Moodle Handout for Students

Submitting Assignments

1. Click on the Assignment
2. Click on Add Submission

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

8. Click Save Changes
If you need to add additional files, edit the file submitted, or delete the file and re-upload:

9. Click Edit Assignment

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

Make changes to your submission
Forums

A. Post a Message
   1. Click on the Forum
      
      ![Forum Interface]

      2. Click Add New Discussion Topic

      ![Student Introduction Discussion]

      - Add a new discussion topic
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

Discussion subscription

Attachment

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

You can drag and drop files here to add them.

Post to forum

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.

Add a new discussion topic

Discussion
Hello There!

Started by Melissa Casper

Replies 0

Last post Wed, Jul 9, 2014, 2:14 PM
2. Click on Reply

**Student Introduction**

**Hello There!**

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

3. Type your message

4. Click Post to Forum