

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

- I. Upload a file
- II. Enter online text
- III. Offline activity
- IV. Upload a file to Turnitin

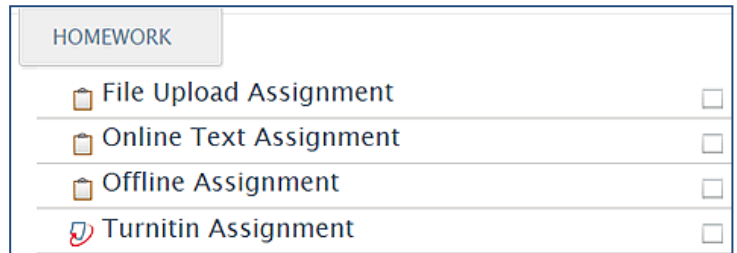


Figure 1: Types of Assignment Links

I. Upload a File

File considerations. While you can upload all kinds of file 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 use in completing the assignment, as shown here in Figure 2. Click on the link to download the file or to 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'll find that you have two options for uploading your file(s): you can **drag and drop** a file or **Add** it.

Drag and drop a file

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

Select the **file** (Figure 5) and drag it over to the blue arrow in the file submission window. Drop it on the arrow and wait a moment for it to appear in the box. When you see the **→ Move** pop-up notice (Figure 4), release the file. To upload an additional file, select the next file and drag it into the box as before.

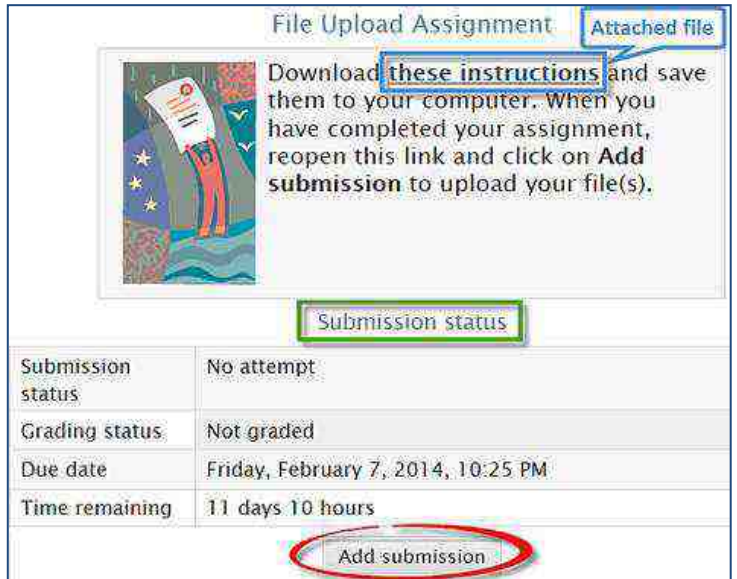


Figure 2: Assignment Information & Upload Link

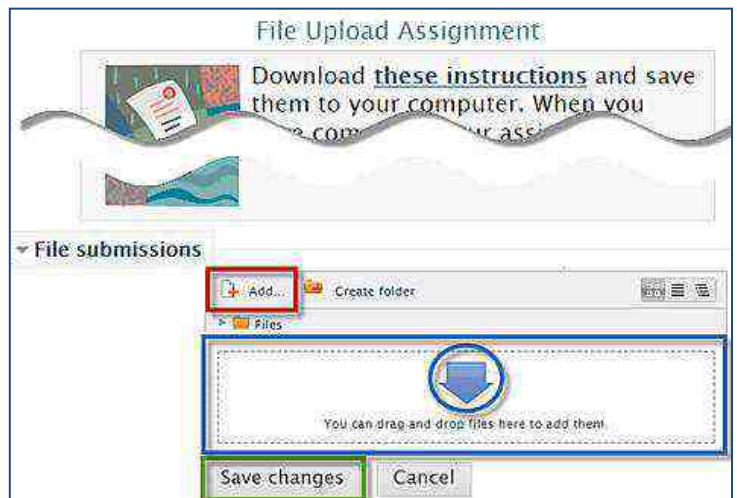


Figure 3: File Submission Options

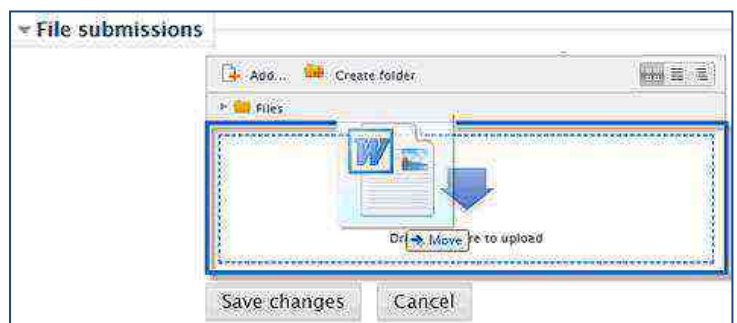


Figure 4: Drop File in File Picker

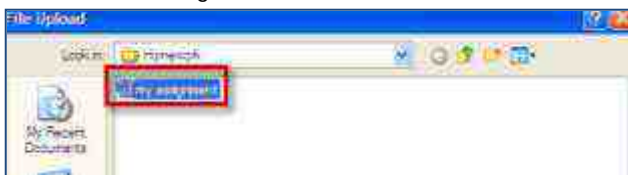


Figure 5: Select File for Drag and Drop Option

Add a file

To upload a file without dragging and dropping, click on **Add** in the upper left border of the file submission box (Figure 3). In the **File picker** box, click on **Upload a file**, then click on **Browse** (Figure 6). Navigate your computer to locate your assignment file(s). Select the file and 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(s), either by dragging and dropping or by using the **Add** link, you'll see the file(s) displayed in the file submission box as shown in Figure 7.
- Click on **Save changes** to complete the submission process.

After you save your submission, you'll return to the assignment information page which will display the **status** of your submission (Figure 8). 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.

Update a file

If you discover that you have submitted the wrong version of a file or need to correct or add a file:

- Click on **Edit submission** to reopen the submission link (Figure 8).

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 7), click on the file name or icon.
- To remove the file, click on **Delete** in the file options box (Figure 9) then on **OK** to confirm the deletion. (This option page also allows you to change the name of the file or to download it.)
Note: If your instructor has set up the assignment to allow multiple files, you can upload a new file without deleting the old one.
- Click on **Save changes** to save your changes.
- To upload the correct file, follow the instructions for dragging and dropping or adding a file detailed above.

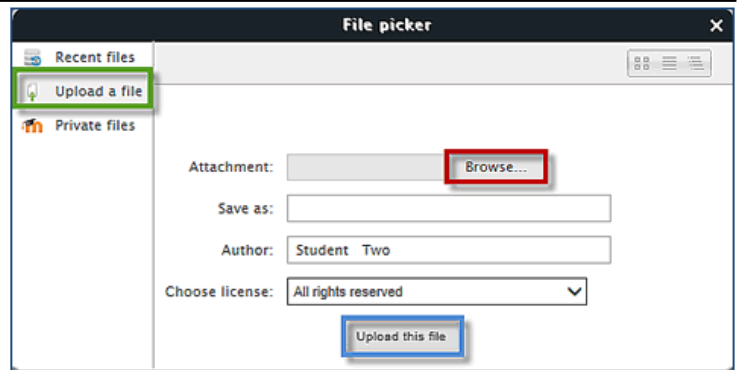


Figure 6: File Picker Browse Link

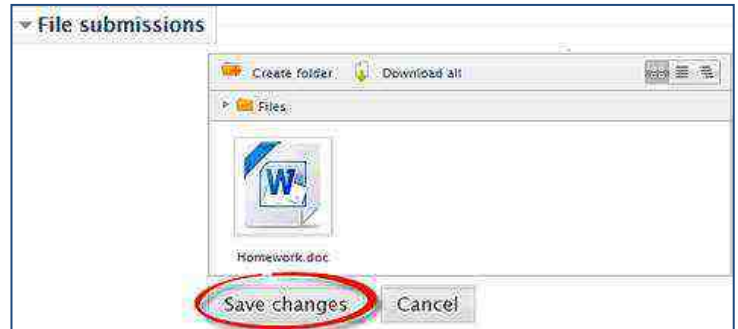


Figure 7: Save Changes to Submit

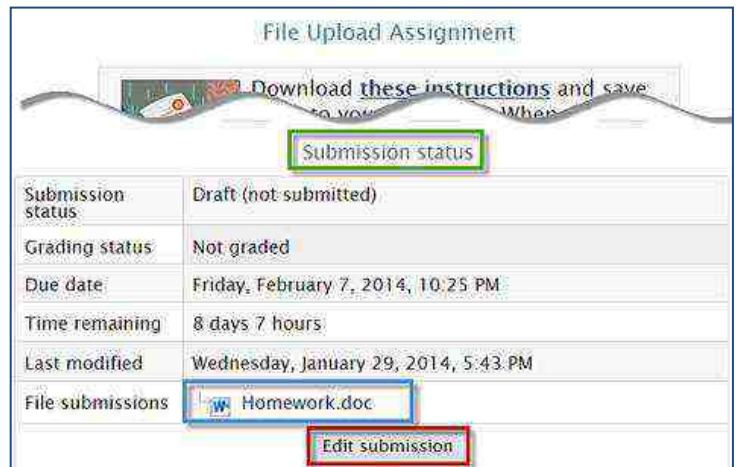


Figure 8: Assignment Information & Status

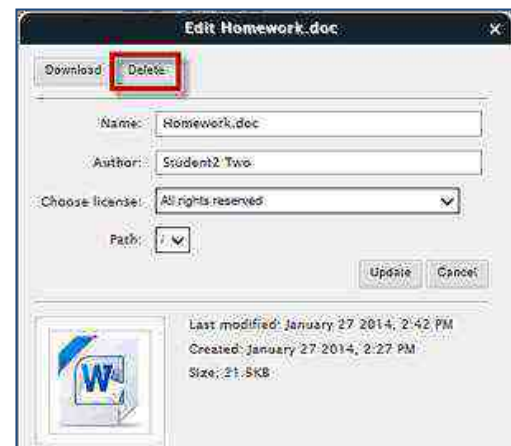


Figure 9: Update File Options

"Submit Assignment" Link

You may encounter assignment links that include a **Submit assignment** link as shown here in Figure 10. This link is designed for you to indicate that the text you have entered or the file(s) you have uploaded is ready to be graded.

Notice the fine print beneath the link: clicking on the link will remove the **Edit submission** link and 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 **Submit assignment**.

After you click on the **Submit assignment** link, a confirmation page will pop up (Figure 11). 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.

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. Begin by opening the assignment link and reviewing the instructions provided (Figure 12). (Your instructor may attach a file or web link for your use in completing the assignment, as shown in the file upload assignment link in Figure 2 above. Click on the link to download the file or to go to the website.)
2. Click on **Add submission**.
3. Enter text as requested in the **Online text** box as shown in Figure 13.
4. Click on **Save changes** to submit your text.

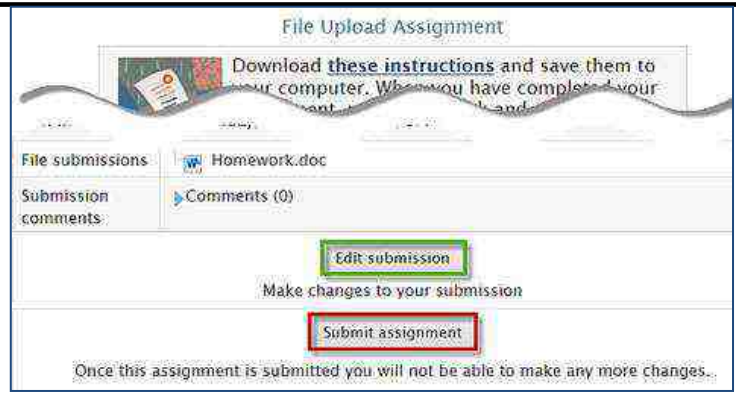


Figure 10: Required Submission Link

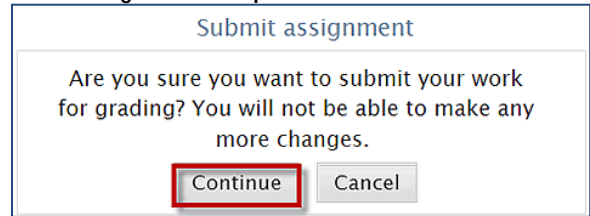


Figure 11: Submission Confirmation

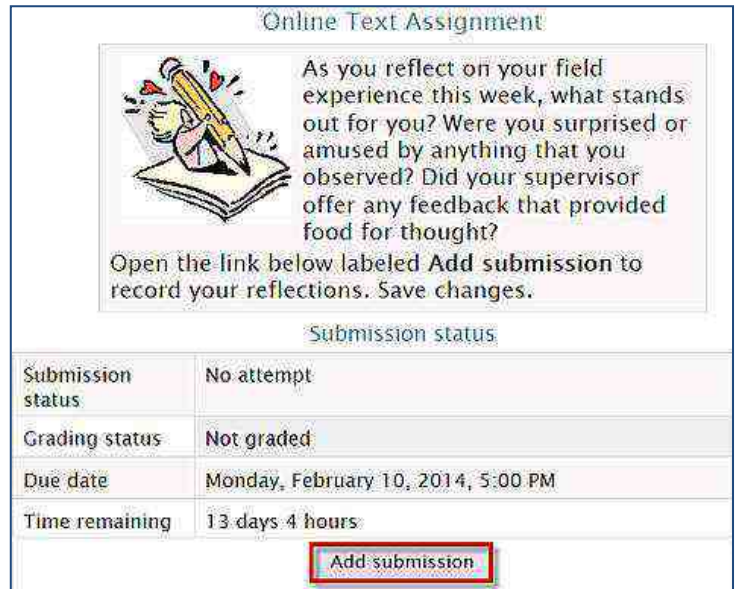


Figure 12: Assignment Information & Text Box Link

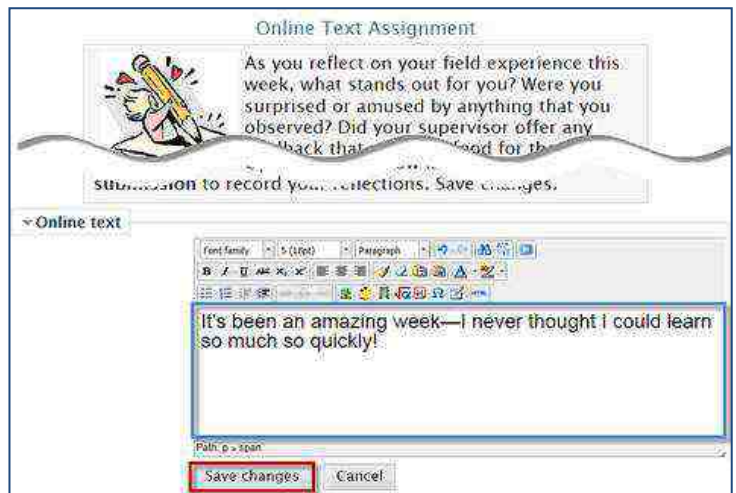


Figure 13: Online Text Box

Update your text

Click on the **plus sign** to review what you have written. To make changes, click on **Edit submission** (Figure 14). When you have finished your revisions, **save changes** to return to the assignment information page.

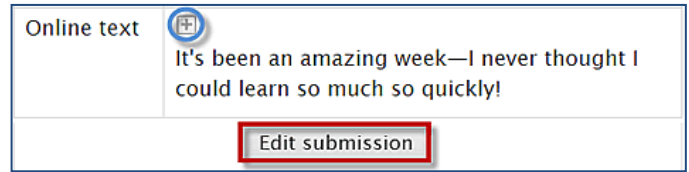


Figure 14: Update Online Text Submission

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 15). Offline assignment links also create links to your calendar for due dates and to the grade book for scores.

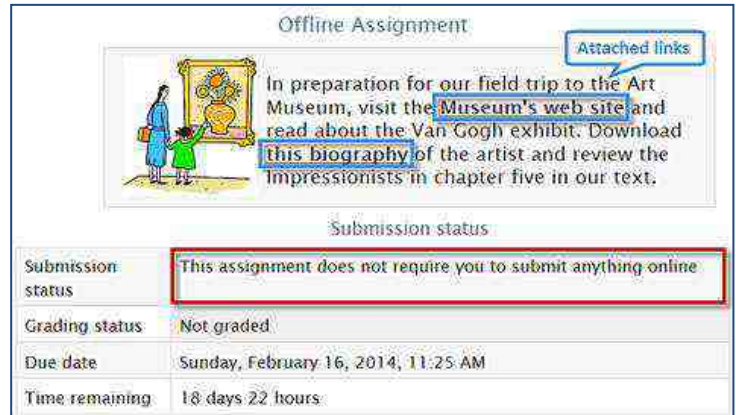


Figure 15: Assignment Information

IV. Turnitin Assignments

Turnitin is a service that can be used to increase awareness of proper citation of sources and to help prevent plagiarism. As cited in SOU Academic Standards, Oregon law defines plagiarism as "knowingly submitting the language, ideas, thoughts, or work of another author as one's original work, or allowing one's work to be used in this fashion."¹ **Plagiarism constitutes a serious breach of academic standards and can result in suspension or even expulsion.** See the next page for more information on academic honesty.

Papers that are submitted to Turnitin are compared to articles on the Internet, magazines and journals, and student submissions to other classes and other schools. After this extensive comparison, Turnitin generates an Originality Report indicating how much of the text in the student submission matches other sources. Turnitin also provides a number of ways for instructors to provide feedback to students.

If your instructor has set up a Turnitin assignment, you can identify it by the blue and red icon shown in Figure 16. Refer to the [Turnitin Student Guide](#) for detailed instructions on submitting your assignment, viewing an Originality Report, and seeing instructor feedback.

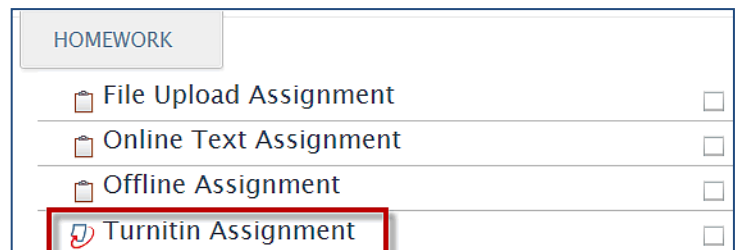


Figure 16: Turnitin Assignment Link

¹ <http://www.sou.edu/ssi/oregon-administrative-rule-573-095-0000.html>
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Academic Honesty Statement and Code of Student Conduct

Students are expected to maintain academic integrity and honesty in completion of all work for SOU classes. According to SOU's Student Code of Conduct: "Acts of academic misconduct involve the use or attempted use of any method that enables a student to misrepresent the quality or integrity of his or her academic work and are prohibited".

Such acts include, but are not limited to: copying from the work of another, and/or allowing another student to copy from one's own work; unauthorized use of materials during exams; intentional or unintentional failure to acknowledge the ideas or words of another that have been taken from any published or unpublished source; placing one's name on papers, reports, or other documents that are the work of another individual; submission of work resulting from inappropriate collaboration or assistance; submission of the same paper or project for separate courses without prior authorization by faculty members; and/or knowingly aiding in or inciting the academic dishonesty of another.

Any incident of academic dishonesty will be subject to disciplinary action(s) as outlined in [SOU's Code of Student Conduct](#). In case of loss, theft, destruction or dispute over authorship, always retain a copy of any work you produce and submit for grades. Retain all written work that has been graded and handed back to you.