

Assignments

Your Moodle course includes tools that allow you to submit assignments directly to your instructor. **Always be careful to read the instructions for EACH of your assignments** - some instructors may still require you to submit assignments in other formats.

There are numerous types of assignments; so you can always identify them, wherever they are and no matter what they're called, all of them use a distinctive icon. They are indicated within a unit or module like this (although may be named differently). The icon will look like a clipboard.

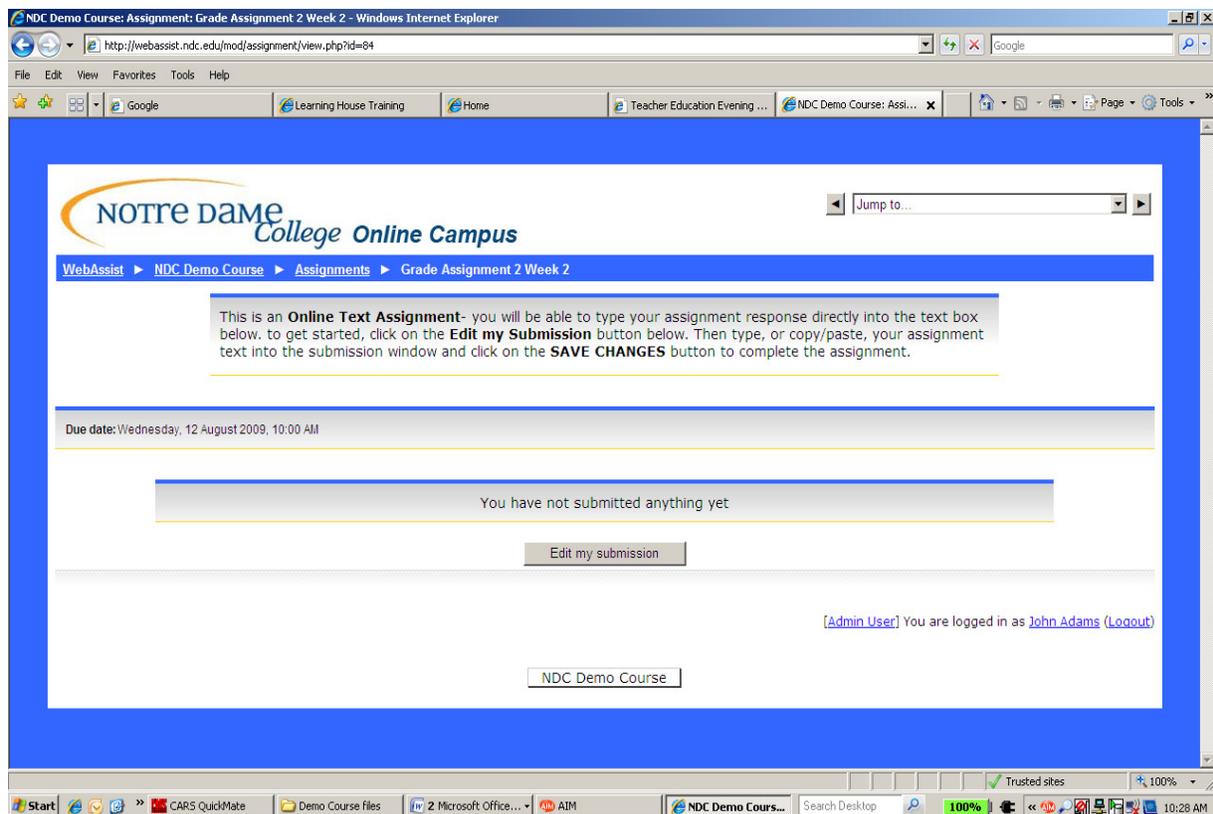


A. Online Text Assignment

An online text assignment allows you to submit text right in Moodle (like using a discussion forum) rather than uploading a file from your computer into Moodle (see the **File Upload Assignment** section below for information on this kind of assignment).

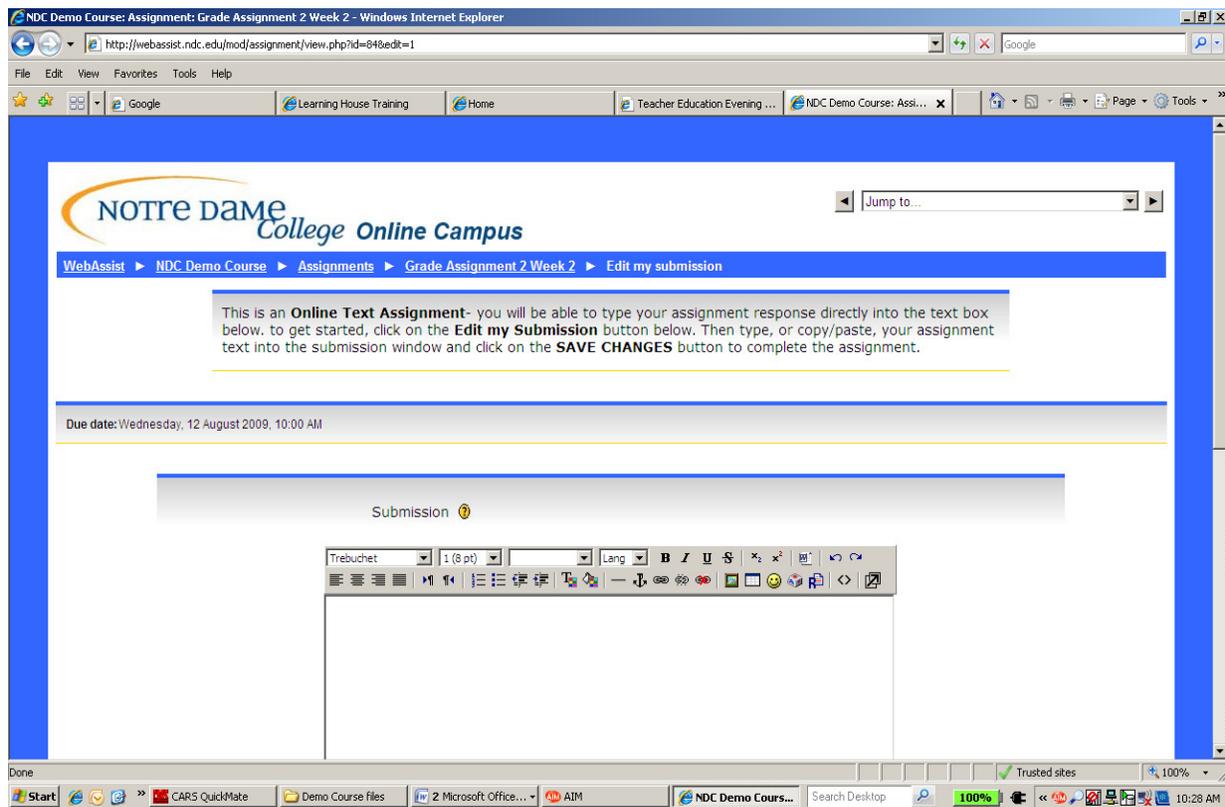
Navigate to the appropriate Assignment page.

Click on the **Edit my submission** button.



Type in your assignment text into the Submission window.

****Scroll down on the page and click on the **Save changes** button.**



NOTE: If you navigate away from this window while still working on your assignment, or if your browser or Internet service falters while you are composing a message, you will lose anything you have typed!! For lengthy submissions, it is better to compose your text offline first (on your own computer in a word-processing program), and then copy/paste it into the Moodle Submission box. For information on how to do this, go to the **Copy/Paste** page.

File Upload Assignment (if the assignment allows for more than one document to be uploaded, you will see that indicated)

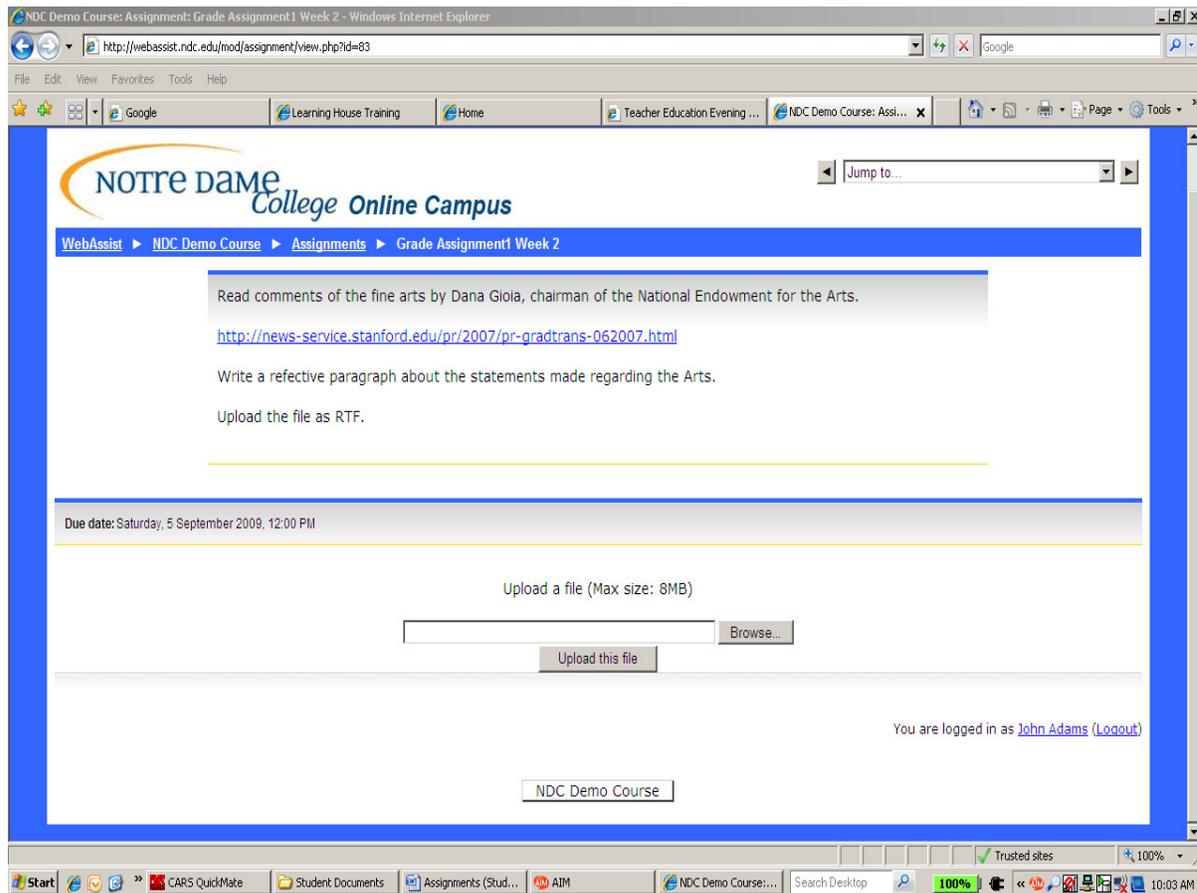
In addition to assignment instructions, an Assignment page in Moodle may also include an **upload** tool. This tool helps you submit files from your computer directly to your Moodle course, where they are accessible only to the course instructor.

The **upload** portion of the Assignment page will only be visible to you during a period of time specified by your instructor. If you cannot see an upload function on your assignment page, it may be that you are either too early or too late with your assignment.

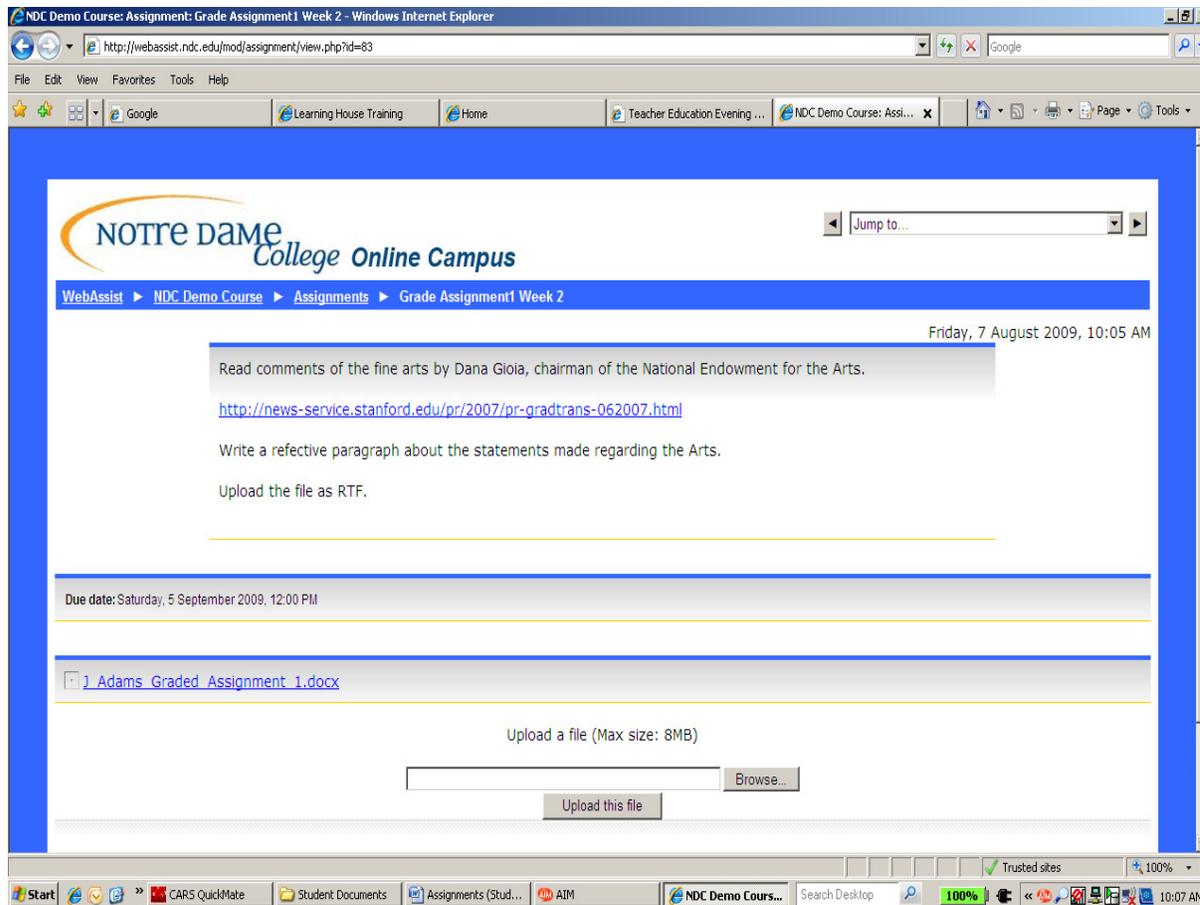
Contact your instructor if you are having difficulty uploading an assignment!

To upload and submit a file as part of an assignment:

1. Navigate to the appropriate Assignment page. If the "Upload this file" feature has been enabled, you will see a **Submission** section on the Assignment page.



2. Upload your assignment file from your computer to Moodle.
 - In the **Submission** section, click the **Browse** button to locate your assignment file on your computer.
 - Using the new window that opens, find the file you want to upload.
 - Select your assignment file and click on the **Open** button. The new window will close, and your file's name (along with its location on your computer) will appear next to the **Browse** button.
 - Click on the **Upload this file** button to complete the upload. (see image on next page)

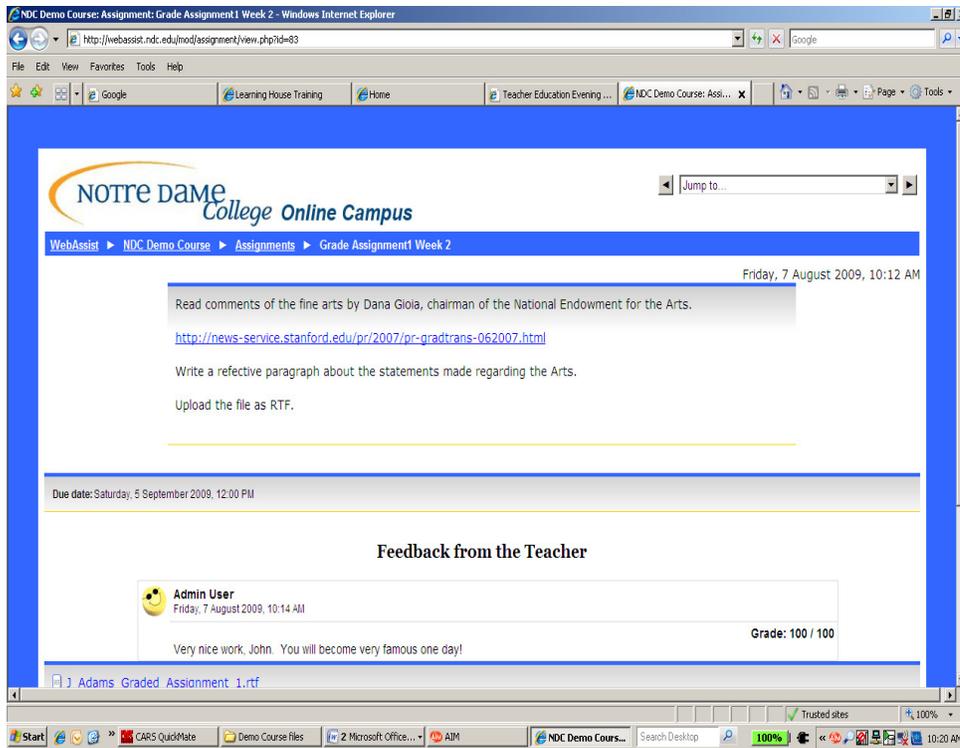


3. **Upload another** file (if settings permit –this is set by the individual instructor).

Click the **Browse...** button and find the next file you want to upload from your computer. Your system will automatically delete the previously uploaded file.

After your instructor has graded your assignments, he may upload a response file and/or comments for you to review. To check for comments from your instructor,

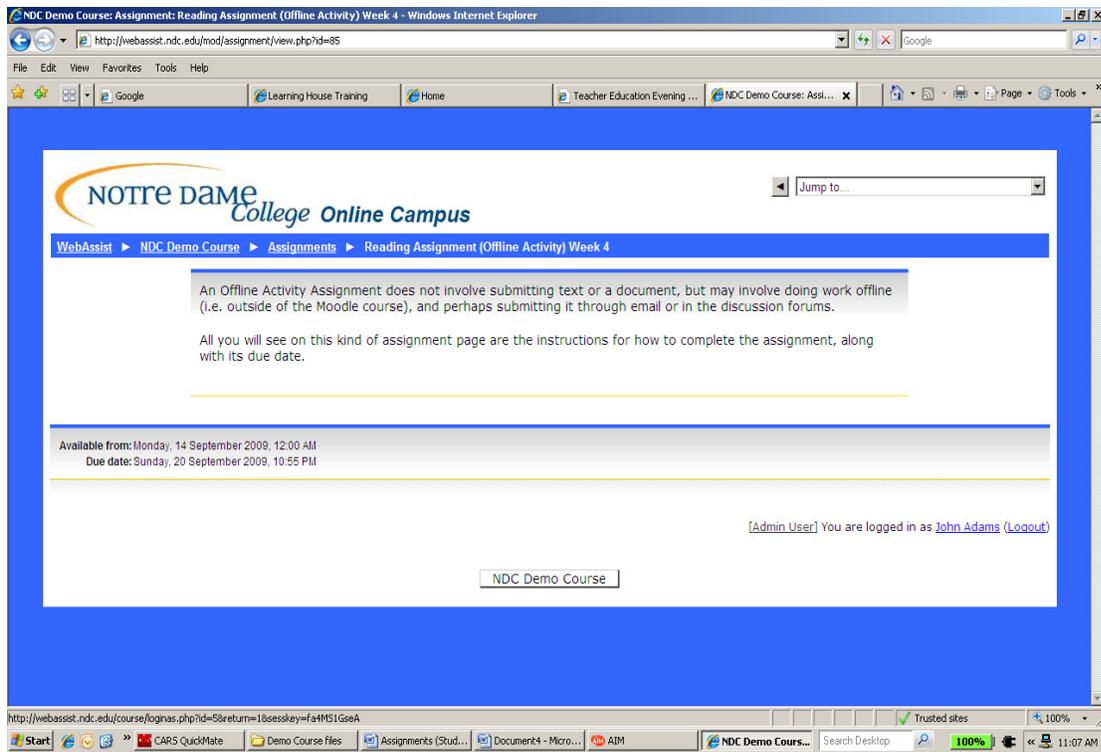
- Click on the **Grades** link in the **Administration Block** and then on the **Graded Assignment category** to check, or navigate to the appropriate Assignment page.
- If your instructor has included comments with your assignment, they will be visible in the **Submissions feedback** box along with your grade.
- If your instructor has included comments within your assignment document itself, you will be able to click on the link for the commented document, and save it to your computer so you can go through the comments outside of Moodle.
(See image on next page)



B. Offline Activity Assignment

An Offline Activity Assignment does not involve submitting text or a document, but may involve doing work offline (i.e. outside of the Moodle course), and perhaps submitting it through email or in the discussion forums.

All you will see on this kind of assignment page are the instructions/assignment description for how to complete the assignment, along with its due date.
(See image on next page)



(Page layout for Offline Assignment)