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

Submission status

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**.

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.

| Submit assignment | Edit submission | Remove submission |

Submission status

Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Time remaining	37 days 13 hours remaining
Last modified	Tuesday, 7 May 2024, 10:34 AM
File submissions	FIS2108277.pdf 7 May 2024, 10:27 AM
Submission comments	▶ Comments (0)

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**.

Confirm submission

☐ 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.

| Continue | Cancel |

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.

✔ Done

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

Assignment description sample

Submission status

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.

1. 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 ❓   **Add a new attempt** ❓

Submission status

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.

Assignment May 2024

Add file

∨ **Add submission**

File submissions   Maximum file size: 20 MB, maximum number of files: 20

■ Files

Add file from your computer, or
Drag and Drop your file here.

You can drag and drop files here to add them.

Accepted file types:

Document files .doc .docx .epub .gdoc .ipynb .odt .oth .ott .pdf .rtf
PDF document .pdf

Save changes   Cancel

4. After you have uploaded your content, click on the **Save changes**.

∨ **Add submission**

File submissions   Maximum file size: 20 MB, maximum number of files: 20

■ Files

FIS2108277....

Accepted file types:

Document files .doc .docx .epub .gdoc .ipynb .odt .oth .ott .pdf .rtf
PDF document .pdf

Save changes   Cancel

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.

| Submit assignment | ❷ | Edit submission | Remove submission |

Submission status

Attempt number	This is attempt 2 (2 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Extension due date	Thursday, 23 May 2024, 10:45 AM
Time remaining	1 hour 31 mins remaining
Last modified	Thursday, 23 May 2024, 9:13 AM
File submissions	📄 FIS2198277.pdf 23 May 2024, 9:13 AM
Submission comments	▸ Comments (0)

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**.

Confirm submission

☐ 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.

| Continue | Cancel |

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

✔ Done

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

Assignment May 2024

Submission status

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 AM
Submission comments	▸ Comments (0)