

Moodle Handout for Students

Submitting Assignments

1. Click on the Assignment

The screenshot shows the Moodle interface for a course titled "COS Test Course". The breadcrumb trail is "Home / My courses / COSTest". The main content area is divided into sections: "General" with a Golden Gate Bridge image and links for "News forum", "Test", and "Test link to Library video"; "Course Forums" with a link for "Student Introduction"; and "Topic 2" with a link for "Practice Uploading Assignments". Under "Practice Uploading Assignments", the "Test Assignment" link is highlighted with a red rectangle. The left sidebar contains navigation links for "COSTest", "Participants", "Badges", "Competencies", "Grades", "Home", "Dashboard", "Calendar", "Private files", "My courses", "COSTest", and "TC101". The right sidebar contains "ACTIVITIES" (Assignments, Feedback, Forums, Quizzes, Resources), "QUICKMAIL" (Compose New Email, Signatures, View Drafts, View History), "LATEST NEWS" (9:33 AM, Jan 18, Melissa Casper, Please ignore: Just a Moodle Test Older topics...), "UPCOMING EVENTS" (There are no upcoming events Go to calendar...), and "RECENT ACTIVITY" (Activity since Tuesday, July 3, 2018, 10:49 AM).

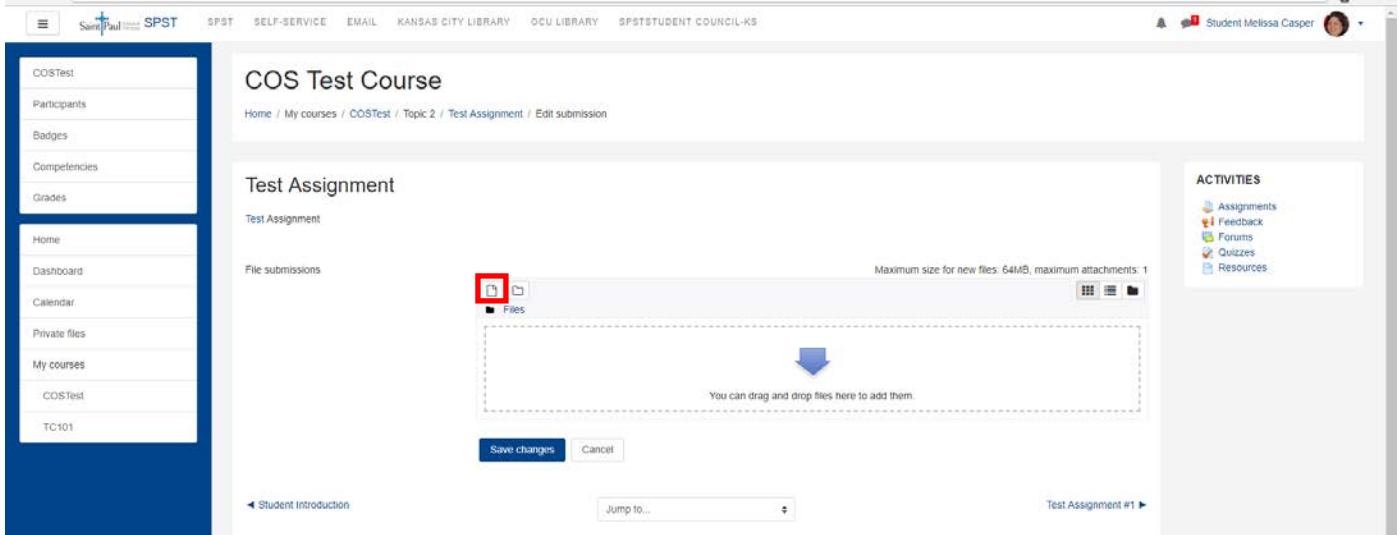
2. Click on Add Submission

The screenshot shows the Moodle interface for the "Test Assignment" page. The breadcrumb trail is "Home / My courses / COSTest / Topic 2 / Test Assignment". The main content area is titled "Test Assignment" and shows the "Submission status" table. The table has the following data:

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, July 10, 2019, 12:00 AM
Time remaining	1 year 6 days
Last modified	-

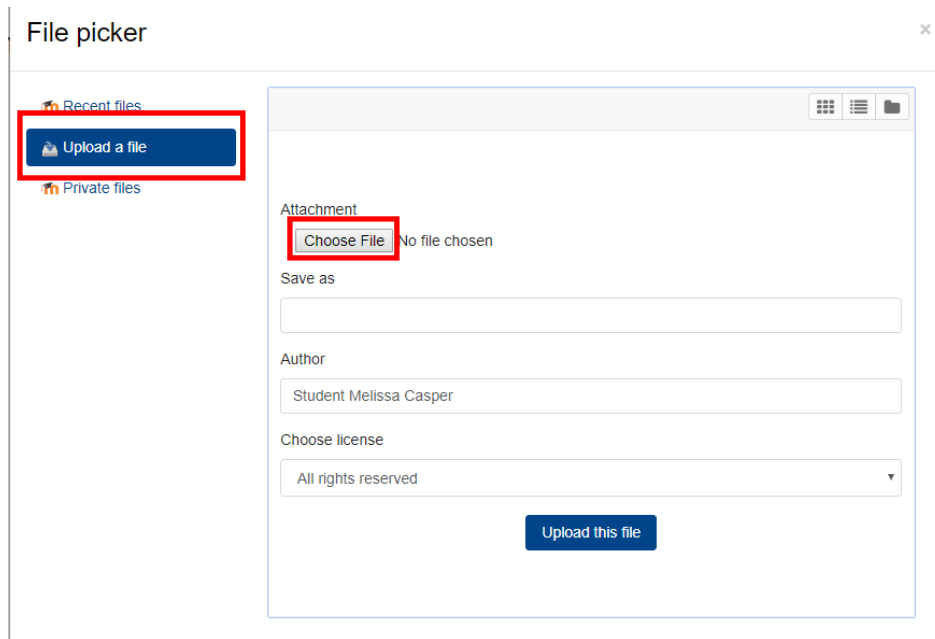
Below the table, there is a "Submission comments" section with "Comments (0)". At the bottom of the page, the "Add submission" button is highlighted with a red rectangle. Below the button, it says "Make changes to your submission". The left sidebar is the same as in the previous screenshot. The right sidebar contains "ACTIVITIES" (Assignments, Feedback, Forums, Quizzes, Resources).

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

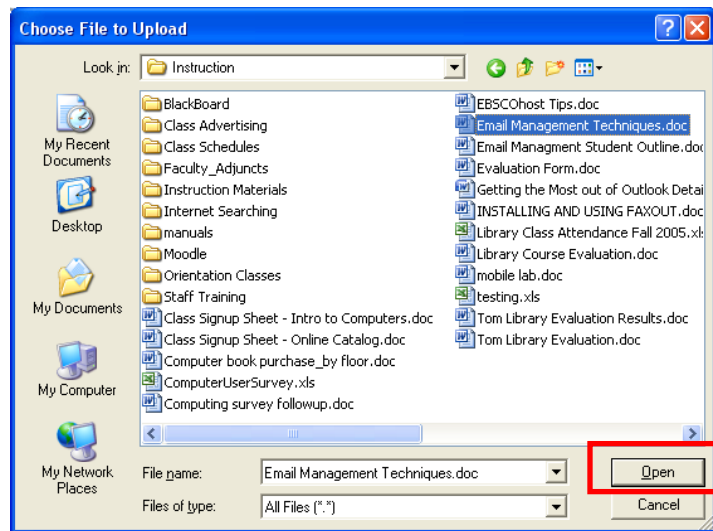


If you clicked Add:

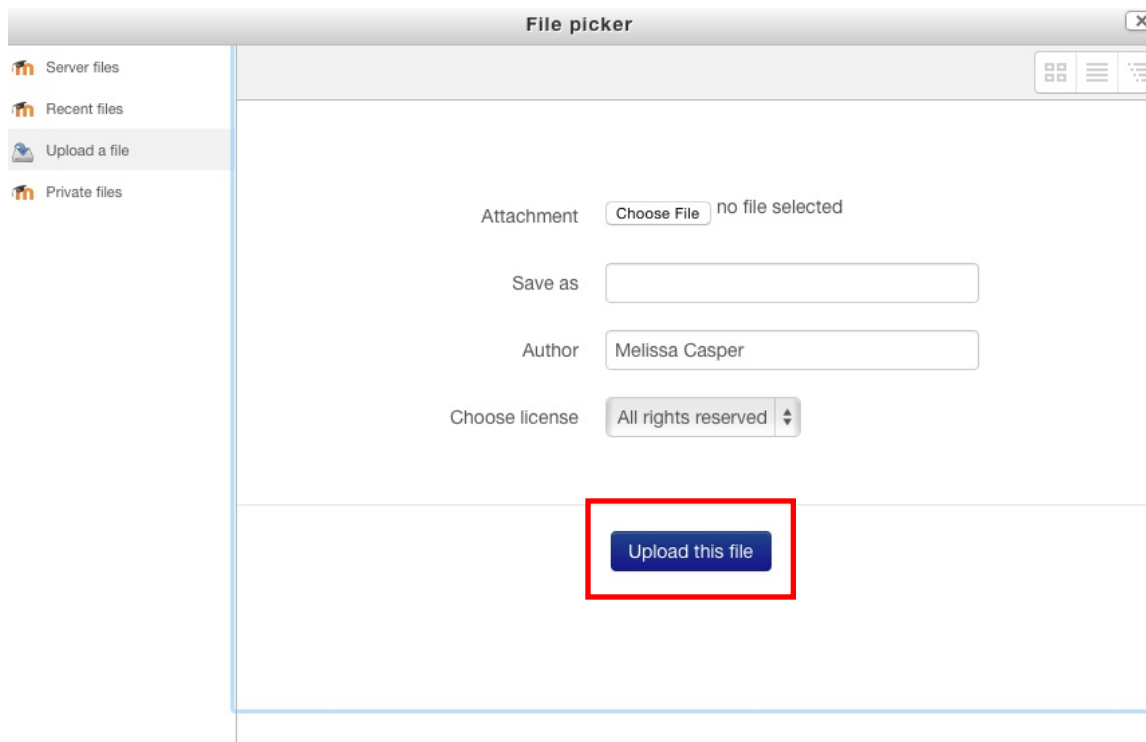
- a. Click on Upload a File
- b. Click Choose File



4. Highlight the File
5. Click Open



6. Click Upload This File



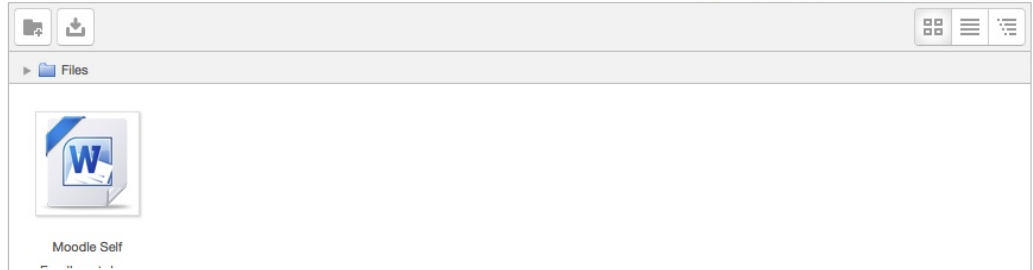
7. Click Save Changes

Test Assignment #4

Assignment #4

File submissions

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



The image shows a file submission interface. At the top, there are icons for adding and deleting files. Below that is a folder icon labeled 'Files'. Inside the folder, there is a document icon with a blue 'W' on it, labeled 'Moodle Self'.

Save changes

Cancel


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

8. 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)

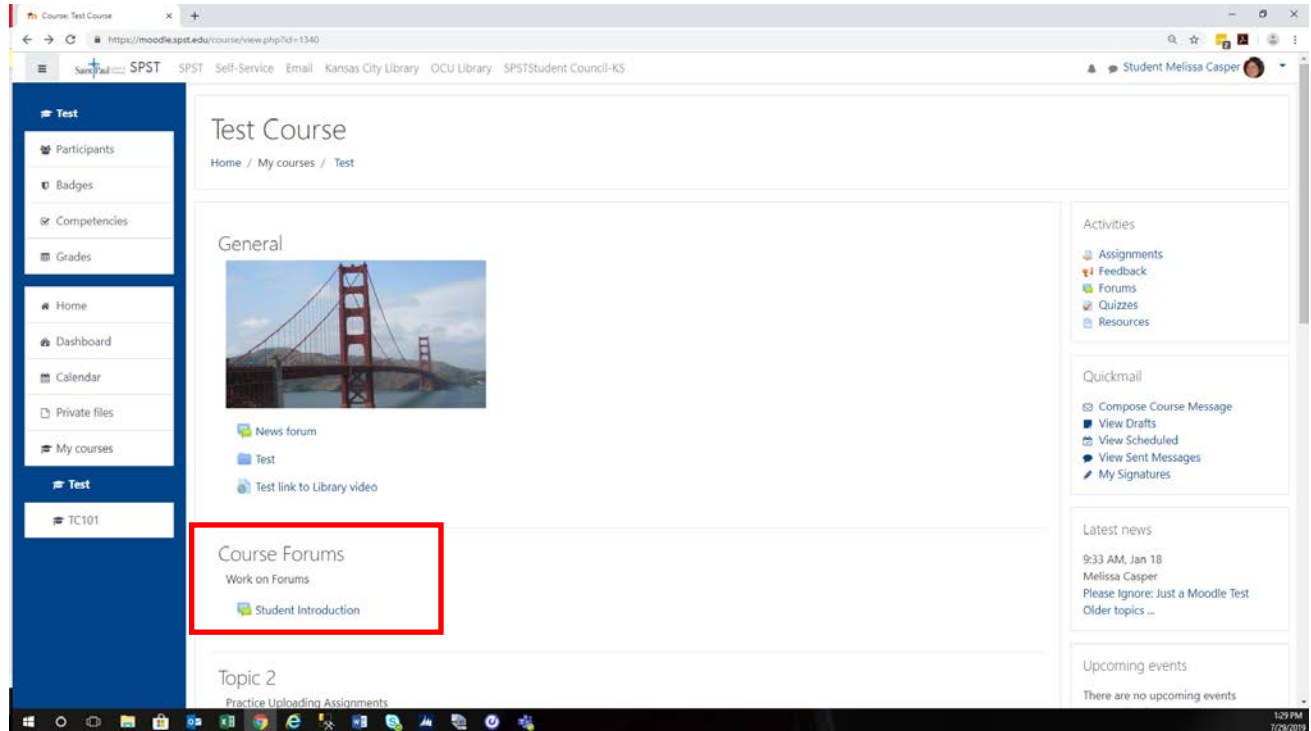
Edit submission

Make changes to your submission

Forums

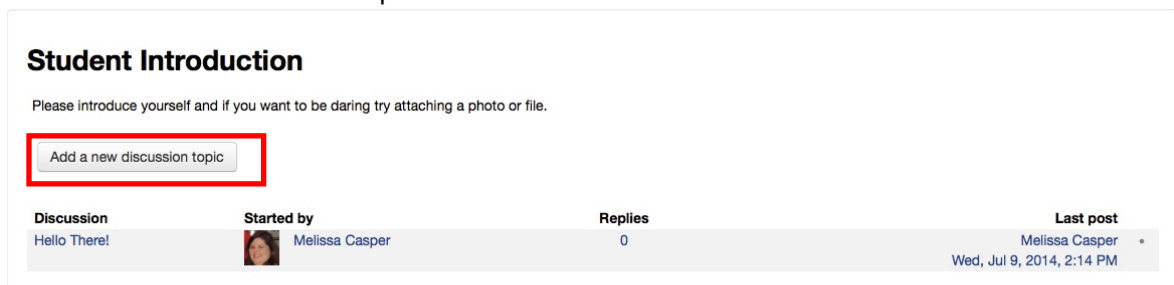
A. Post a Message

1. Click on the Forum




The screenshot shows a Moodle course page for 'Test Course'. The page has a blue sidebar on the left with navigation options like 'Participants', 'Badges', 'Competencies', 'Grades', 'Home', 'Dashboard', 'Calendar', 'Private files', 'My courses', and 'Test'. The main content area is titled 'Test Course' and includes a 'General' section with a photo of the Golden Gate Bridge. Below the photo, there are links for 'News forum', 'Test', and 'Test link to Library video'. A red box highlights the 'Course Forums' section, which contains the text 'Work on Forums' and a link for 'Student Introduction'. On the right side, there are sections for 'Activities', 'Quickmail', 'Latest news', and 'Upcoming events'.

2. Click Add New Discussion Topic



The screenshot shows the 'Student Introduction' forum page. The title 'Student Introduction' is at the top. Below it, there is a prompt: 'Please introduce yourself and if you want to be daring try attaching a photo or file.' A red box highlights the 'Add a new discussion topic' button. Below the button, there 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*




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, insert image, insert video, and insert file. 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."

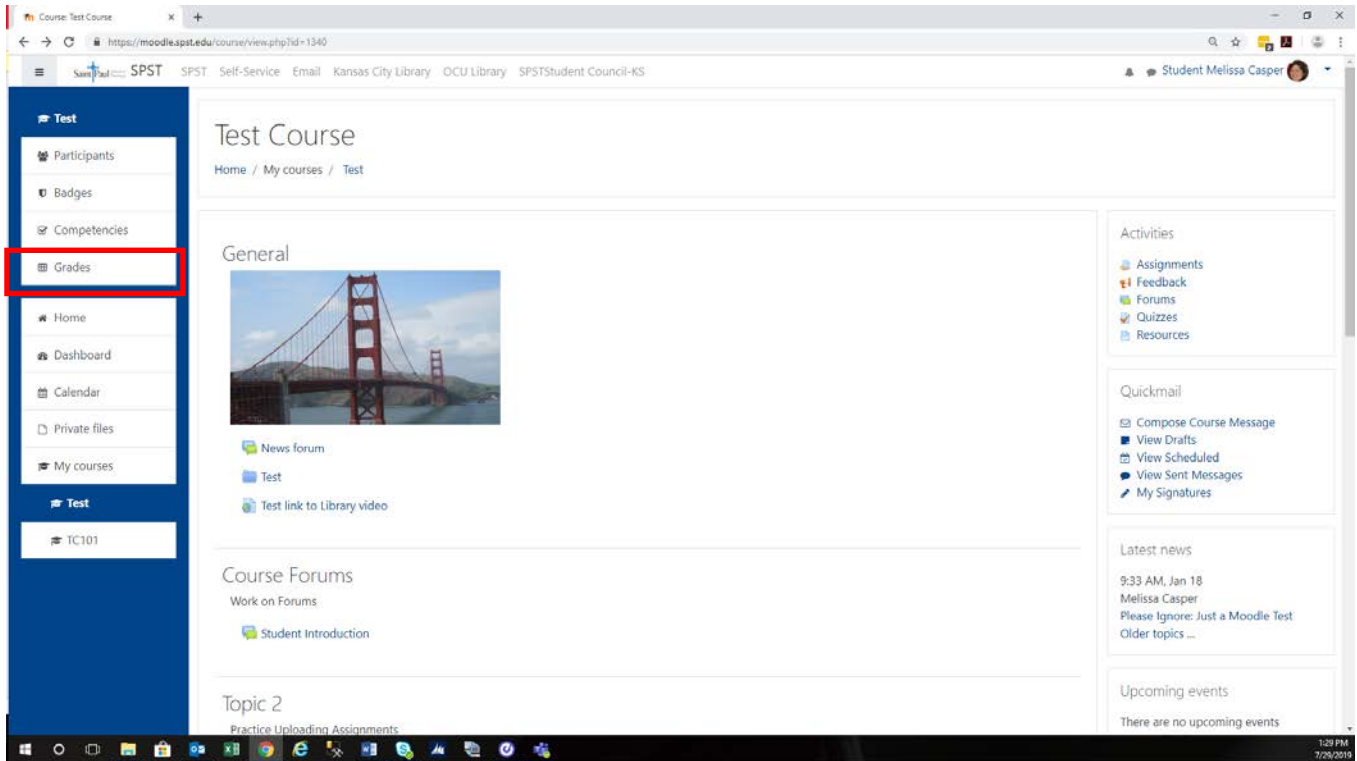
[Post to forum](#)

[Cancel](#)

GRADES

Course Grades

Click on the Grades link in the left-hand navigation window:



You'll see your gradebook for the course:

