

# Moodle: View and submit assignments

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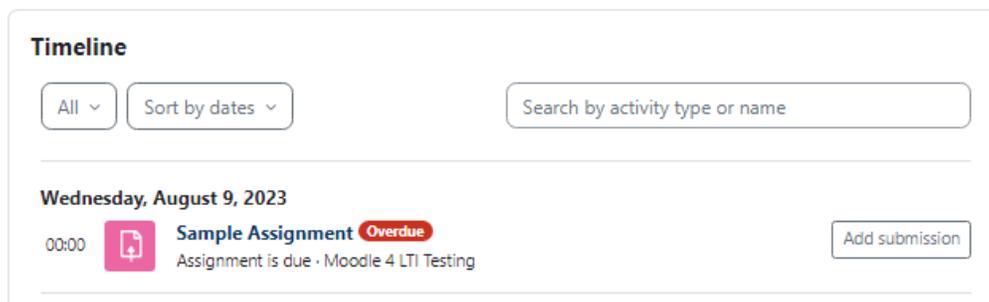
Instructors create Moodle **Assignments** to place due dates on students' Moodle calendars and timelines, create graded items in the course Gradebook, and sometimes to receive digital submissions. This article explains how to view details about an assignment and submit work if needed.

**Before you start**, you may need access to the following:

- a **Registered student** or **Auditor** role in a Bryn Mawr Moodle course

## View assignment details and grades

Click on the **name** of an **Assignment** listed in your **Timeline**, **Calendar** or on a course page to open it.



The screenshot shows a Moodle Timeline interface. At the top, there is a section titled "Timeline" with two dropdown menus: "All" and "Sort by dates". To the right is a search box labeled "Search by activity type or name". Below this, the date "Wednesday, August 9, 2023" is displayed. Underneath, there is a time slot "00:00" followed by a pink icon of a document with a red arrow pointing down. The main text reads "Sample Assignment" in bold, followed by a red "Overdue" badge. Below this, it says "Assignment is due · Moodle 4 LTI Testing". To the right of this entry is a button labeled "Add submission".

Depending on how your instructor set it up, an Assignment page may list:

- **Instructions** for the assignment
- **Files you need to download** for the assignment, for example an assignment sheet, readings, a rubric, etc.
- **Open and due dates** and the **time remaining to submit**
- Your **submission status**, if online submissions are expected
- **Grading status** if a grade is being recorded for the item in Moodle; once grades have been posted, you will be able to click on a link in this section to view your grades and feedback.

## Submit your work

1. Click **Add submission** (in the Timeline, Calendar or Assignment page).
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**If you don't see an Add submission button:** submissions aren't being accepted -- check the Assignment's **open** and **due dates** to see the window when you can submit.

2. Depending on the assignment settings, you may see an **Online text** box, a **File submission** window, or both.
3. Paste your submission into the **Online text box** or upload it to the **File submission**, then click **Save changes**.

Your **Submission status** on the Assignment page will be updated to **Submitting for grading**, with the time of submission in the Last modified field.

If your instructor has allowed it, you will see **Edit submission** or **Remove submission** buttons you can use to update your assignment.

## Tips for online submissions

### When submitting files

- **Include the course number, term and your name in Assignment filenames.** You may know what "Essay 1.doc" is, but imagine you are a professor with 100 Essay 1.doc's in your Downloads folder! **Exception:** if your instructor is grading blind, they may instruct you not to include your name in the filename or the submission document.
- **Use the file format (Word .doc, PDF, etc.) your professor requests.** If no format is specified, ask! Most programs allow you to convert files to different formats: see [Save a file as a pdf](#) or the help docs for your program.
- **Save and back up your files often.** Crashes happen and files get corrupted, so make sure you protect your work. It is a good idea to save a new version of your document whenever you make major changes: if your current version gets corrupted, you can go back to a slightly older one instead of losing ALL of your work. Add version numbers to the filename (v1, v2, etc.) to help track your changes.

### When entering text in a text window

- **Moodle autosave.** Moodle autosaves every minute while you type; if you lose power or your connection while composing an essay you will see the autosaved text when you resume editing. However, for longer essays, consider composing your essay in a word processing program like Word or Google Docs, and then copying and pasting the finished text into Moodle.
- **Keep an archival copy.** Either save the Word doc or Google Doc you used to compose your essay or, if you typed directly into Moodle, copy the text before you submit and paste it into a document to save outside Moodle. You may need the essay later -- as a writing sample or share it with someone who is writing a recommendation for you -- and you won't always have access to the Moodle version.
- **When pasting text into a Moodle text window,** be sure to double-check that formatting and paragraph

returns came over correctly before you submit!

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#) 

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#) 

**Location:** Canaday Library 1st floor

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