

# Moodle: View and submit assignments

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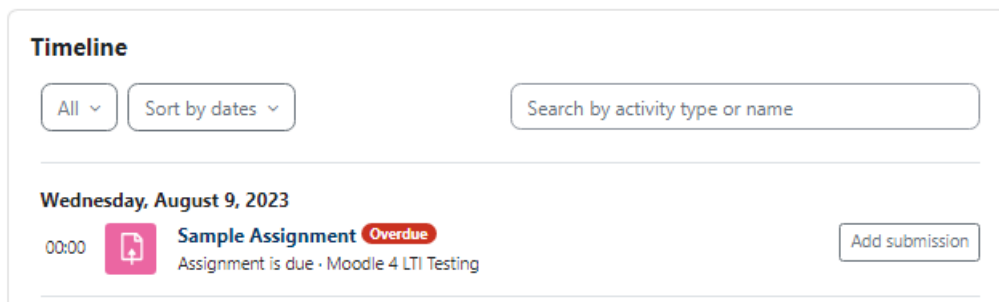
Instructors may create Assignments in Moodle for a number of reasons: to place due dates on the Moodle calendar and timeline, to create a graded item in the course Gradebook, or to receive digital submissions.

**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 the Moodle Timeline interface. At the top, there is a 'Timeline' header. Below it, there are two dropdown menus: 'All' and 'Sort by dates'. To the right is a search bar labeled 'Search by activity type or name'. The main content area shows a date 'Wednesday, August 9, 2023'. Below the date, there is a time indicator '00:00', a pink document icon, and the text 'Sample Assignment' followed by a red 'Overdue' badge. Below this, it says 'Assignment is due · Moodle 4 LTI Testing'. To the right of this information is a button labeled 'Add submission'.

The assignment page may list:

- Instructions you need to follow
- Files (assignment sheet, readings, rubrics, etc.) that you need to download for the assignment
- Open and due dates and the time remaining to submit
- Your submission status, if online submissions are expected
- If your instructor provides grades and feedback in Moodle, you will be able to click Grading status to view them once they have been posted.

## Submit your work

1. Click the **Add Submission** button in the Timeline, Calendar or Assignment page.

**Don't see this button?** The Assignment is closed. Check the open and due dates to see the window when you can submit.

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1. Depending on the assignment settings, you may see an **Online text box**, a **File submission** window, or both.
  2. 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

Here are some things to consider **when submitting electronic files**:

- **Use unique filenames.** You may know what "Essay 1" is, but imagine you were a professor with 100 files labeled "Essay 1" in your **Downloads** folder! Consider including the course number, term, and your name.
- **Use the file format (Word doc, PDF, etc.) your professor requests.** (If no format is specified, ask!) Most programs will let you convert your files to other formats: see the online documentation for your program or our [Save a file as a pdf](#) guide in Ask Athena.
- **Save and back up often.** Crashes happen and files get corrupted, so make sure you protect your work. It is a very good idea to save a new version of your document whenever you make major changes. This way, if you later decide you really liked that paragraph you deleted, you can go back to an old version and restore it. Add version numbers to the filename (v1, v2, etc.) to help track your changes.

Here are some things to think about **when submitting text in a text window**:

- **Don't rely on Moodle autosave.** To avoid losing your work -- especially for a long piece -- compose your essay in a word processing program like Word or Google Docs, and then copy and paste 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.

## Questions?

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

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

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

**Location:** Canaday Library 1st floor

