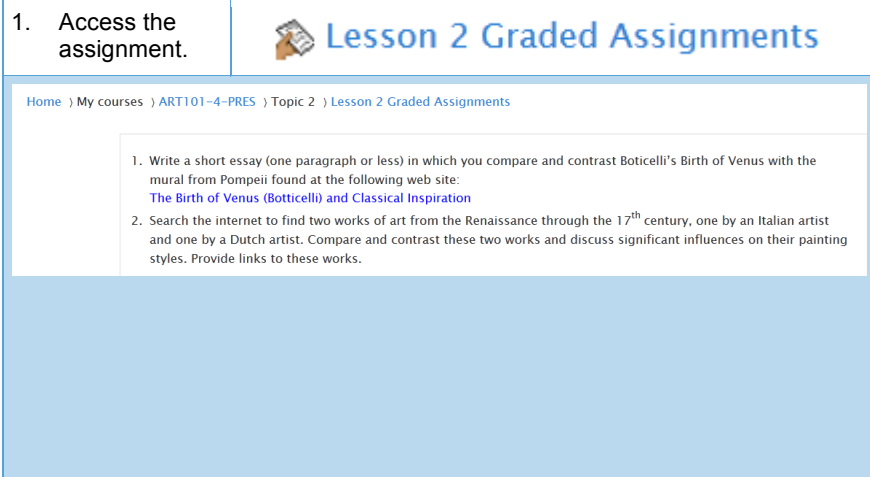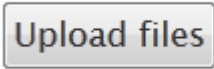# Moodle 2.2
Student User Guide
Submitting an Assignment

Submitting an Assignment

How you submit an assignment depends on the type of assignment. Most of the time, you will either upload the assignment or fill in a text box.

Uploading an Assignment Submission

Moodle has two methods of uploading files assignments. One method allows you to upload multiple files at once, and the other method allows you to upload only one file at a time.
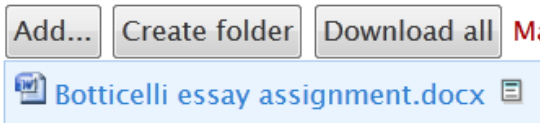
Step	Screenshot
1. Access the assignment.	**Lesson 2 Graded Assignments** Home) My courses) ART101–4–PRES) Topic 2) Lesson 2 Graded Assignments 1. Write a short essay (one paragraph or less) in which you compare and contrast Boticelli's Birth of Venus with the mural from Pompeii found at the following web site: The Birth of Venus (Botticelli) and Classical Inspiration 2. Search the internet to find two works of art from the Renaissance through the 17th century, one by an Italian artist and one by a Dutch artist. Compare and contrast these two works and discuss significant influences on their painting styles. Provide links to these works.
2. Click **Upload files**.	**Upload files**

Note

If you have not submitted anything, you will see **No files submitted yet** under the assignment description.

Note

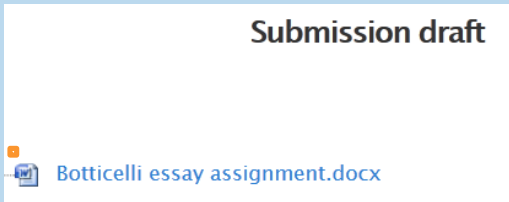You must have the file saved on your computer to upload it to Moodle.

Step	Screenshot
3. Click **Add**.	Add...

> **Note**
>
> On the same line as the **Add** button, you will see **Maximum size for new files** and then a number that gives the maximum size *per file*. For example, if the maximum size is 20 MB and your assignment calls for three files, then the maximum size of *each* file is 20 MB, for a total of 60 MB.
>
> If your file is larger than the maximum, talk to your instructor about alternatives or try to break the file into smaller documents if you are allowed to upload multiple file.

Step	Screenshot
4. Add your file either from your computer using **Upload a file** or from **My Private Files**. The steps for both options are below.	
The name of your file will appear below **Add** on the **Assignment submission** page.	Path: Files Add... | Create folder | Download all | M: 📄 Botticelli essay assignment.docx 🗉

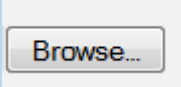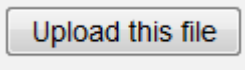| Step	Screenshot
5. Click **Save changes**.	Save changes
You will return to the **Assignment Information** page, and you will see your file(s) listed below **Submission draft**.	**Submission draft** Botticelli essay assignment.docx

Note

If your instructor allows it, you can click **Edit these files** to make corrections until the assignment closes. Moodle will send you back to the **Assignment submission** page.

Note

You may also see a button that says **Send for marking**. Clicking this will finalize your submission and send a message to your instructor. You _cannot_ edit your submission after you click this.

If you need to withdraw an assignment you submitted, email your instructor.

From Your Computer

Step	Screenshot
6. In the file picker, click **Upload a file**.	**File picker** View as icons View as list Ⓣ Server files Ⓣ Recent files ☁ Upload a file Ⓣ Private files
a. Click **Browse** on the right-hand side of the **file picker** and move through your folders to select your assignment.	Browse...
After you select your assignment, you will return to the **file picker** window. b. Click **Upload this file**.	Upload this file

💡 Tip

Under **Browse** and the path to your file, you can change the file name and the author and license. It is recommended that you do not change the author or license.
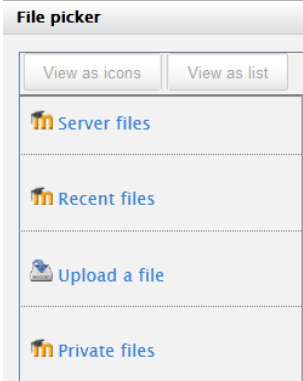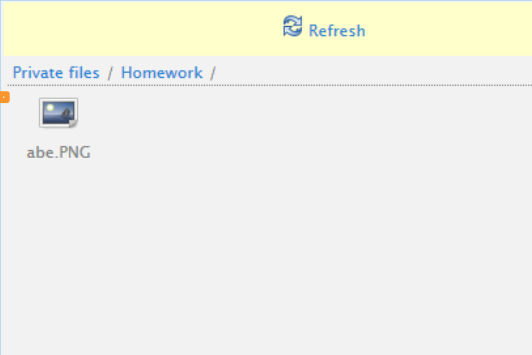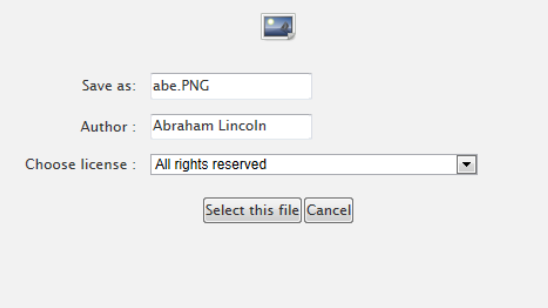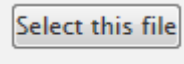
🗒 Note

After you upload the file, the server will house it and you may access it from anywhere.

Other course participants who access the file will *not* be able to access the file on your computer. Instead, they will access only the one housed on the server.
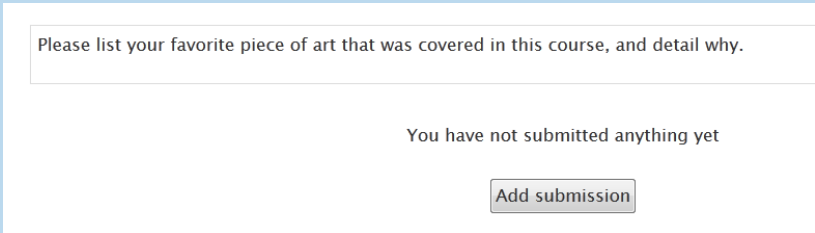
From My Private Files
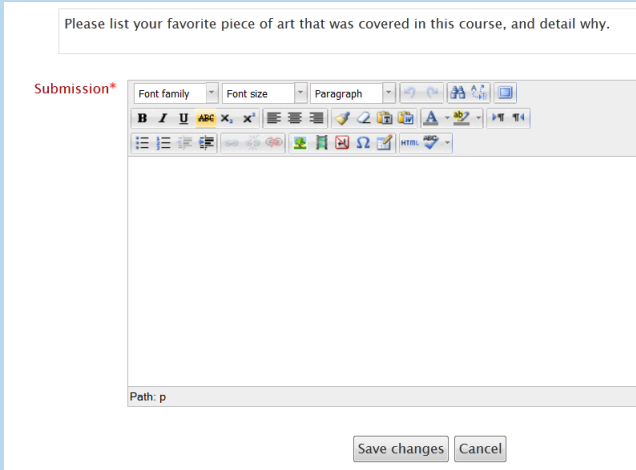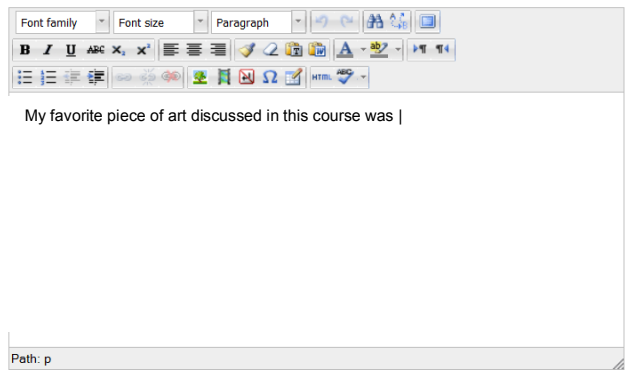
Step	Screenshot
6. In the file picker, click **Private files**.	
a. Click the file you wish to upload.	
You will return to the **file picker**, and the file name will now appear on the right-hand side.	
b. Click **Select this file** to return to the **file picker**.	

Tip

Under the name of your file, you can change the author's name and the license type. It is recommended that you do not change the author or license.
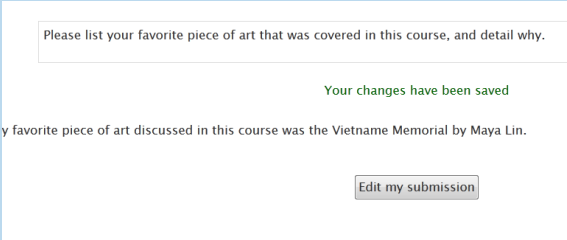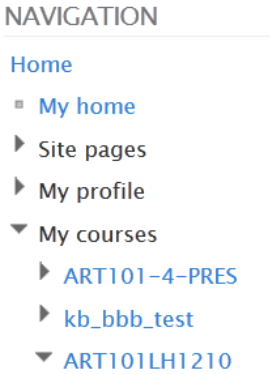
Submitting an Online Text Assignment

Step	Screenshot
1. Access the assignment.	**Lesson 4 Graded Assignment**
	Please list your favorite piece of art that was covered in this course, and detail why. You have not submitted anything yet Add submission
2. Click **Add submission**.	Add submission
You will see the **Submission** page.	Please list your favorite piece of art that was covered in this course, and detail why. Submission* [editor toolbar] Path: p Save changes Cancel
3. Type your submission into the WYSIWYG text editor window.	[editor toolbar] My favorite piece of art discussed in this course was | Path: p

Note

If you have not submitted any files, you will see **You have not submitted anything yet** under the assignment description.

Step	Screenshot
4. Click **Save changes**.	Save changes
You will see the question for the assignment and your answer. In green you will see **Your changes have been saved**.	Please list your favorite piece of art that was covered in this course, and detail why. Your changes have been saved y favorite piece of art discussed in this course was the Vietnam Memorial by Maya Lin. Edit my submission
5. Click the **link** for your course in the **Navigation** block under **My courses** to return to your **Course Home** page.	NAVIGATION Home ▪ My home ▸ Site pages ▸ My profile ▾ My courses 　▸ ART101-4-PRES 　▸ kb_bbb_test 　▾ ART101LH1210

Note

You can click **Edit my submission** to return to the WYSIWYG text window and update your submission.

Note

You can also use the **breadcrumbs links** at the top and click your **course link**.

Home) My courses) ART101LH1210