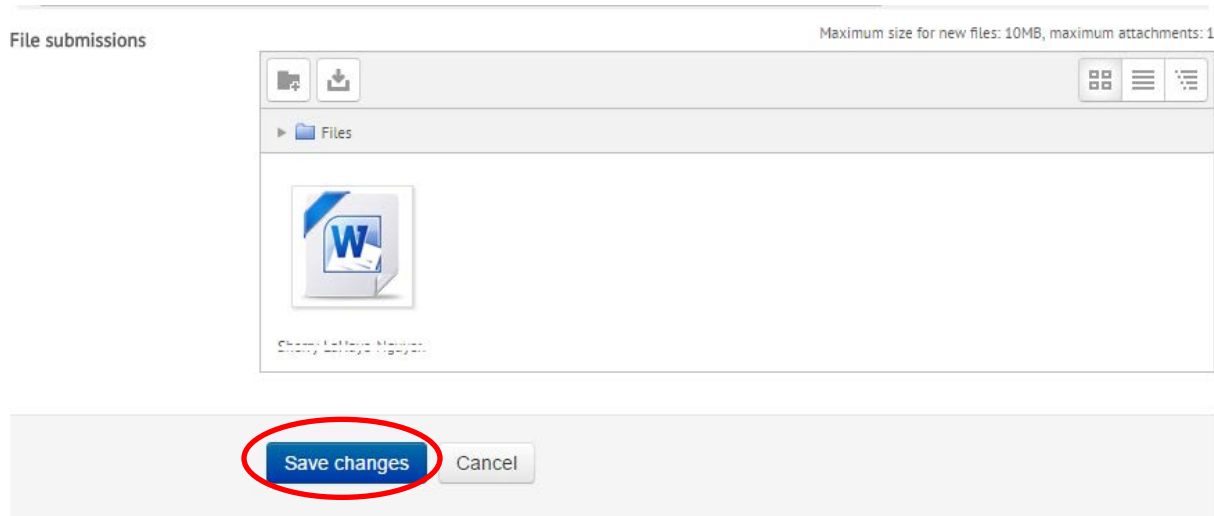
Step 4: You can drag and drop your assignment file into the box where indicated or you can select the paper with a plus sign icon to browse your computer files.



If you choose to browse your files, you need to click on the Choose File button on the next screen to access your files then click on Upload this file.




Step 5: Confirm that the correct file has been uploaded then click on Save Changes. *If needed*, you can remove this file by clicking on it and clicking the delete button on the pop-up window that appears.



Step 6: Currently your assignment is a Draft. It is not submitted. You **MUST** click on Submit assignment.

Submission status

Last Visited Never

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Monday, 2 May 2016, 4:14 PM
File submissions	 Sherry LaMaye Nguyen - Lesson 1.1.docx
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 7: Click Continue

Submit assignment

Last Visited Never

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

Notice that your assignment status has now changed.

Submission status	Submitted for grading
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