

## Assignments

### SU Tech Support

#### *Video script text (6-1-16)*

To complete an assignment, **click on the assignment link** on the course main page. This will take you to the assignment page, where you will find instructions, the due date, your submission status and your grade. If the assignment is being graded using a rubric, you will also see the rubric. If your time zone is set correctly in your profile, the due date will appear in your time zone. Make sure that you turn in all of your assignments on time so that you do not receive a late mark.

To turn in your assignment, click the **Add submission button**. Depending on the type of assignment, you may see a File submissions area, an Online text area, or both.

#### Submit a file

**Submit a file**, such as a paper, by **clicking Add... → Upload a file and Browse**. Then **browse to where the file is located** on your computer, **select the file** and **click Open**. **Click Upload this file** and the file will appear in the File submissions area. To change the file, click on the file and then click Delete. This will remove the file so that you can select a new file to turn in.

#### Submit an online text assignment

**Submit an online text assignment by typing your assignment directly into the Online text box**. Format the text using the Toolbar. Click the Toggle Toolbar button to view more formatting options. Alternatively, use a word processing program on your computer to compose your assignment first and then paste it into the box using the Paste from Word button.

When you are finished, **click Save changes**. Here you can now see that you have submitted a Draft, but it has not yet been turned in.

You can **edit your submission** as many times as you like, **using the Edit submission button**. **When you are ready to turn in your assignment, click Submit assignment**. You will be taken to a confirmation page. Once you submit an assignment, you will not be able to change it, so only **click Continue** when you are ready to hand in your assignment. When your instructor has graded your assignment, you will see the grade appear in the Submission Status area.

## **Offline assignments**

Occasionally, you will complete an assignment outside of Moodle. Instead of an Add submission button, you will only find instructions for completing the assignment. Once you have completed this offline assignment and your instructor has graded it, your grade will appear in the Submission status area. To return to the course main page, click on the course link at the top of the page.