

Moodle v2: Using Assignments as a Student

Moodle includes an assignment tool that allows instructors to set up assignments that can be turned in within the course. One files or multiple file assignments along with a due date can be specified, grade & more options can be added by the instructor.

Finding your assignments – 2 ways

1. One way to find your assignment is to look for the assignment icon and click on the link to open up the assignment.



2. Drag a file/s on the the dialog box area as shown with blue arrow. Notice you can also **Create a Folder** or **Add** files by navigating to your file. Click **Save changes**.

The image shows two side-by-side screenshots of the Moodle file upload interface. Both screenshots have a red border around the central file list area. In the left screenshot, there is a large dashed red box around a central area containing a blue downward-pointing arrow icon, with the text "You can drag and drop files here to add them." below it. In the right screenshot, a single Word document file named "HomeworkSmith.docx" is listed. At the bottom of both screenshots, there are "Save changes" and "Cancel" buttons, and a red message at the bottom stating "There are required fields in this form marked *."

3. Depending on the type of assignment you might be able to upload one or many files. This is a setting your instructor would do when setting up the assignment in Moodle. Once a file/s has been added notice the **Edit these Files** button. When you are ready to send under the Final Submission click on the **Send for Marking** button.

The image shows a screenshot of the Moodle assignment submission page. It features a "Multiple Assignment Area" header. Below it, the available date is listed as "Wednesday, April 30, 2014, 9:50 AM" and the due date as "Tuesday, May 20, 2014, 9:50 AM". A "Submission draft" section contains a file named "HomeworkSmith.docx". Below this, there is an "Edit these files" button. At the bottom, a "Final submission for assignment marking" section contains a red-bordered "Send for marking" button.

4. The **Final submission for assignment marking** details appear, click on the **Continue** button. The **Submission** details appear showing the file submitted & cannot be updated.

<p>Final submission for assignment marking</p> <p>Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?</p> <p style="text-align: center;">Continue Cancel</p>	<p>Multiple Assignment Area</p> <p>Available from: Wednesday, April 30, 2014, 9:50 AM Due date: Tuesday, May 20, 2014, 9:50 AM</p> <p>Submission</p> <p>HomeworkSmith.docx</p> <p>Assignment was already submitted for marking and can not be updated</p>
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Assignment types

There are two common types of assignments in Moodle:

1. In an **Upload a Single File** assignment, the instructor will give directions, and the student will upload their file through the Moodle assignment tool found as a link to click on.
2. In an **Advanced Uploading of Files** assignment, the instructor will give directions, and the student will upload multiple files through the Moodle assignment tool found as a link to click on.

All assignments may contain a few basic components:

1. Assignment description and expectations and/or grade if instructors grades assignments
2. Available date, indicating when students can begin the assignment
3. Due date, indicating when students must complete the assignment