

How to Submit an Assignment



Eve

Customise this page

Once you log into Moodle, you will be taken to your dashboard. Click on the "Timeline" tab and the "Sort by dates" tab to see a list of items due from *all* your courses.

COURSE OVERVIEW

Timeline

Courses

Sort by dates



Sort by courses

CALENDAR



January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Recently overdue

 mahara test should be completed MY SAMPLE COURSE	17 Jan, 00:00	Add submission
 Exam 1: Chapters 1-4 (Quiz opens) COU5310.01-SPBGraduate18 Individual & Family Lifesp Hum Devlpmnt	18 Jan, 12:31	Attempt quiz now

Next 7 days


 Exam 2: Chapters 5-8 (Quiz opens) COU5310.01-SPBGraduate18 Individual & Family Lifesp Hum Devlpmnt	22 Jan, 12:32	Attempt quiz now
 Revert a Quiz and Extend Date (Quiz closes) Annette's Sandbox	24 Jan, 09:45	Attempt quiz now


Next 30 days

 Testing the Guest Link Annette's Sandbox	5 Feb, 00:00	Add submission
 Vaccinate or Not? Annette's Sandbox	9 Feb, 17:00	Add submission

Click on "Add submission" to be taken to that assignments submission page.

If the text is a light gray, as seen below, submission is not allowed for that assignment. The cut off date may have already passed OR the allow submissions from date is in the future.

 Revert a Quiz and Extend Date (Quiz closes)
Annette's Sandbox
Wednesday, 24 January, 9:45 AM

 Tell me about your dog
Kate's Sandbox
Thursday, 25 January, 12:00 AM

You can also go to your course, find the assignment, click on it and be taken to the same submission page.

The image shows a browser window displaying a Mahara submission page. The address bar shows the URL: `u.edu/mod/assign/view.php?id=89295&action=editsubmission`. The page title is "MY SAMPLE COURSE". A red-bordered text box contains the instruction: "On the submission page you can either drag and drop your file, as seen to the right of the image, OR use the file picker to locate your file." An orange arrow points from this box to a small file picker icon (a document with a plus sign) located in the submission area. Another orange arrow points from the top right of the page to the same file picker icon. Below the icon is a large dashed box with a blue downward arrow and the text "You can drag and drop files here to add them." At the bottom of the submission area are "Save changes" and "Cancel" buttons. The page also shows a navigation menu with "DASHBOARD" and "STUDENT HELP", and a user profile for "Eve Ann Jellicol".

If you choose to use the file picker, the images following will show you how to select your file.

MY SAMPLE COURSE

Dashboard / Courses / Miscellaneous / MY SAMPLE COURSE / Topic 0 / mahara test / Edit submission

File picker

- Recent files
- Upload a file
- URL downloader
- Private files
- Wikimedia

Attachment

No file chosen

Save as

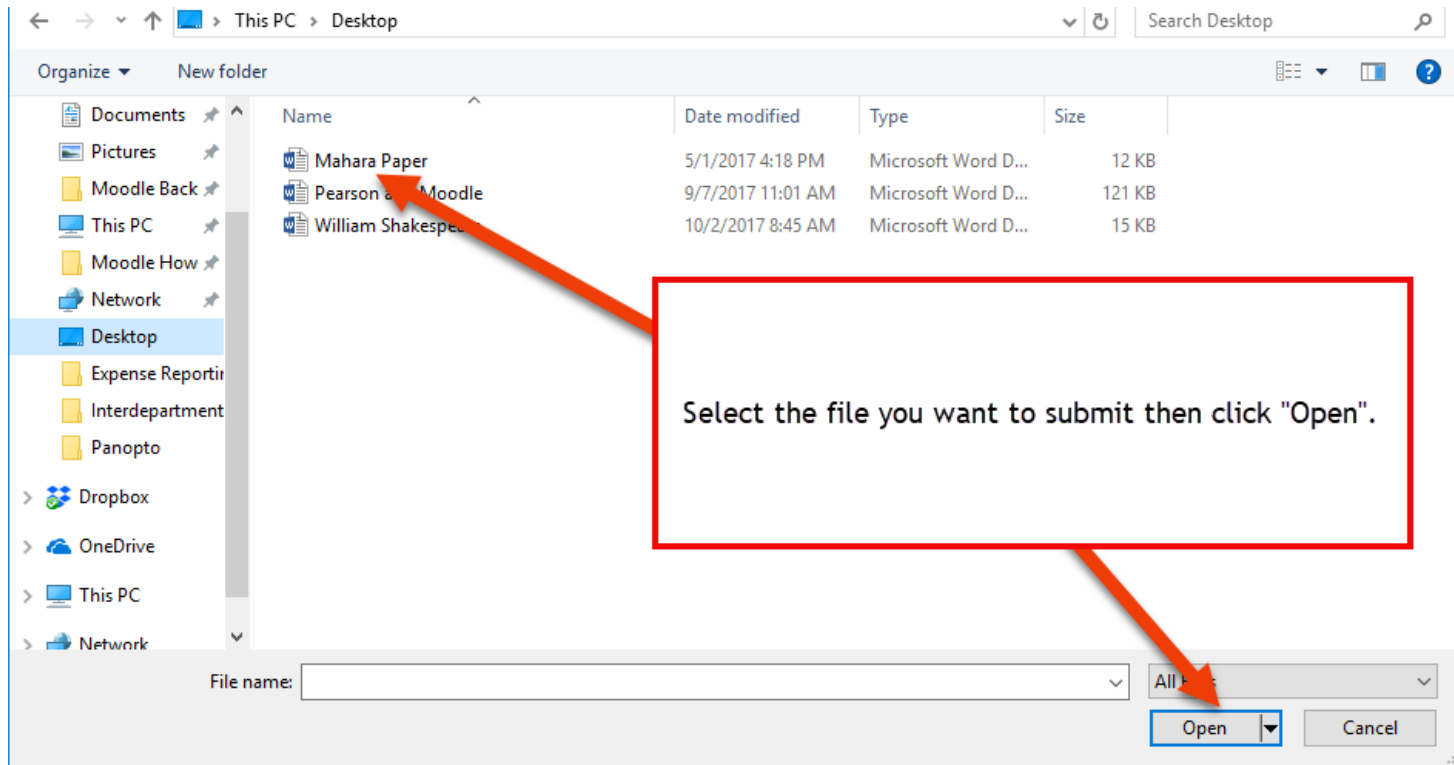
Author

Eve Ann Jellicol

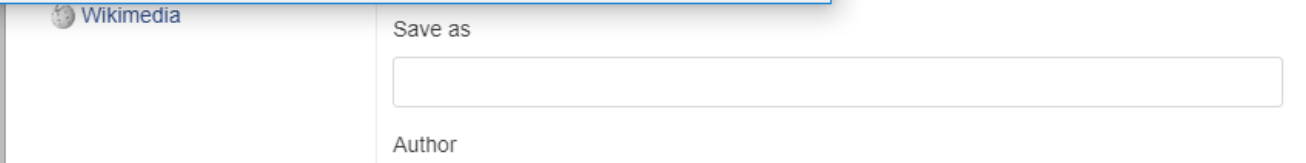
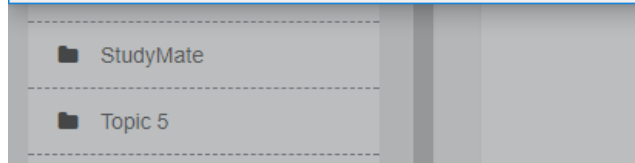
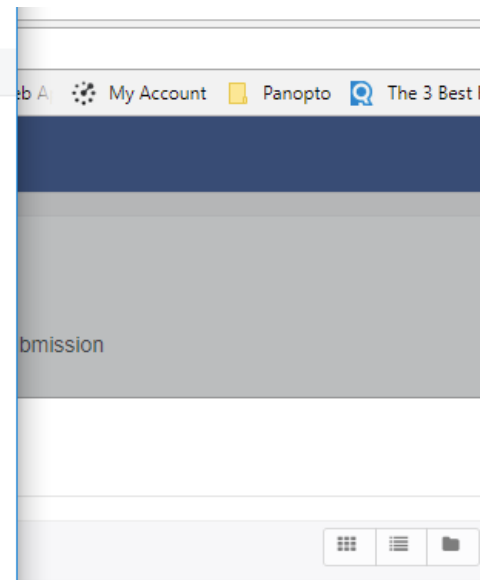
Choose license

All rights reserved

Once the file picker opens up, click on "Choose File"



Select the file you want to submit then click "Open".



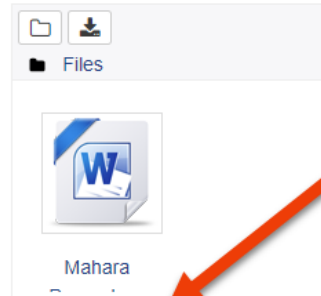
MY SAMPLE COURSE

Dashboard / Courses / Miscellaneous / MY SAMPLE COURSE / General / mahara test / Edit submission

mahara test

mahara test

File submissions



Files

Mahara

After your file appears in the submissions box,
click on "Save changes".

You will then be taken to the Submission
Status page.

size for new files: 2GB, maximum attachments: 1

Save changes Cancel

mahara test

mahara test

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Thursday, 16 August 2018, 5:00 PM
Time remaining	203 days 4 hours
Last modified	Thursday, 25 January 2018, 11:05 AM

File submissions

Mahara Paper.docx +
Export to portfolio

Submission comments

+ Comments (0)

Edit submission
Make changes to your submission

Submit assignment

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

Note that you have not yet submitted your file. It is still in draft status. This is to allow you to make any last minute changes by clicking on "Edit submission".

You, also, have the ability to add comments along with your submission.

When you are ready to submit, click on "Submit assignment".

NOTE: if you need to edit your submission, do it at this stage. Directions to do so are at the end of this document.

Dashboard / Courses / Miscellaneous / MY SAMPLE COURSE / General / mahara test

Submit assignment

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

There are required fields in this form marked  .

This is the last stage of submitting a file.

Tick the box to acknowledge this is your own work, etc.
Click on "Continue"

MY SAMPLE COURSE


Dashboard / Courses / Miscellaneous / MY SAMPLE CO

You are taken back to the Submission status page and will see confirmation that your file was submitted for grading.

mahara test

mahara test

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 16 August 2018, 5:00 PM
Time remaining	203 days 4 hours
Last modified	Thursday, 25 January 2018, 11:23 AM
File submissions	 Mahara Paper.docx + Export to portfolio
Submission comments	+ Comments (1)

If you need to edit your submission, the next images are the steps you will need to take while your file is still in draft.

The screenshot shows a user interface for a course titled "mahara test". The user is logged in as "Eve Ann Jellicial". The submission status is "Draft (not submitted)". The submission details include: Grading status: Not graded; Due date: Thursday, 16 August 2018, 5:00 PM; Time remaining: 203 days 4 hours; Last modified: Thursday, 25 January 2018, 11:05 AM. The file submitted is "Mahara Paper.docx". There are no comments. The "Edit submission" button is highlighted with a red box, and a red arrow points from the "Draft (not submitted)" status to it. A text box explains that the draft status allows for last-minute changes and that the "edit submission" button is used to delete the draft file.

Submission status: Draft (not submitted)

Grading status: Not graded

Due date: Thursday, 16 August 2018, 5:00 PM

Time remaining: 203 days 4 hours

Last modified: Thursday, 25 January 2018, 11:05 AM

File submissions: Mahara Paper.docx +
Export to portfolio

Submission comments: Comments (0)

Edit submission
Make changes to your submission

Submit assignment

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

Note that you have not yet submitted your file. It is still in draft status. This is to allow you to make any last minute changes.

To delete the file that is in draft, click the "edit submission" button.

MY SAMPLE COURSE

Dashboard / Courses / Miscellaneous / MY SAMPLE COURSE

mahara test

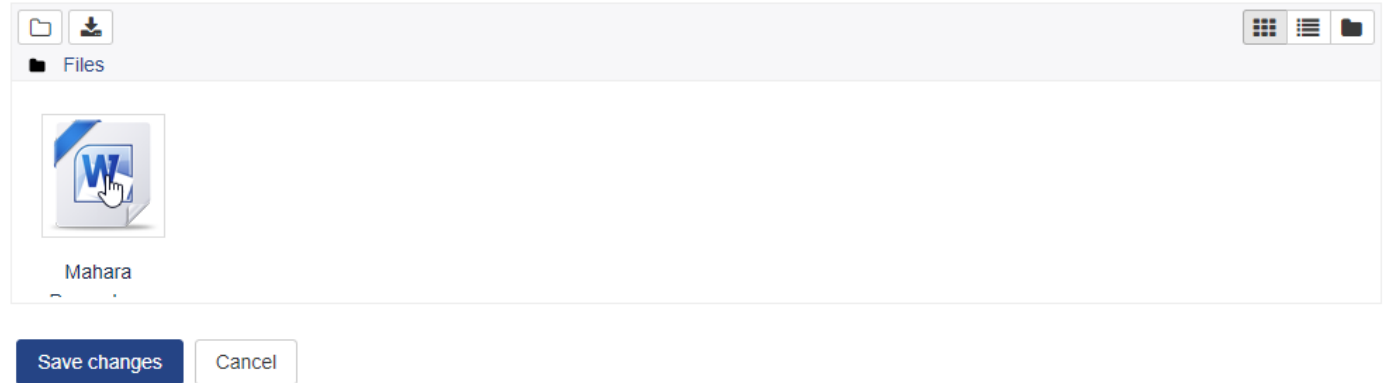
mahara test

If you clicked on the edit submissions button, you will be taken back to the submissions page shown here.

Click on the file to delete it.

File submissions

Maximum size for new files: 2GB, maximum attachments: 1



The image shows a file manager interface. At the top, there are icons for a folder and a download arrow. Below that, the word 'Files' is displayed. The main area contains a single file icon representing a Microsoft Word document, with a hand cursor pointing at it. Below the icon, the name 'Mahara' is visible. At the bottom of the interface, there are two buttons: 'Save changes' (a dark blue button) and 'Cancel' (a light gray button).

Edit Mahara Paper.docx

Download

Delete

Name

Mahara Paper.docx

Author

Eve Ann Jellical

Choose license

All rights reserved

Path

/

Update

Cancel



Last modified 25 January 2018, 11:05 AM

Created 25 January 2018, 11:03 AM

Size 11.2KB

Once you click on the file, a second window will appear and you can click on "Delete" to remove the file from the submissions box.

mahara test

A confirmation window appears,
click "OK".

Are you sure you want to delete this file?

OK

Cancel

Mahara

Save changes

Cancel

mahara test

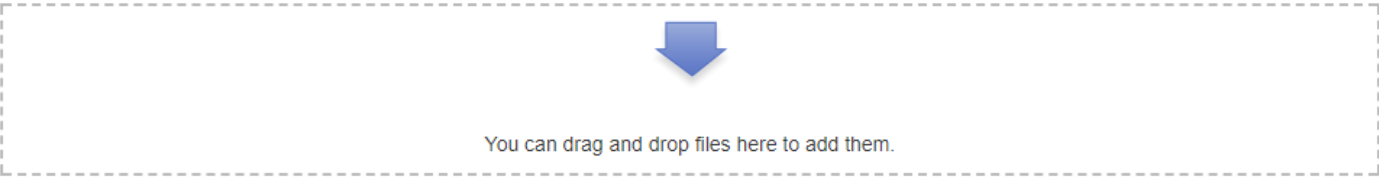
mahara test

File submissions

Your file has been removed and you can submit a new file.

Maximum size for new files: 2GB, maximum attachments: 1

Files



You can drag and drop files here to add them.

Save changes

Cancel