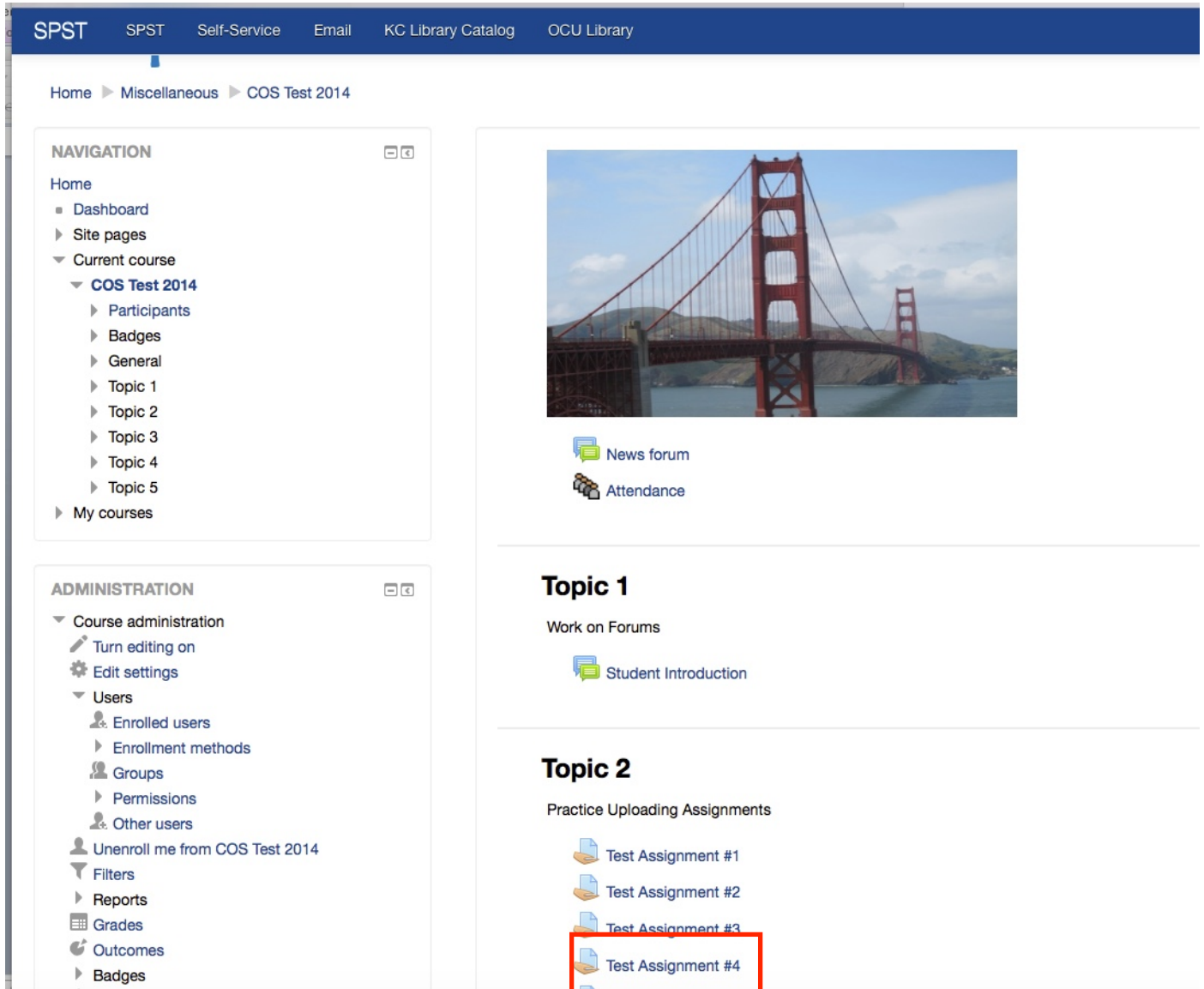


Moodle Handout for Students

Submitting Assignments

1. Click on the Assignment




The screenshot shows a Moodle course interface. At the top is a blue navigation bar with links for SPST, Self-Service, Email, KC Library Catalog, and OCU Library. Below this is a breadcrumb trail: Home > Miscellaneous > COS Test 2014.

On the left side, there are two main navigation panels:

- NAVIGATION**
 - Home
 - Dashboard
 - Site pages
 - Current course
 - COS Test 2014**
 - Participants
 - Badges
 - General
 - Topic 1
 - Topic 2
 - Topic 3
 - Topic 4
 - Topic 5
 - My courses

- ADMINISTRATION**
- Course administration
 - Turn editing on
 - Edit settings
- Users
 - Enrolled users
 - Enrollment methods
 - Groups
 - Permissions
 - Other users
- Unenroll me from COS Test 2014
- Filters
 - Reports
- Grades
- Outcomes
- Badges

2. Click on Add Submission






SPST SPST Self-Service Email KC Library Catalog OCU Library Melissa Casper 

Saint Paul School of Theology

Home » Miscellaneous » COS Test 2014 » Topic 2 » Test Assignment #4

NAVIGATION ☰

Home

- Dashboard
- ▶ Site pages
- ▼ Current course
 - ▼ COS Test 2014
 - ▶ Participants
 - ▶ Badges
 - ▶ General
 - ▶ Topic 1
 - ▼ Topic 2
 -  Test Assignment #1
 -  Test Assignment #2
 -  Test Assignment #3
 -  **Test Assignment #4**
 -  Test Rubric Assignment
 - ▶ Topic 3
 - ▶ Topic 4
 - ▶ Topic 5

- ▶ My courses

Test Assignment #4

Assignment #4

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Thursday, July 30, 2015, 12:00 AM
Time remaining	22 days 12 hours
Last modified	Tuesday, July 7, 2015, 11:29 AM
Submission comments	▶ Comments (0)

Add submission



Make changes to your submission


3. Click on Add or Drag and drop your file from your computer to Moodle

Test Assignment #4

Assignment #4

File submissions Maximum size for new files: 1MB, maximum attachments: 1

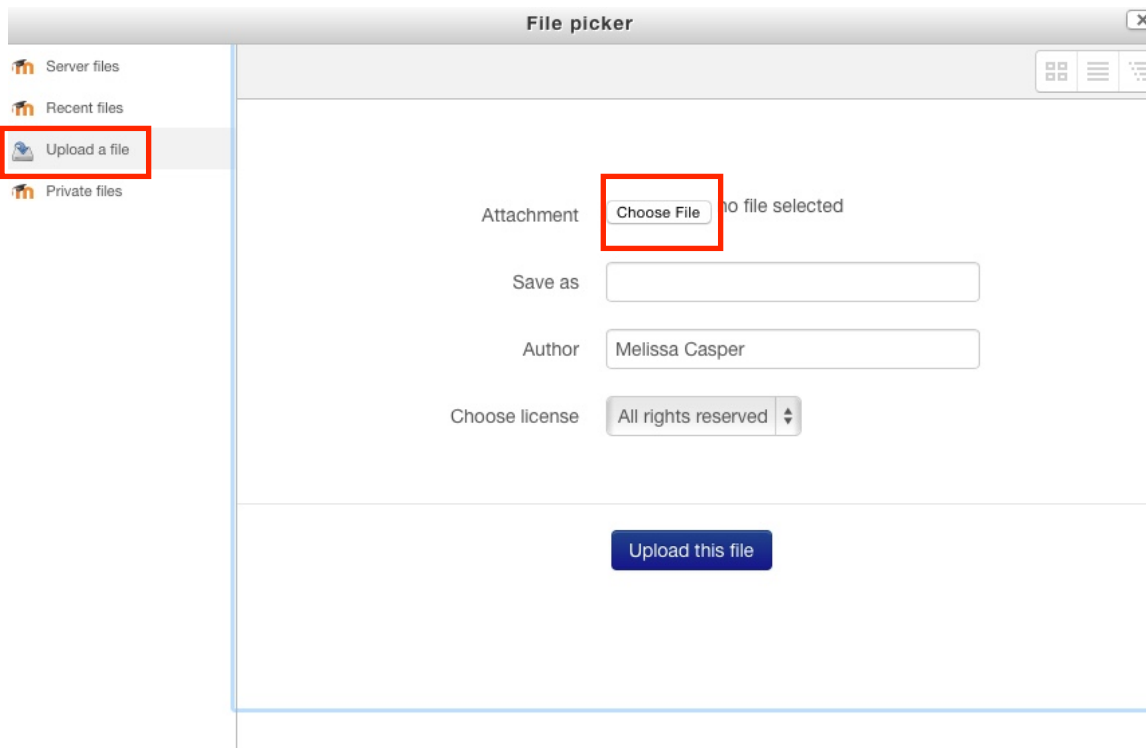
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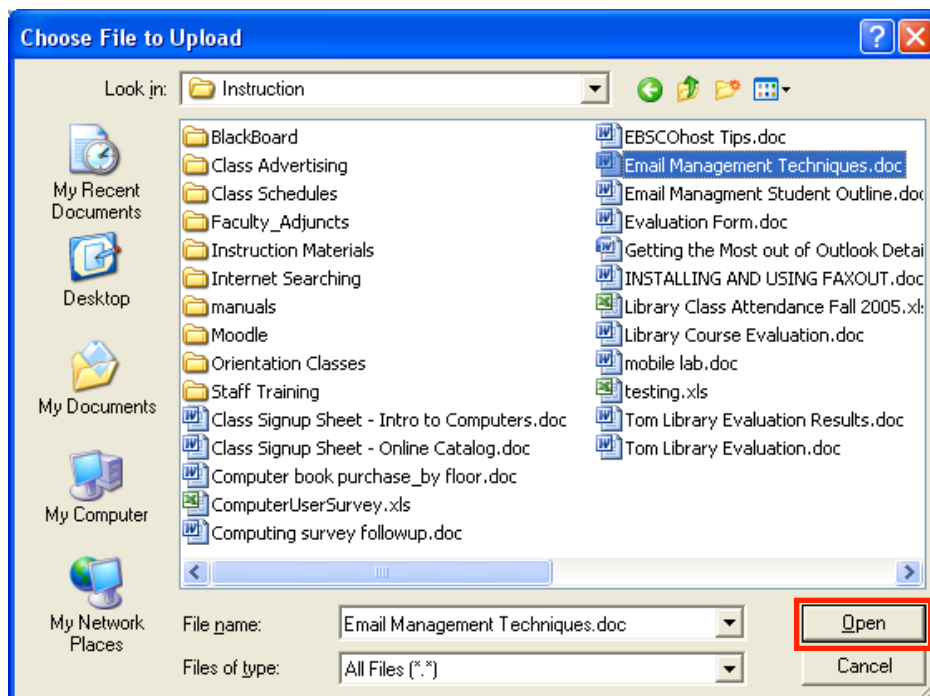
You can drag and drop files here to add them.

Save changes Cancel

4. If you clicked Add:
 - a. Click on Upload a File
 - b. Click Choose File



5. Highlight the File
6. Click Open



7. Click Upload This File

File picker

Server files
Recent files
Upload a file
Private files

Attachment no file selected

Save as

Author

Choose license

8. Click Save Changes

Test Assignment #4

Assignment #4

File submissions Maximum size for new files: 1MB, maximum attachments: 1

Files

Moodle Self


If you need to add additional files, edit the file submitted, or delete the file and re-upload:

9. Click Edit Assignment

Test Assignment #4

Assignment #4

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, July 30, 2015, 12:00 AM
Time remaining	22 days 12 hours
Last modified	Tuesday, July 7, 2015, 11:41 AM
File submissions	 Moodle Self Enrollment.docx
Submission comments	▶ Comments (0)

Edit submission

Make changes to your submission

Forums


A. Post a Message

1. Click on the Forum

The screenshot shows a Blackboard course page for 'COS Test 2014'. The top navigation bar includes links for SPST, SPST, Self-Service, Email, KC Library Catalog, and OCU Library. The breadcrumb trail is Home > Miscellaneous > COS Test 2014. On the left, there are two main menu sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' section includes links for Home, Dashboard, Site pages, and the current course 'COS Test 2014', which is expanded to show 'Participants', 'Badges', 'General', and five 'Topic' links. The 'ADMINISTRATION' section includes 'Course administration' (Turn editing on, Edit settings), 'Users' (Enrolled users, Enrollment methods, Groups, Permissions, Other users), 'Unenroll me from COS Test 2014', 'Filters', 'Reports', 'Grades', 'Outcomes', and 'Badges'. On the right, there is a large image of the Golden Gate Bridge. Below the image are two forum icons: 'News forum' and 'Attendance'. Underneath, there are two topic sections. 'Topic 1' is titled 'Work on Forums' and contains a link for 'Student Introduction' which is highlighted with a red box. 'Topic 2' is titled 'Practice Uploading Assignments' and contains four links for 'Test Assignment #1' through '#4'.

2. Click Add New Discussion Topic

The screenshot shows the 'Student Introduction' forum page. The title 'Student Introduction' is at the top. Below it, a message reads: 'Please introduce yourself and if you want to be daring try attaching a photo or file.' A button labeled 'Add a new discussion topic' is highlighted with a red box. Below the button is a table with the following data:

Discussion	Started by	Replies	Last post
Hello There!	 Melissa Casper	0	Melissa Casper Wed, Jul 9, 2014, 2:14 PM

3. Give the post a title, subject
4. Type your message
5. Click Add or Drag and Drop to attach a file
6. Click Post to Forum when you are finished

Student Introduction

Please introduce yourself and if you want to be daring try attaching a photo or file.

▼ Your new discussion topic

Subject*

Message*

☰
A ▾
B
I
☰
☰
🔗
🔄
🖼️
📺
📎

Discussion subscription

Attachment Maximum size for new files: 500KB, maximum attachments: 1

You can drag and drop files here to add them.

- B. Read and Reply to a Post
1. Click on the Title of a Discussion you want to read

Student Introduction

Please introduce yourself and if you want to be daring try attaching a photo or file.

Discussion	Started by	Replies	Last post
Hello There!	Melissa Casper	0	Melissa Casper Wed, Jul 9, 2014, 2:14 PM

2. Click on Reply

Student Introduction

Hello There!

• [Subscribe](#)

Display replies in nested form



Hello There!

by [Melissa Casper](#) - Wednesday, July 9, 2014, 2:14 PM

It's been great to meet all of you today!

[Reply](#)

3. Type your message

4. Click Post to Forum

Your reply

Subject*

Message*

Rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, image, video, and document. Below the toolbar is a large empty text area for composing the message.

Discussion subscription

Attachment

Maximum size for new files: 500KB, maximum attachments: 1

Attachment area with a dashed border and a blue arrow pointing down. Text below the arrow reads: "You can drag and drop files here to add them."

[Post to forum](#)

[Cancel](#)