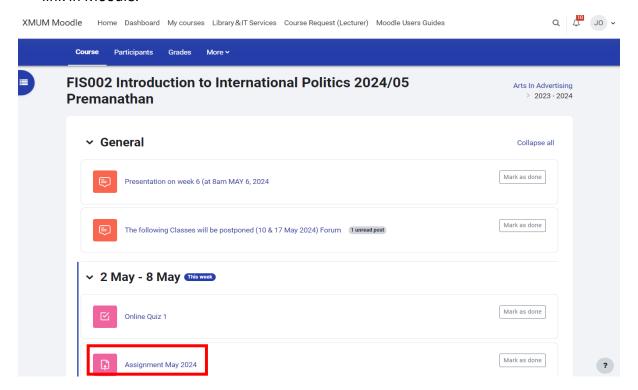


Assignment Submission in Moodle

Refer below guide on how student can submit their assignments in Moodle, once lecture has advice on the assignment submission timeline. Do refer to the submission steps below.

Part 1 - One Time Attempt Submission

1. To **upload a file** into Moodle assignment, click on the **assignment you need to submit** at Course page. Consult your lecturer if you are unable to locate the assignment name or link in Moodle.





2. Go to the **Submission Status** page where you click on **Add Submission** as shown below. Double check on the assignment information such as due date, attempt number, time remaining etc.

Opened: Tuesday, 7 May 2024, 12:00 AM Due: Friday, 14 June 2024, 12:00 AM

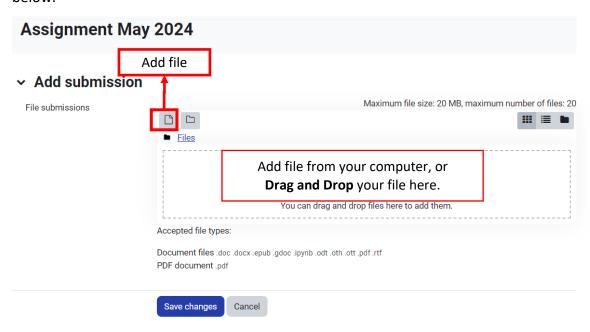
Assignment May 2024

Add submission

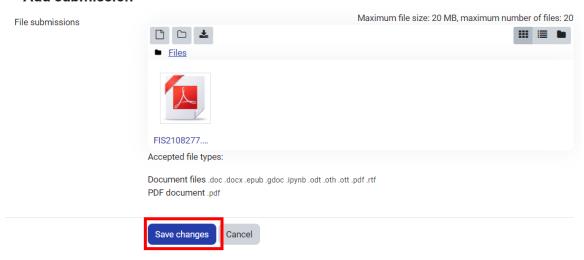
Attempt number	This is attempt 1 (1 attempts allowed).	
Submission status	No submissions have been made yet	
Grading status	Not graded	
Time remaining	37 days 13 hours remaining	
Last modified	-	
Submission comments	Comments (0)	



3. Click on **Add file** icon and at "**File Picker**", click **Choose File** to upload file and then click **Upload this File**. Or you can **drag and drop the file** from your computer into the area as below.



- 4. After you have uploaded your content, click on the Save changes.
- Add submission

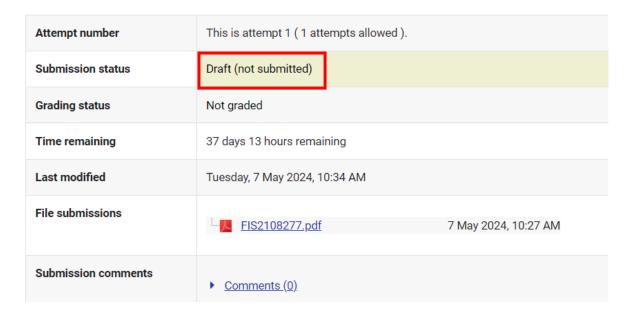




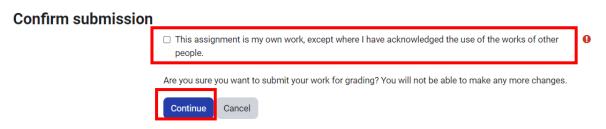
5. Depending on how the assignment is set up, you may then see a submission status of **draft (not submitted)**. When an assignment is in draft status, you can make changes to your submission, and/or add comments for your lecturer. Click **Submit assignment** to submit your assignment.



Submission status

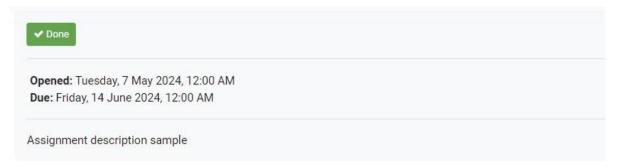


6. Depending on the settings for your assessment, you may need to agree to an additional **student statement** before the submission process is finalised. To agree to the student statement, click the **Checkbox** and click the **Continue**.





7. After your submission is confirmed you will see the submission status as **Submitted for grading**. Make sure that you reach this page before the deadline.



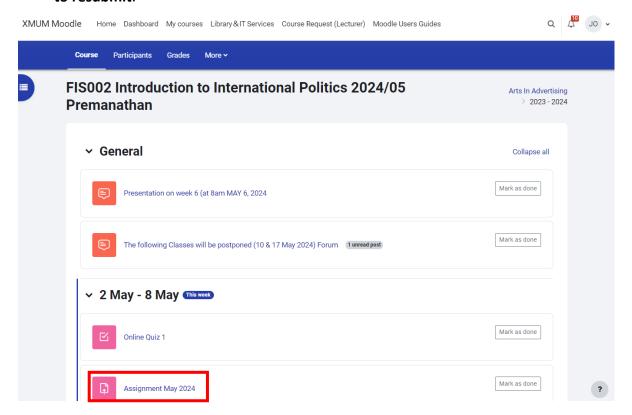
Attempt number	This is attempt 1 (1 attempts allowed).		
Submission status	Submitted for grading		
Grading status	Not graded		
Time remaining	Assignment was submitted 37 days 13 hours early		
Last modified	Tuesday, 7 May 2024, 10:44 AM		
File submissions	FIS2108277.pdf 7 May 2024, 10:27 AM		
Submission comments	Comments (0)		



Part 2 - 2nd Attempts of Assignment Resubmission

This option only available after lecturer has agreed with student on assignment extensions and resubmissions. Consult your lecturer if you are unable to locate the assignment name or link in Moodle.

 To resubmit an Assignment into Moodle assignment, click on the assignment you need to resubmit.





2. Go to the **Submission Status** page and click on **Add a new attempt.**

Note: Double check on the assignment information such as due date, attempt number, time remaining etc.

Opened: Thursday, 23 May 2024, 12:00 AM **Due:** Thursday, 23 May 2024, 8:45 AM

Assignment May 2024

Add a new attempt based on previous submission

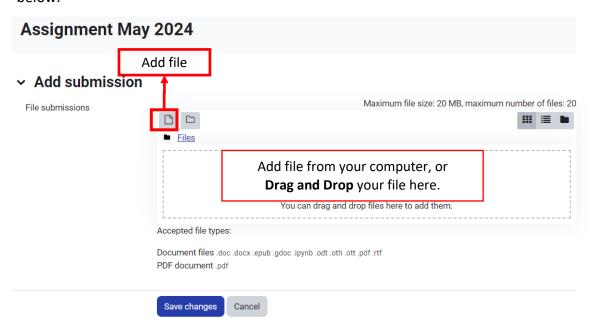
8

Add a new attempt

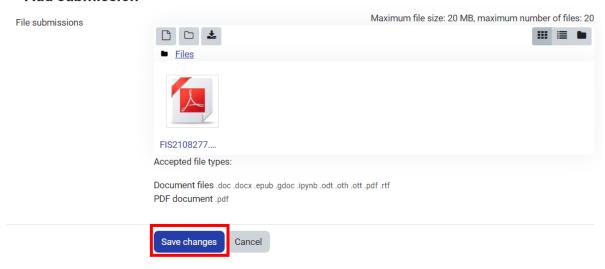
Attempt number	This is attempt 2 (2 attempts allowed).	
Submission status	Reopened	
Grading status	Not graded	
Extension due date	Thursday, 23 May 2024, 10:45 AM	
Time remaining	1 hour 40 mins remaining	
Last modified	Thursday, 23 May 2024, 8:49 AM	
Submission comments	► Comments (0)	



3. Click on **Add file** icon and at "**File Picker**", click **Choose File** to upload file and then click **Upload this File**. Or you can **drag and drop the file** from your computer into the area as below.



- 4. After you have uploaded your content, click on the Save changes.
- Add submission

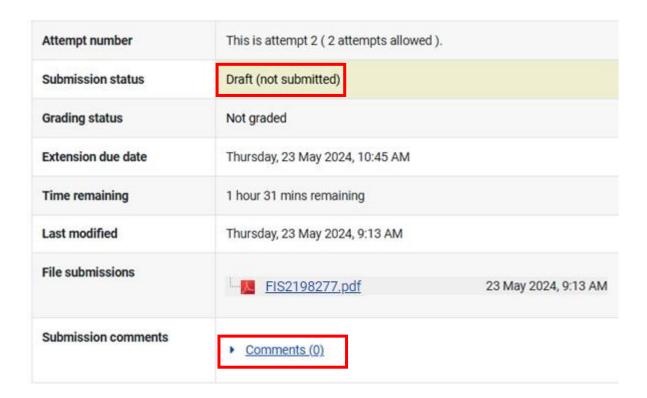




5. Depending on how the assignment is set up, you may then see a submission status of **Draft (not submitted).** When an assignment is in draft status, you can make changes to your submission, and/or add comments for your lecturer. Click **Submit assignment** to submit your assignment.



Submission status

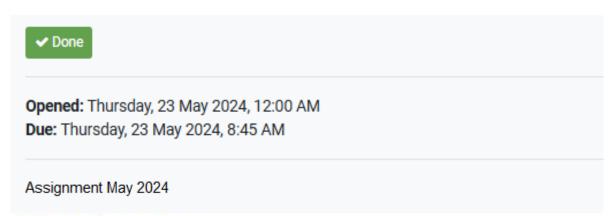


6. Depending on the settings for your assessment, you may need to agree to an additional **student statement** before the submission process is finalised. To agree to the student statement, click the **checkbox** and click the **Continue**.





7. After your submission is confirmed, the submission status displayed as **Submitted for grading**. Make sure that you reach this page before the deadline.



Attempt number	This is attempt 2 (2 attempts allowed).		
Submission status	Submitted for grading		
Grading status	Not graded		
Extension due date	Thursday, 23 May 2024, 10:45 AM		
Time remaining	Assignment was submitted 1 hour 28 mins early		
Last modified	Thursday, 23 May 2024, 9:16 AM		
File submissions	FIS2198277.pdf	23 May 2024, 9:13 AN	
Submission comments	Comments (0)		