Open & Distance Learning Directorate

Knowledge Innovation and Excellence

How to submit an assignment on MyLuanar (Moodle)

Submit an Assignment

You may be asked to attach files or enter text directly into a text box. **Note**: If your instructor is asking you to upload a file, they should inform you what file format you should submit (eg., .pdf, .doc, .pptx or .docx).

1. Links to assignments can always be found in the sections down the center of the Moodle course page. If your instructor has added the *Activities* block to the course, you can also locate assignments by clicking the **Assignment** link in the *Activities* block.

2. Click the **link** to the assignment. The *Assignment page* will open, showing instructions and your submission status (date submitted, grade, etc.) for this assignment.

3. Click **Add submission**. The *Assignment submission* page will open. Depending on how your instructor set up the assignment, you may have the option to submit file(s), enter text in a text entry box or both.

4. To enter online text, type directly into the *Online text* box. Alternately, you can compose your submission in a word processing program and then cut and paste the text into the Moodle text box.
   - When pasting text into Moodle, for best results, paste the content as unformatted text.
   - For *spell checking* to work, it must be enabled through your browser. Once enabled, to see spelling suggestions press hold **Control key** on

your keyboard and click OR right-click on your mouse (whether you are using a Mac or PC system will determine which operation will work).

5. **To submit a file using drag-and-drop**:
   1. Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).
   2. Drag files from your computer and release them on top of the big blue arrow in the *Files* area.

6. **To browse for a file**:
   0. Under *File submissions*, at the top-left of the file area, click the **Add...** icon ( ). The *File picker* window will open.

   1. Select a file from your computer, or from Google Drive:
      - **To upload a file from your computer,** click **Upload a file** (at left), then, next to *Attachment,* click **Browse**. Browse your computer and select a file, then click **Open.** The file name will appear next to the *Browse* button.
      - **To upload a file from Google Drive**, click **Google Drive** (at left). You may need to log in. Click the **File to upload.**
        Note: When you browse to Google Drive, Moodle will convert Google docs (.gdoc files) that were composed directly in Google to a sharable file type (.rtf, .ppt, .xls, etc.)
   2. (Optional) If you want to rename your file in the File Picker, enter the new name in the *Save as* field, and make sure to include the correct

file extension (.pdf, .doc, etc.) in the name so the file can open correctly for your instructor.

3. Click **Upload this file**. The *File Picker* will close and an icon for your uploaded file will appear in the *Files area*.
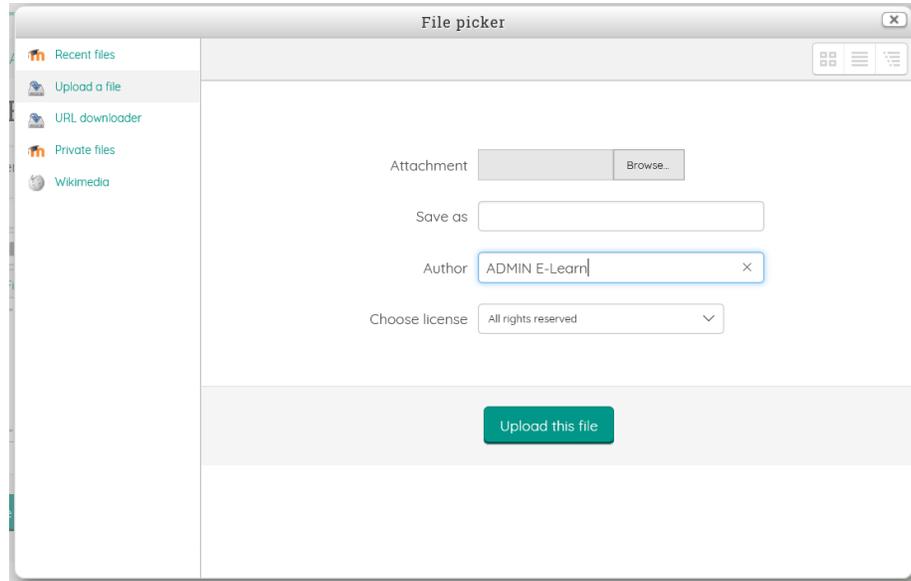
7. Once your file(s) appear in the *Files submission* area, click **Save changes**. **Note:** You should receive an email at your email address confirming you

have submitted the assignment.

AGN 212 CROP MANAGEMENT ASSIGNMENT 3

Attached is AGN 212 crop management assignment three which is due on 1 september 2017. Click to open/download the assignment.

File submissions   Maximum size for new files: 16MB, maximum attachments: 1

▸ 📁 Files

📄 agribusiness.pdf

[Save changes] [Cancel]

8. If your instructor allows you to revise your submission you'll see an *Edit submission* button on the Assignment page. Click **Edit submission** to add or replace files, or edit a text submission. When you are finished making changes, click **Save changes.**

AGN 212 CROP MANAGEMENT ASSIGNMENT 3

Attached is AGN 212 crop management assignment three which is due on 1 september 2017. Click to open/download the assignment.
📄 AGN 212 CROP MANAGEMENT ASSIGNMENT 3.pdf

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Friday, 1 September 2017, 2:00 AM
Time remaining	35 days 16 hours
Last modified	Thursday, 27 July 2017, 9:39 AM
File submissions	📄 agribusiness.pdf
Submission comments	▸ Comments (0)

[Edit submission]

Make changes to your submission

[Submit assignment]

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

9. For some assignment types, you will see a *Submit assignment* button. To finalize your submission, click **Submit assignment**, then **continue.**
Note: Once finalized, you will not be able to make any more changes.

10. You can check under *Submission status* on the *Assignment page* to ensure your file is listed. You can also view feedback and grades from your instructor there.

11. For some assignment types, you may have the option to submit several or an unlimited amount of attempts (or drafts) for a single assignment. Because each course is different, you will need to communicate with your instructors on how submission attempts and feedback are configured for each Moodle assignment.

LUANAR Open and Distance Learning – **Learning on the go!**