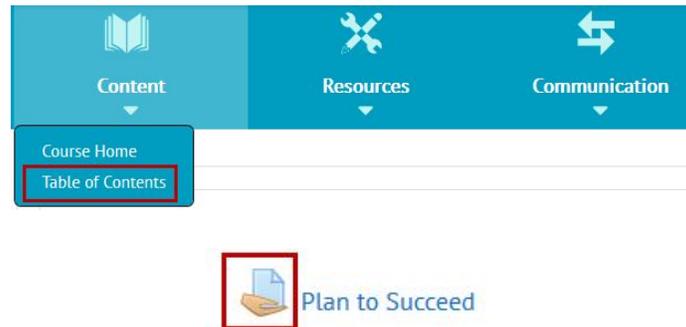


Submitting an Assignment in Your Course

In the **Table of Contents**, an assignment has a distinctive icon.



Always carefully read instructions.

-  *Step 1:* Before you begin, **examine** the
-  *Step 2:* Next, read **Lola's example assi**

Instructions may include examples; requirements; tips; and even rubrics or marking guides that explain exactly how your assignment is going to be graded. Some assignments allow multiple file submissions but most allow only one. The maximum submission size for each assignment is up to 100MB, though some teachers may have this set lower.

At the bottom of the assignment page, is the **Submission status**. Here you will find useful information, including the **Attempt number**, **Grading status**, and a place where you can add **Comment(s)**.

Select the **Add submission** button, which will allow you to add your assignment.

Submission status

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

Add submission

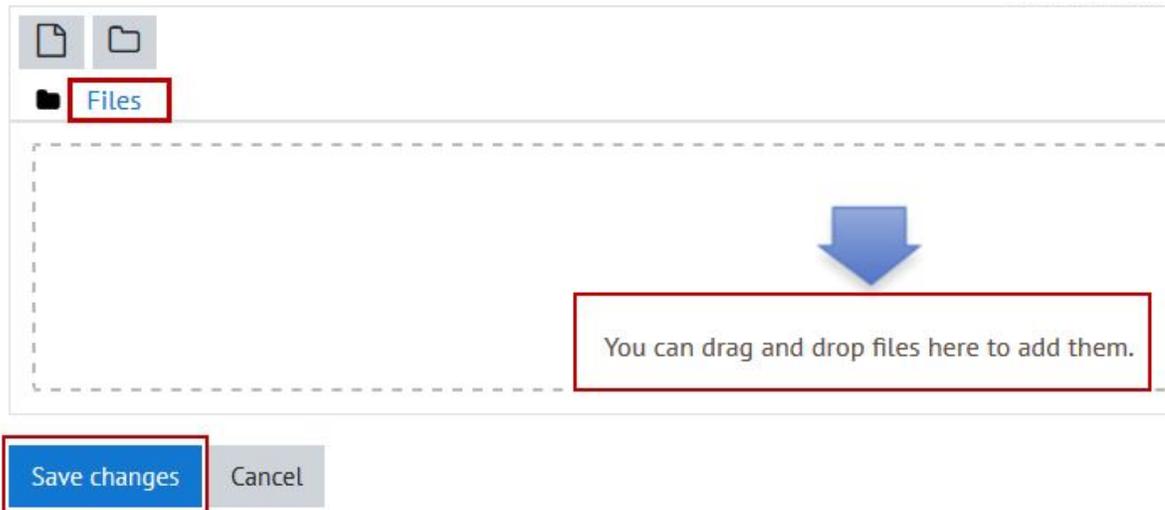
You have not made a submission yet.

Selecting this button will reveal either an **Online text** box; a **File submission** box, or both, depending on the assignment.

Use the **Online text** box to enter any text necessary for your assignment. Use the text formatting tools to help you format your assignment.



The **File submissions** box lets you add files to your assignment. You can **drag and drop files**, or you can click the **Files** button to bring up the file picker window that lets you upload a file from your computer, or choose a file from your **Private Files** that you've already uploaded.



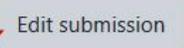
When you have added the text and files you want, it's important to **Save Changes**. In the next document, we'll discuss the [final submission and grading status](#) of your assignment.

Now that you have completed your work and added your assignment to the ADLC online learning management system (Moodle), it's time to officially submit it.

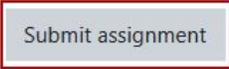
It is important to note that after adding your assignment work and files, *it must be submitted*. In the **Submission status** below, we can see that this assignment is still labelled as **Draft**, and has **NOT** been **submitted**.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Monday,
File submissions	 Assignment Name.docx
Submission comments	 Comments (0)

 Edit submission

You can still make changes to your submission.

 Submit assignment

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

This means you can still make changes by clicking the **Edit submission** button. Here you can edit text, or you can click on your assignment to download it; delete it; or edit the name. Always save changes that you make.

Now it's time to officially submit your assignment. You'll get a warning because once you submit, you won't be able to make any further changes to your assignment. Select the **Continue** button.

Confirm submission

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

 Continue

 Cancel

We can now see in the **Submission status** that your assignment has been officially **Submitted for grading**. We can also see it's not yet graded.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Monday,
File submissions	 Assignment Name.docx
Submission comments	 Comments (0)

If you have any questions about your assignment or the submission process, please contact your ADLC teacher.

Questions about Moodle?

Give us a call at 1-866-774-5333, ext. 5256 or email moodlesupport@adlc.ca