

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 **Upload files** to begin uploading a file.

Due date	Wednesday, 31 August 2016, 12:00 AM
Time remaining	4 days 9 hours
Last modified	-
Submission comments	▶ Comments (0)

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

File submissions Maximum size for new files: 500MB, maximum attachments: 1



You can drag and drop files here to add them.

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

File picker

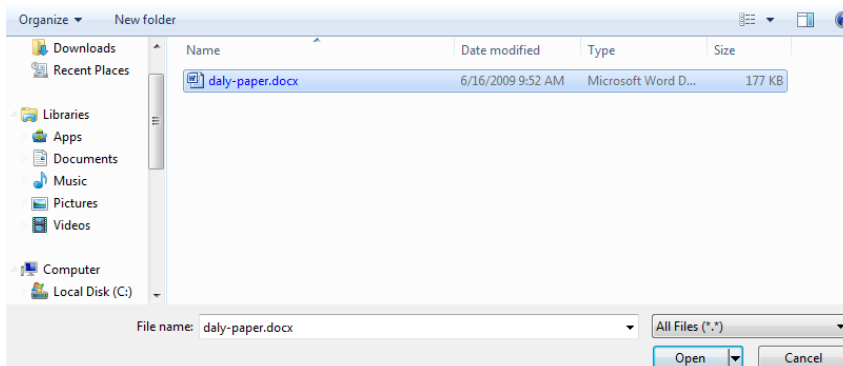
Upload a file No file chosen

Save as:

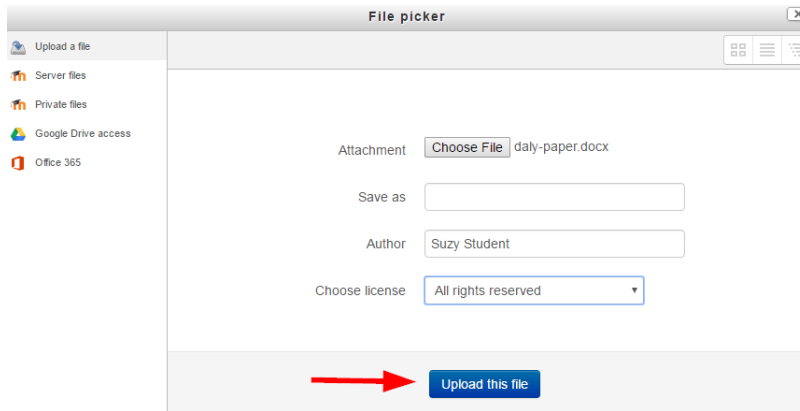
Author:

Choose license:

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

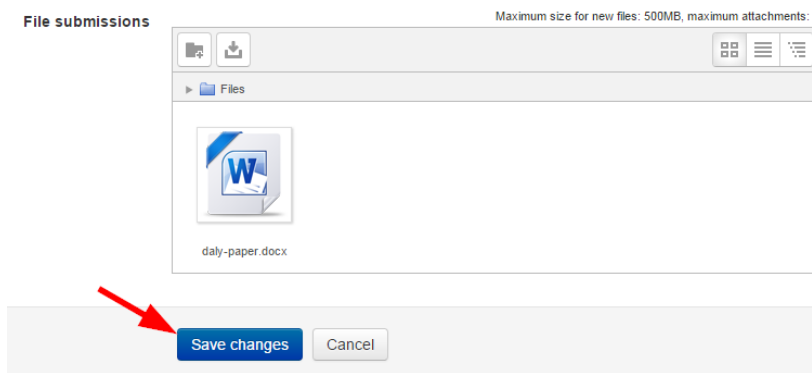


Back in the File Picker, click **Upload this file** to send the file to Moodle.




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.



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

Submission status


Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 31 August 2016, 12:00 AM
Time remaining	4 days 8 hours
Last modified	Friday, 26 August 2016, 3:00 PM
File submissions	 daly-paper.docx
Submission comments	▶ Comments (0)

If it is enabled in your course, click the **Send for Marking** button to finalize your submission and send it to your instructor.

Note: "Send for marking" 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.

Feedback

Grade	88.00 / 100.00
Graded on	Friday, 26 August 2016, 3:04 PM
Graded by	 Moodle Administrator
Feedback comments	Good work. Use more details next time.