SKILLS TO MASTER: Handing in assignments online

Where do I hand in my assignment?

Assignments are handed in/submitted via the Learning management System, Moodle. Specifically in the assignment block of your Course Page.

You are responsible for getting your assignments in on time.

Penalties apply for late assignments.

Can I get an extension?

To request an extension complete the **Request for Extension form** online. You'll find this form in your Moodle Course Page.

Request for Extension of Time for an Assessment Task

appear.

Extension requests will be considered as long as they have been made at least 24 hours before the assignment is due, and if for a serious reason.

A serious reason is an external factor (family bereavement, illness with a doctors certificate), or a factor not under the student's control and not known in advance.

You will be advised of the outcome by email within two working days.

Handing in Assignments Online

You're required to hand in your assignments in Moodle.

1. Go to your Moodle Course Page and scroll down to the Electronic Assignment Submission block. You will see something like the screenshot in figure 12.

Online Assignment Submission

📄 Assignment 1: Essay - 1200 words (30% value). Due X March 2016

Figure 12: Assignment Block

2. Click on the assignment name that you're handing in.

3. A screen will automatically appear. Scroll and **click** the **Add Submission** button.

Add submission

4. You'll be directed to a screen *(figure 13)* where you hand-in your assignment. You can do this in 1 of 2 ways.

Drag and drop your assignment file from your desktop

Assignment 1. Essay: 1350 words - 30% - due on 7 August

Essay - 1350 words - 30% - due on Thursday 7 August

Please make sure that the Cover Sheet, Bibliography and your assignment are in **one single** file for upload.

▼ File submissions

File Picker

Maximum size for new files: 2MB, maximum attachments: 1

▶ 📁 Files

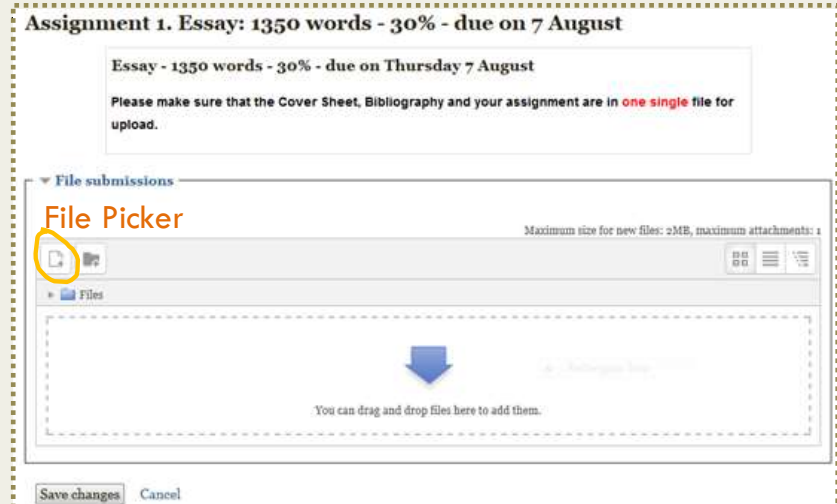You can drag and drop files here to add them.

Save changes   Cancel

Figure 13: File submissions

Another option is to click Browse by using the **File Picker** tool *(circled above).*

When the screen *(shown in figure 14)* appears, click the **Browse** button to locate your assignment file on your computer. Then press the **Upload this file** button. Save Changes to complete.

Attachment   Browse   Acad Cal 2015 pdf

Save as

Author   Maree Crighton

Choose license   All rights reserved

Upload this file

Figure 14: File Picker

When you're ready to hand in your assignment click the **Submit assignment** button on the screen that appears *(Figure 15).* You also have the option to make changes by clicking **Edit submission**.
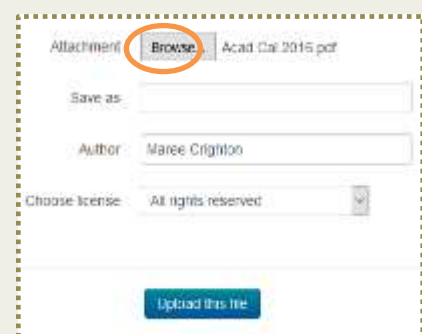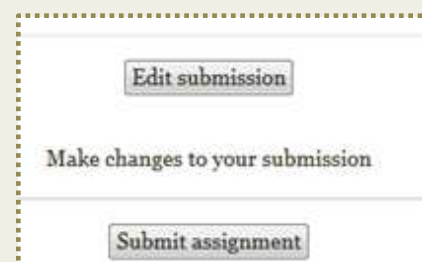
Edit submission

Make changes to your submission

Submit assignment

Figure 15: Submit assignment