

Moodle features three different types of assignment links (Figure 1):

- I. File Upload
- II. Online Text
- III. Offline Activity

## I. File Upload

**File considerations.** While you can upload all kinds of files to Moodle, your instructor has to be able to open your file to grade your work. If you cannot save a document in an MS Office application (.doc, .xls, etc.), save it as .rtf or .pdf to ensure its readability.

**File naming.** Symbols in file names can interfere with Moodle's ability to download a file. Follow any naming convention that your instructor requests and be sure that your file name does not include symbols (such as #, \$, %, &, or !), and that the file has an extension (.doc, .xls, etc.).

1. Open the assignment link and review the instructions provided. Your instructor may have **attached** a file or web link for your reference (Figure 2). Click on the link to download the file or go to the website.
2. When you are ready to submit your file, reopen the assignment link (if necessary) and click on **Add submission**.
3. In the **File submissions** screen (Figure 3), you have two options for uploading your file(s): you can **drag and drop** a file or **Browse** out to add it.

### Drag and drop a file

Open Windows Explorer (or Finder, on a Mac) and locate your file. Arrange your screen so that you can see your file and the assignment link at the same time. (You may need to make your browser window smaller in order to see both places.)

Select the file and drag it over to the blue arrow in the file submission window (Figure 4, below). Drop it on the arrow and wait a moment for it to appear in the box. When you see the → **Move** pop-up notice, release the file. To upload an additional file, select the next file and drag it into the box as before.

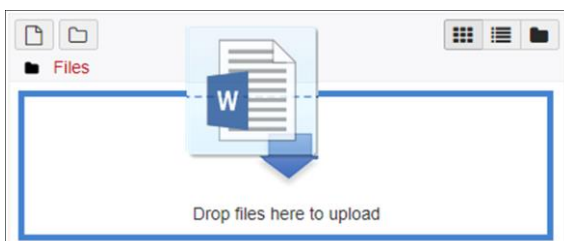


Figure 4: Drop File Area in File Picker

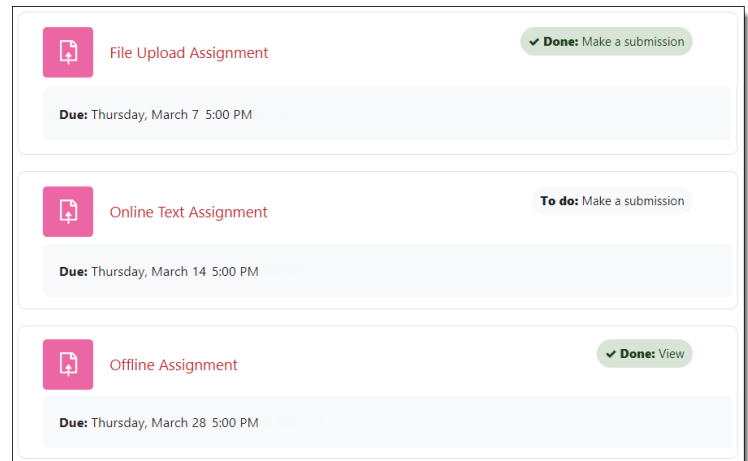


Figure 1: Types of Assignment Links

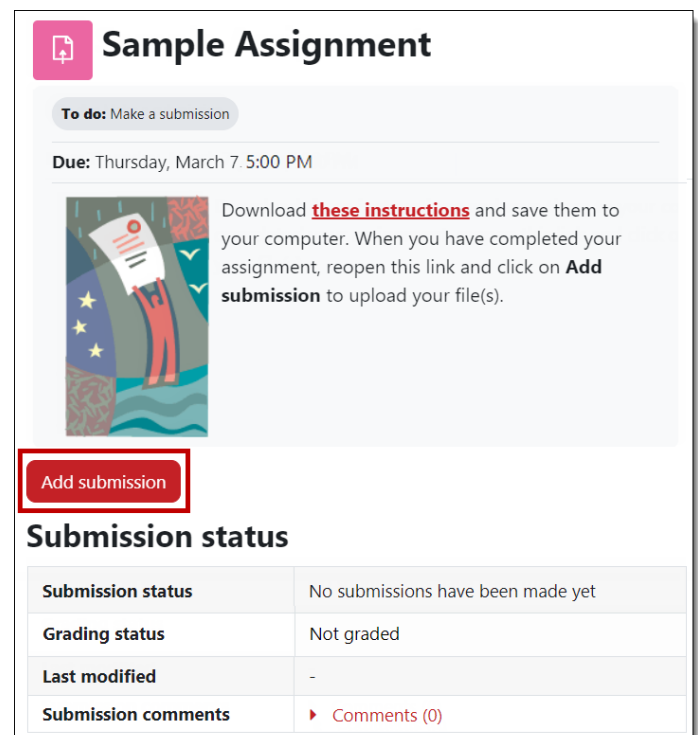


Figure 2: Assignment Information & Upload Link

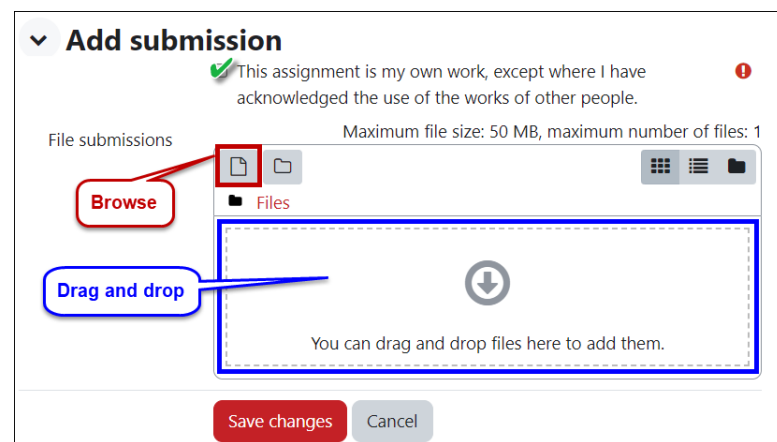


Figure 3: File Submission Options

### Add a file

To upload a file without dragging and dropping, click on **Files** in the upper left border of the submission box (Figure 3). In the **File picker** box, click on **Upload a file**, then click on **Browse** (Figure 5). Locate and select your assignment file. Click on **Open** to attach your file. Click on **Upload this file**. Repeat as necessary to add more files.

- Once you have uploaded your file, you'll see it displayed in the file submission box (Figure 6).
- Click on **Save changes** to complete the submission process.

After you save your submission, you'll be returned to the assignment information page which will display the **status** of your submission (Figure 7, below right). Note that you can see the **file that you have uploaded**, and the time and date it was submitted. Your instructor may or may not provide a **comments** link for you. Click on the link and add a comment if you wish.

### Remove and replace files

If you have uploaded a single file and need to replace it, open the assignment link and click on **Remove submission** (Figure 7). If you uploaded multiple files, here's how to remove just one file:

- Open the assignment link and click on **Edit submission** to reopen the submission link (Figure 7). (**Note:** If you don't see this button, it may be because submissions are no longer being accepted or because you have marked the file as final [see next section]. Contact your instructor for assistance.)
- In the **File submissions** box (Figure 6), click on the file name or icon.
- To remove the file, click on **Delete** in the file options box (Figure 8) then on **OK** to confirm the deletion.
- To upload a different file, drag and drop or add a file as detailed above.

- Click on **Save changes** to save your changes and submit your work.

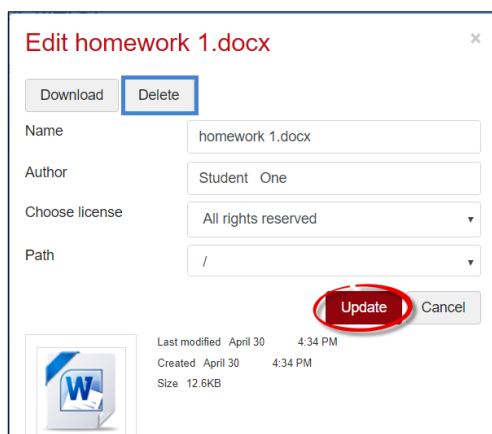


Figure 8: Update File Options

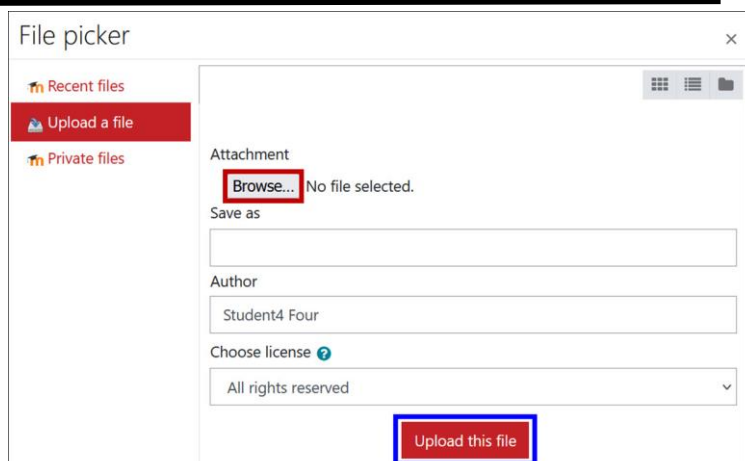


Figure 5: Browse Link

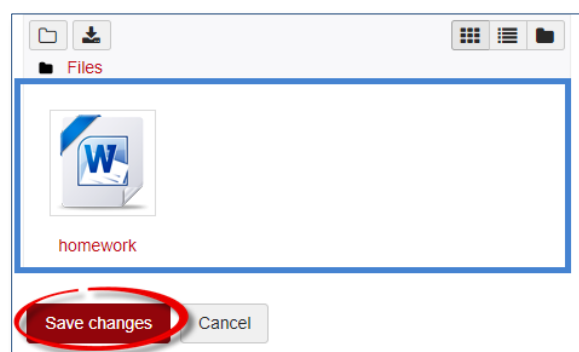


Figure 6: Save Changes Link

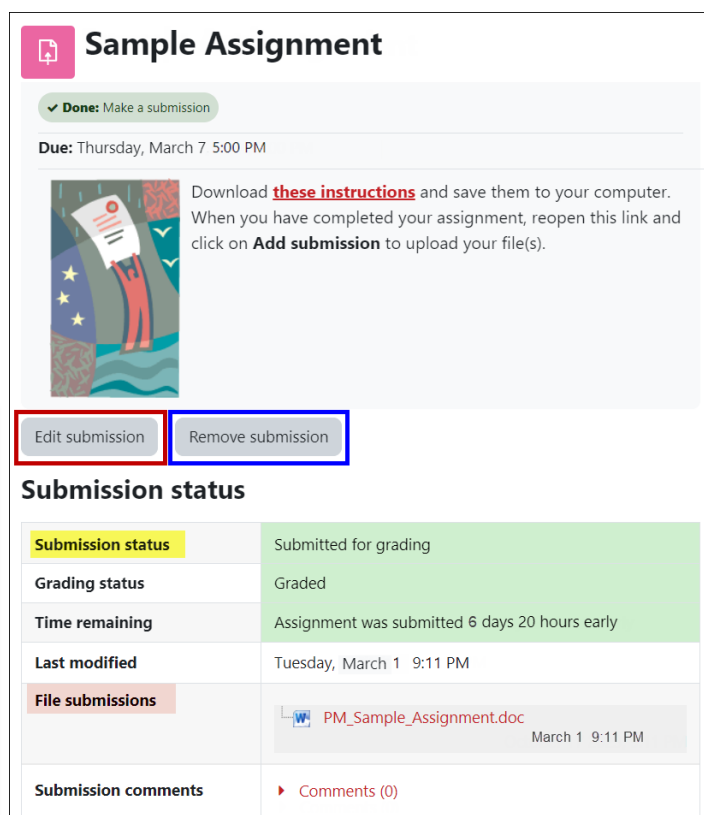


Figure 7: Assignment Information & Status

## II. Online Text

Your instructor may ask you to submit an "online text" assignment. Generally, these assignments are short reflections or information consisting of a few paragraphs.

To complete an online text assignment:

1. Open the assignment link and review the instructions provided.
2. Click on **Add submission**.
3. Enter text as requested in the textbox (Figure 9).
4. Click on **Save changes** to submit your text.

Figure 9: Online Text Assignment

## III. Offline Activity

An "offline" assignment is one that doesn't require you to submit text or files in Moodle. These assignments might be presentations, participation in field trips or special events, or other activity that does not lend itself to a digital artifact.

Your instructor may use this assignment link to share **files and websites** (such as those shown in Figure 10). Offline assignment links also create links to your calendar for due dates and to the gradebook for scores.

Submission status	This assignment does not require you to submit anything online
Grading status	Not graded
Time remaining	16 days 8 hours remaining
Last modified	-
Submission comments	► <a href="#">Comments (0)</a>

Figure 10: Offline Assignment

## Instructor Feedback

Scores and comments are posted in the gradebook, but the assignment link contains additional important feedback from your instructor. To see your feedback, open the assignment link and scroll down to the **Feedback** section (Figure 11). You may have feedback comments and/or files to review. [Learn more about instructor feedback.](#)

Figure 11: Instructor Feedback

## Special Submission Requirements

### "Submit Assignment" Link

In most cases, clicking on **Save changes** is all you need to do to submit your work, and after you do, you can still swap the file you've uploaded for a different file if you need to. Occasionally, however, you may encounter assignment links that include a **Submit assignment** button as shown here in Figure 12. This link is designed for you to indicate that your work is ready to be graded.

After you click on the **Submit assignment** button, a confirmation page will pop up. Notice the fine print in the confirmation dialogue box: clicking on **Continue** will close the submission link. You will be able to view what you have submitted, but you will **not** be able to make any changes once you have clicked on this link.

Click on **Continue** to verify that you are ready for your assignment to be graded (or click on **Cancel** to make changes in what you have submitted). **Note:** Your instructor will be able to view and grade your submission even if you do not click on the **Submit assignment** link.

If you click on submit and later discover that you have submitted the wrong file or text, you will have to ask your instructor to reset your assignment link. You will not be able to make any changes yourself.

### Originality Statement

When you click on the **Add submission** link, you may be asked to confirm that the work you are submitting is original and that you have appropriately cited work created by others (Figure 13). Check the box to submit your file(s).

Figure 12: Required Submission Link

Figure 13: Originality Statement

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**Note:** Because Turnitin is integrated in Moodle, you can ignore any of the Turnitin support materials related to setting up an account, submitting work, and viewing instructor feedback. For us, all of those actions will occur directly in Moodle. It is helpful to know that if you submit a revised file after reviewing a similarity report, you must wait 24 hours before another report will be generated.

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