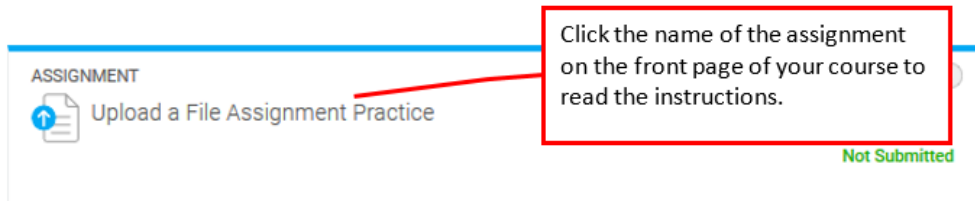


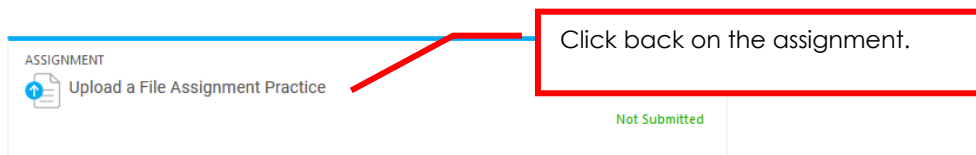
Upload Files with an Assignment

To submit a file (or multiple files) for an assignment, follow the steps demonstrated below. (Follow your instructor's explanation about what type of file will be accepted.)

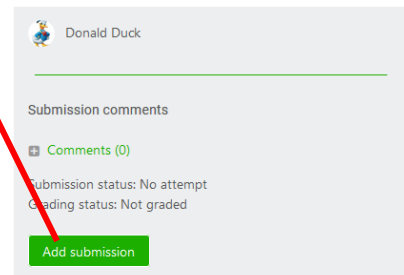


After reading the instructions, switch to the appropriate computer program to type and save the document(s). Then you are ready to return to the assignment link so you can upload and submit the saved document(s).

How to upload and submit a saved document

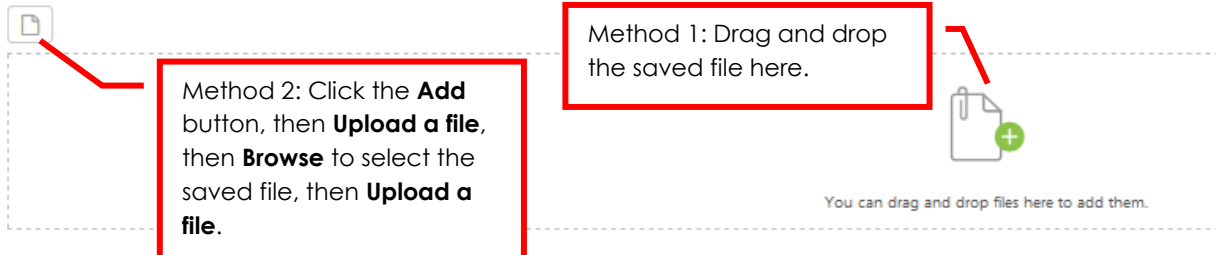


Click the **Add submission** button beside the assignment instructions.



There are 2 ways to upload your saved file. Using either method requires you to know where you saved the document on your computer.

File submissions



Files of these types may be added to the submission:

- .doc
- .docx
- .rtf

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

File submissions



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

MLA Research Paper.docx

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."



Clarendon COLLEGE

Courses / MOST 1200 / Practice common Moodle activities / Upload a File Assignment Practice

MOST 1200 - MoodleRooms Orientation Student Training

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.

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

Submitted December 18, 2017

You can see here if and when you submitted the assignment.