

Moodle Quick Guide

Upload a file or assignment

1. To begin uploading an assignment, click on the name of the assignment link as shown in the sample below:



Assessment task 1 - Confirm tentative appointments

Now, you will see a **Submission Status** screen.

Assessment task 1 - Confirm tentative appointments

Write and submit emails confirming tentative appointments for Mr Webster in:

- Victoria Park, Perth (Mr Valance)
- Rockingham, Western Australia (Ms White)
- Greenwich Village, New York (Mr Josefski - meeting and dinner)

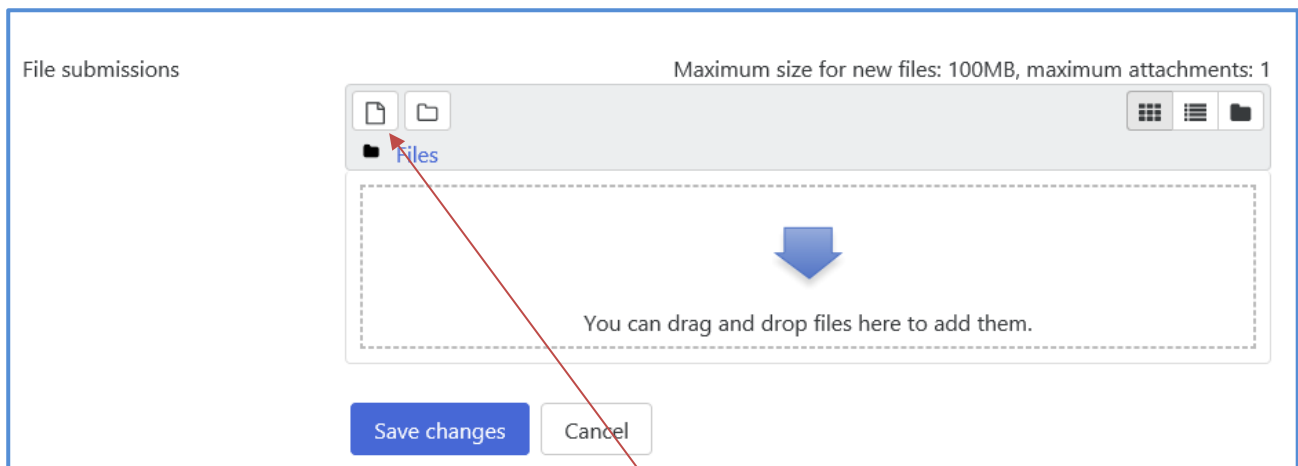
[Click here for instructions on how to submit your work](#)

Submission status

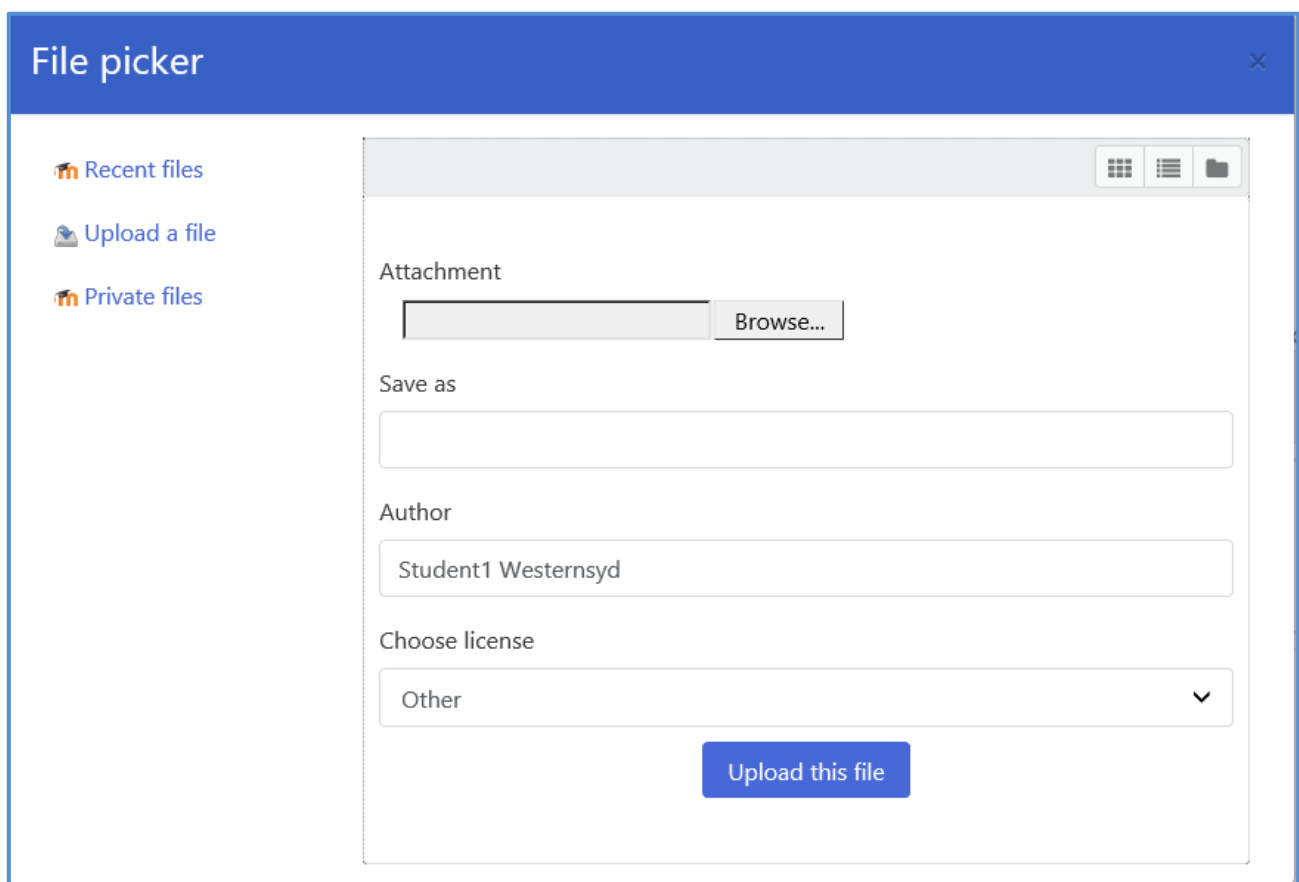
Submission status	No attempt
Grading status	Not graded
Due date	Friday, 14 July 2017, 12:00 AM
Time remaining	6 days 13 hours
Last modified	-
Submission comments	+ Comments (0)

Add submission

2. To upload an assignment, click on the **Add Submission** button.
3. Now you should be able to see the **File submissions** screen.

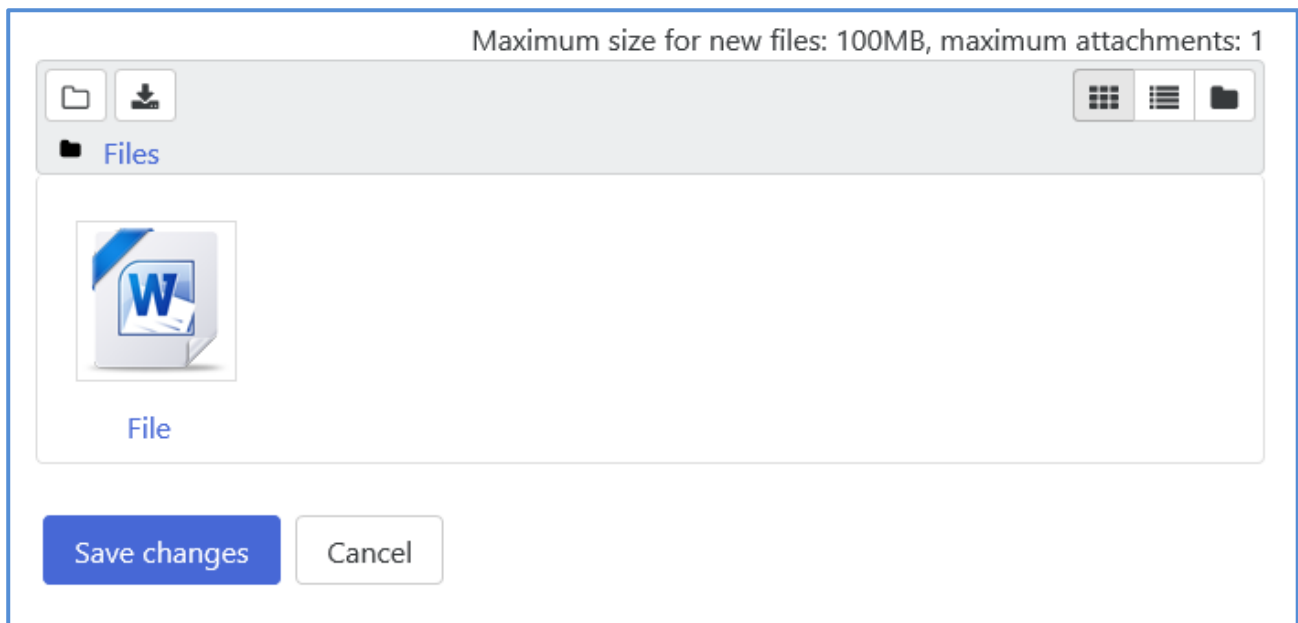


4. Drag and drop your file or you can **click the file icon** to open the File Picker.



5. The **File Picker** box will appear. Click **Upload a file** on the left-hand side.
6. Click the **Browse ...** button to find the file you would like to upload.
7. Navigate to the file on your computer and click the **Open** button in the bottom right-hand corner of the box.

The file you have attached will now appear in the **File picker** box, as shown below. If you are ready to upload the file, click the **Save changes** button at the bottom of the **File picker**.



If necessary for your assessment, keep adding until all files are uploaded.

Please note: the files are uploaded but you have not yet submitted them for marking. You will be able to add and delete files if needed.

8. If you are ready to submit the document you have uploaded, click on the **Save changes** button at the bottom of the **File submissions** box.
9. A **Submission status** screen appears, with information about the file that you've just uploaded.

To add another file/files before you submit

- Click on **Edit my submission**
- Follow the instructions above to upload more files
- Click on **Save changes**

To delete a file/files before you submit

- Click on **Edit my submission**
- Click on the file you wish to delete
- Click on **Delete**
- Click on **Save changes**

To add a comment for the facilitator about your submission (some teachers may not have enabled comments)

- Click on **Comments**
- Click on **Add a comment** and type your comment
- Click on **Save comment**

To submit files for marking

When you are satisfied that you have uploaded all the required files and, if desired added a comment for the facilitator, it is time to submit for marking. Once you have submitted you will no longer be able to add or delete files and your facilitator will know your submission is ready to be marked.

- Click on **Submit assignment**