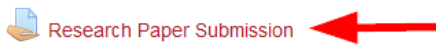
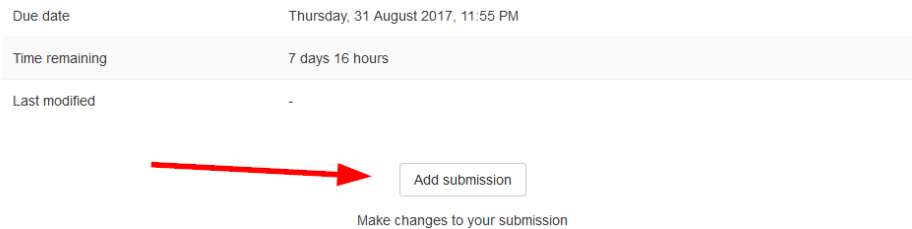


# UPLOADING A GENERAL ASSIGNMENT SUBMISSION

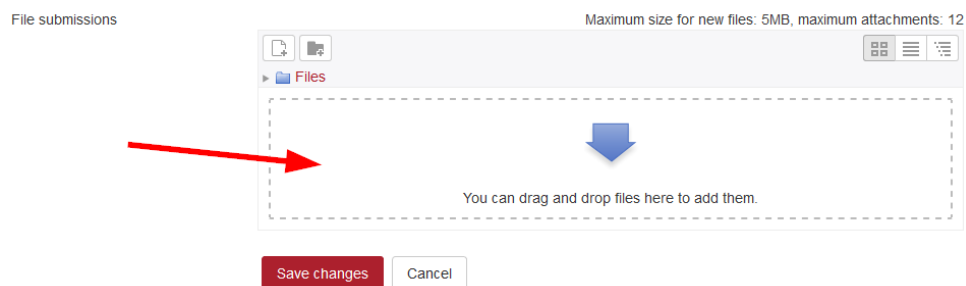
To upload a file to Moodle, click on the **Assignment name** from the course homepage.



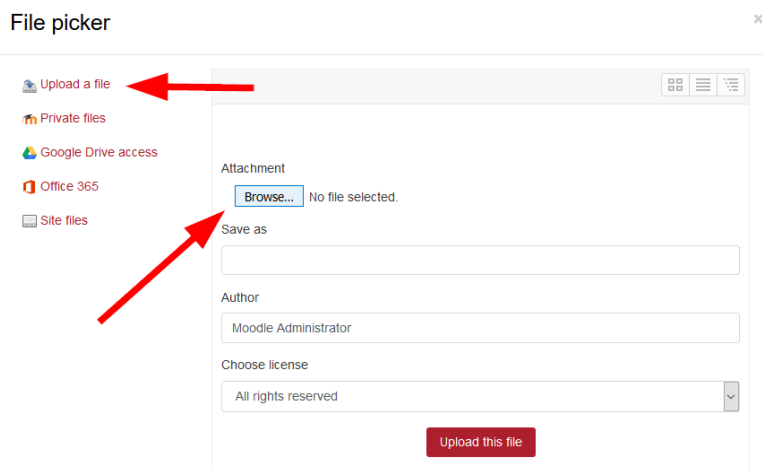
On the following page, you'll see assignment instructions and availability dates and times. Click **Add submission** to begin uploading a file.



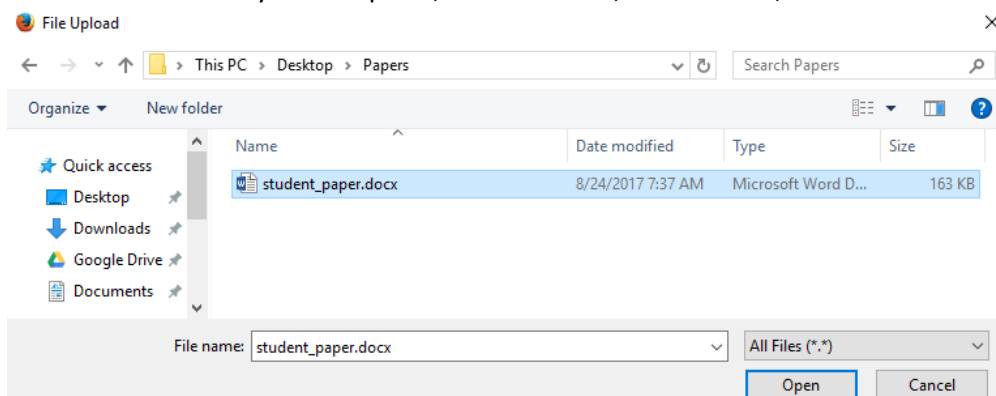
Drag & drop files submissions box or click anywhere in the file submissions box to upload a file.



In the File Picker, click **Upload a file**, then click **Browse...** to select a file from your computer to submit.



Choose the file from your computer, network drive, or USB drive, and then choose **Open**.



Back in the File Picker, click **Upload this file** to send the file to Moodle.

Upload a file  
Private files  
Google Drive access  
Office 365  
Site files

Attachment  
Browse... student\_paper.docx

Save as  
[Empty text box]

Author  
Moodle Administrator

Choose license  
All rights reserved

Upload this file

Advanced users may notice the other links on the left side of the File Picker area, where you can access files from your King's Office 365 OneDrive or personal Google Drive accounts.

When the **File Picker** closes, you'll see the file listed in the blue box. Repeat the upload process if the assignment requires you to upload multiple files. When you are finished, click **Save Changes** on the page.

File submissions  
Maximum size for new files: 5MB, maximum attachments: 12

Files

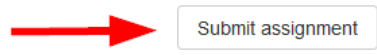
student\_paper.docx

Save changes Cancel

You will see the file you uploaded listed on the submissions page (circled below).  
Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Thursday, 31 August 2017, 11:55 PM
Time remaining	7 days 15 hours
Last modified	Thursday, 24 August 2017, 7:56 AM
File submissions	student_paper.docx

If it is enabled in your course, click the **Submit Assignment** button to finalize your submission and send it to your instructor.



Once this assignment is submitted you will not be able to make any more changes.

*Note: "Submit Assignment" is an optional setting. When this button is not visible, simply uploading the file is all that is required to submit the file to your instructor.*

When you return to your course, you can get your grade and feedback in the Feedback section, below the submission area.