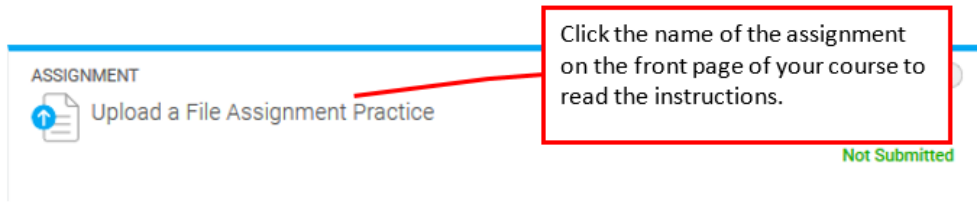


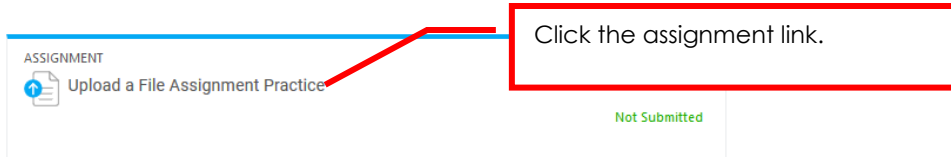
Upload Files with an Assignment

To submit a file (or multiple files) for an assignment, follow the steps demonstrated below.

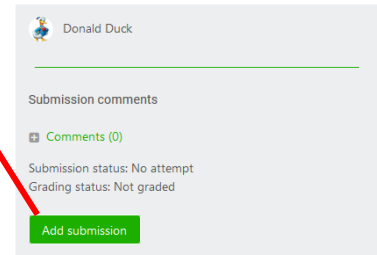


After reading the instructions, switch to the appropriate computer program to type and save the document(s). Then you are ready to return to the assignment link so you can upload and submit the saved document(s).

How to upload and submit a saved document



Click the **Add submission** button beside the assignment instructions.



Scroll below the instructions. Choose one of these 2 methods to upload your saved file.

File submissions

Method 2: Click the **Add** button, then **Upload a file**, then **Browse** to select the saved file, then **Upload a file**.

Method 1: Drag and drop the saved file here.

Accepted file types:

- RTF document .rtf
- Word 2007 document .docx
- Word document .doc

Note: If the instructor has restricted you so you can only submit certain types of files, that list of file types will appear here.

Uploaded file will appear here. To upload more files, repeat the process.

Save changes

Cancel

Once the file is uploaded, click the **Save changes** button to actually submit the assignment.

Donald Duck

File submissions

MLA Research Paper.docx

Submission comments

Comments (0)

Submission status: Submitted for grading
Grading status: Not graded
Last modified: Monday, December 18, 2017, 4:00 AM

Edit submission

This box appears showing the file was submitted but not graded yet.

If you submitted the wrong file, you can click **Edit submission**, delete the wrong file, and resubmit the correct file as long as it has not been graded. See more instructions in Student Tutorials about how to "Resubmit an assignment" under the Assignment heading.

Clarendon COLLEGE

Courses / MOST 1000 / Doing common Moodle activities / Upload a File Assignment Practice

Demonstration

Upload a File Assignment Practice

What to do

1. Use a word processing program to type a short paragraph discussing why you have chosen to attend or take classes through Clarendon College. If you are also taking face to face classes, explain which of our three campuses you are attending (Clarendon, Pampa, or Childress).
2. Once you have typed the information, save it with a filename that includes your first and last name. **It must be saved as a Microsoft Word (.docx) type of file or as an .rtf type of file.**
3. Upload and submit the saved file at this link.
4. Once your file is uploaded, click the **Save changes** button to actually submit it.
5. Once finished, use your navigation skills to go back to your course's front page.

Need more help uploading and submitting your saved file?
If you need more step-by-step instructions besides those above, read the "Upload a file with an assignment" link in **Student Tutorials** at the bottom of your Moodle screen.

My Courses

MLA Research Paper.docx

Submission comments

Comments (0)

Submission status: Submitted for grading
Grading status: Not graded
Last modified: Monday, December 18, 2017, 4:00 AM

Edit submission

Breadcrumb path

To get back to the front page of your course when finished, click the name of the course or use the breadcrumb path.

ASSIGNMENT

Upload a File Assignment Practice

Feedback available | Submitted March 21, 2021

You can see here if and when you submitted the assignment. Click **Feedback available** to see grade and possible feedback from the instructor.