

How to upload an assignment to Moodle

You may be asked to upload assessments to Moodle and your lecturer/course facilitator will create an assignment upload area on Moodle, which they will identify to you.

To submit an assignment to Moodle, click on the upload link:

[Reflective journal](#)
[Attendance](#)
[Assignment 1: SWOT Analysis.](#)
[Sample assignments from previous years](#)

You will be directed to a new window where you will find details about the assignment. You will be required to tick a declaration in keeping with the AIT Plagiarism Policy.

Click on the **Add submission** button.

Assignment 2: Group Report

Submission status

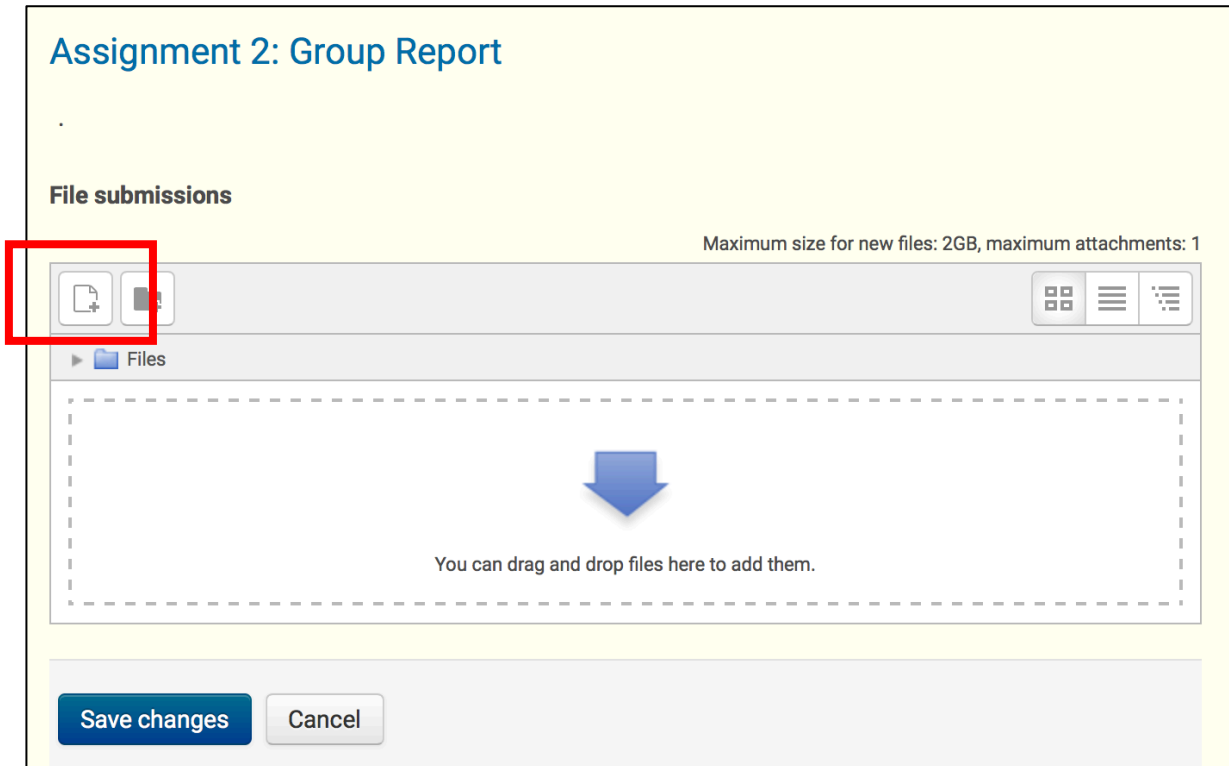
Submission status	No attempt
Grading status	Not graded
Last modified	Tuesday, 22 September 2015, 3:15 PM
Submission comments	▶ Comments (0)

[Make changes to your submission](#)

You will then be prompted to upload your assignment document. To do this, follow the steps below:

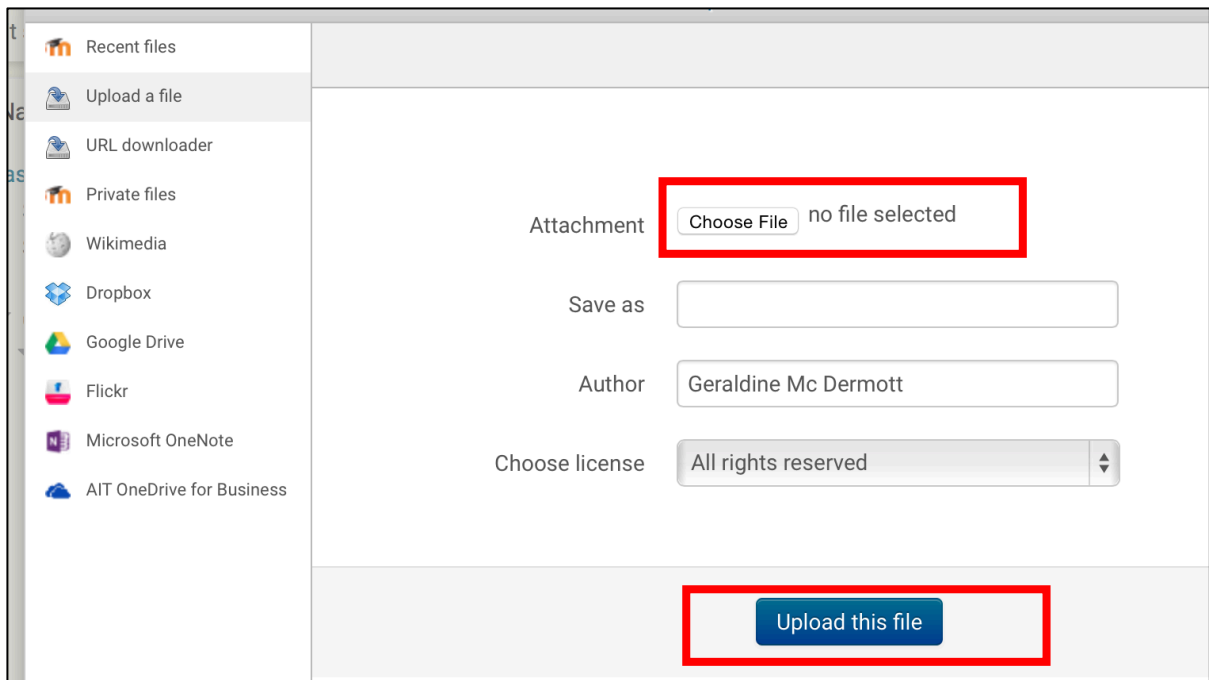
Step 1

You can drag and drop the document onto the page from your own computer / USB key OR you can click on the upload button



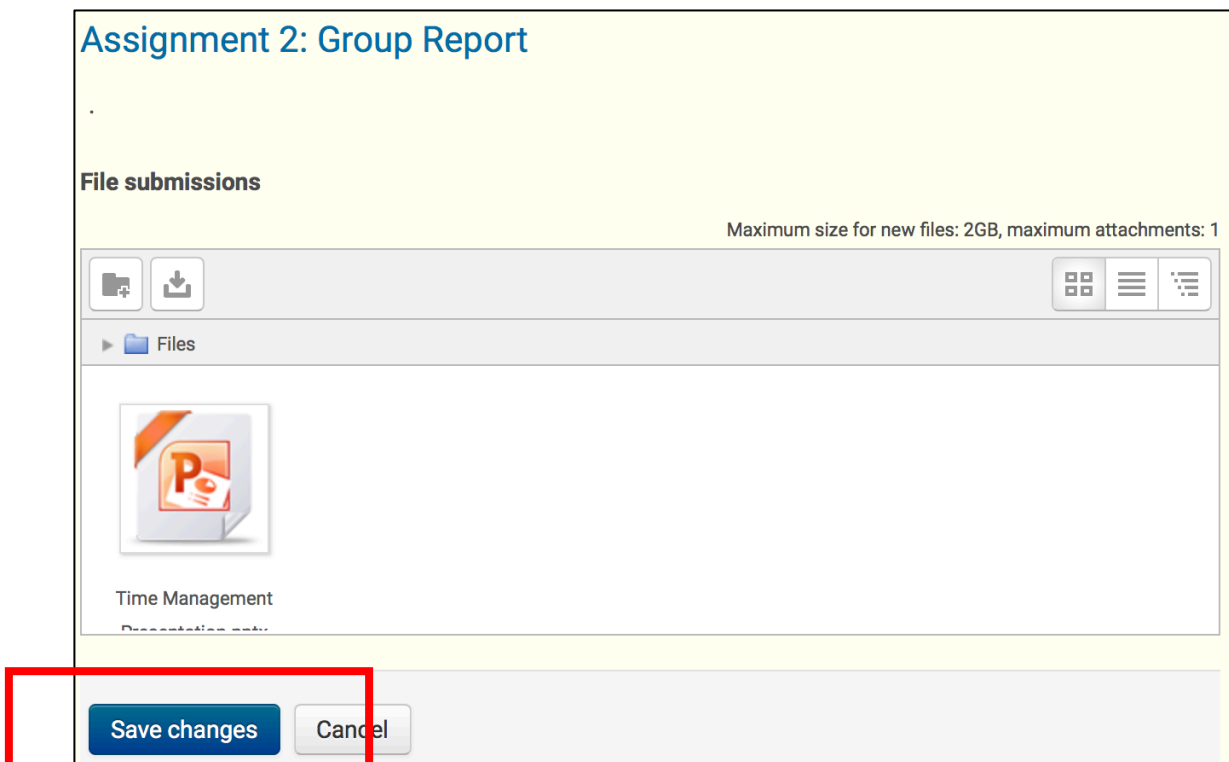
Step 2

Choose the file from your computer and click upload. Once you have your attachment selected you can click on the **Upload this file** link.



Step 3


Click Save changes if you are finished uploading or repeat Steps 1-2 if you need to upload another document.



You will be shown a submission window, with details of the assignment you uploaded. You can edit the submission, e.g. change the document you uploaded by clicking on the **Edit submission** button.

Assignment 2: Group Report

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Tuesday, 22 September 2015, 4:09 PM
File submissions	 Time Management Presentation.pptx
Submission comments	▶ Comments (0)

Edit submission

Make changes to your submission