Moodle Assignments

Your Moodle course includes tools that allow you to submit assignments directly to your instructor. Always be careful to read the instructions for EACH of your assignments - some instructors may require you to submit assignments in other formats.

Although there are several types of assignments, they all use a distinctive icon. The icon will look like a hand on top of a piece of paper (to represent turning in an assignment), as in the image below.

 Project Assignment 1

Online Text Assignment

An online text assignment allows you to type or paste text right in Moodle.

1. Click on the assignment link.

2. At the next screen, read the instructions and then click the **Add Submission** button (highlighted in image at right).

3. Type your answer in the textbox (or you can type your information in Word and then copy and paste it into the textbox). Be sure to click **Save Changes** when done.

NOTE: If you navigate away from this window while still working on your assignment, or if your browser or Internet service falters while you are composing a message, you will lose anything you have typed. For lengthy submissions, it is better to compose your text offline first (on your own computer in a word-processing program), and then copy/paste it into the Moodle Submission box.
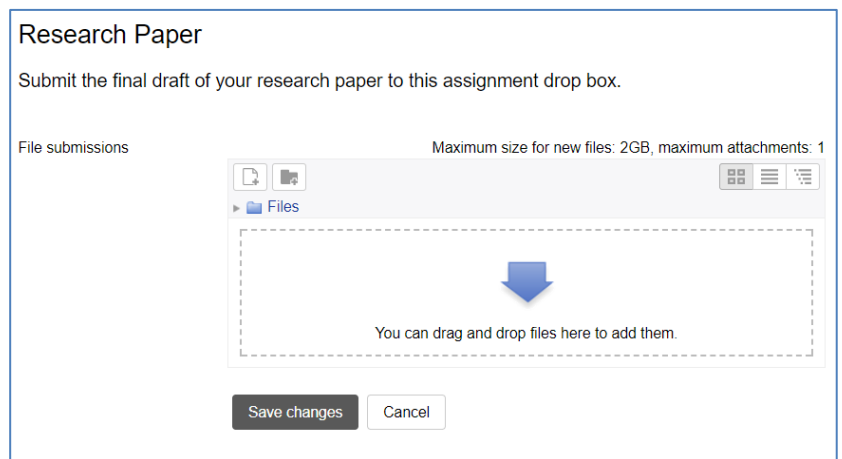
File Upload Assignment

Many assignments will require that you upload a document for your assignment submission. In addition to assignment instructions, this assignment type will include an upload tool. The upload portion of the Assignment page will only be visible to you during a period of time specified by your instructor. If you cannot see an upload function on your assignment page, it may be that you are either too early or too late with your assignment. Contact your instructor if you are having difficulty uploading an assignment.

To upload and submit a file as part of an assignment:

1. Navigate to the appropriate Assignment page. If the "upload" feature has been enabled, you will see an **Add Submission** button on the Assignment page.
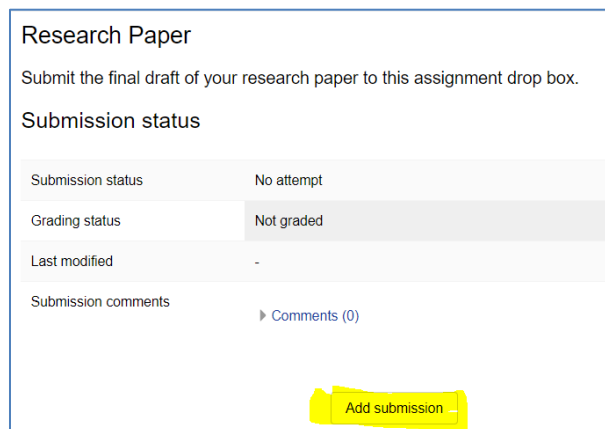
2. Click the **Add Submission** button and a screen similar to the one in the image at the right will appear.

3. You can either drag the file from your File Explorer window to the box, or you can click in the area with the blue arrow to select the file to upload.

Here is a quick video tutorial on how to upload files to a Moodle assignment drop box.
https://youtu.be/iWHpw5pGUuw

Offline Activity Assignment

An Offline Activity Assignment does not involve submitting text or a document, but may involve doing work offline (i.e. outside of the Moodle course). All you will see on this kind of assignment page are the instructions/assignment description for how to complete the assignment, along with its due date. The instructor will use this assignment area for providing your grade and feedback for the offline assignment