

# Moodle Handout for Students

## Submitting Assignments

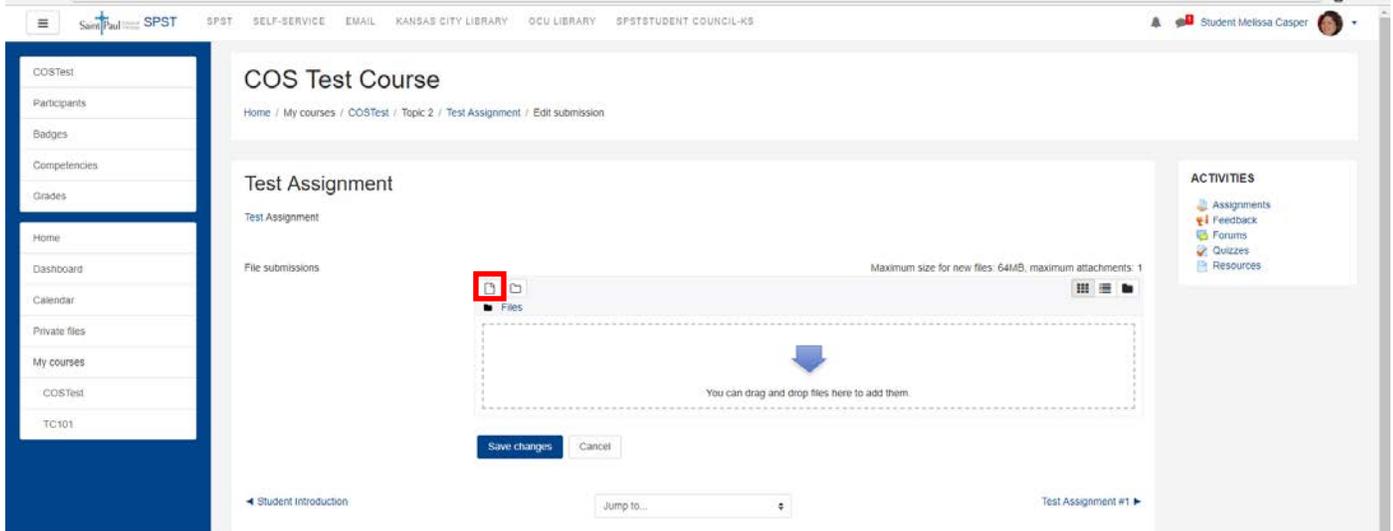
1. Click on the Assignment

The screenshot shows the Moodle interface for a course titled "COS Test Course". The breadcrumb trail is "Home / My courses / COSTest". The main content area is divided into sections: "General" with a Golden Gate Bridge image and links for "News forum", "Test", and "Test link to Library video"; "Course Forums" with a link for "Student Introduction"; and "Topic 2" with a link for "Practice Uploading Assignments". Under "Practice Uploading Assignments", the "Test Assignment" link is highlighted with a red box. The left sidebar contains navigation links for "COSTest", "Participants", "Badges", "Competencies", "Grades", "Home", "Dashboard", "Calendar", "Private files", "My courses", "COSTest", and "TC101". The right sidebar contains "ACTIVITIES" (Assignments, Feedback, Forums, Quizzes, Resources), "QUICKMAIL" (Compose New Email, Signatures, View Drafts, View History), "LATEST NEWS" (9:33 AM, Jan 18, Melissa Casper, Please ignore: Just a Moodle Test Older topics...), "UPCOMING EVENTS" (There are no upcoming events Go to calendar...), and "RECENT ACTIVITY" (Activity since Tuesday, July 3, 2018, 10:49 AM).

2. Click on Add Submission

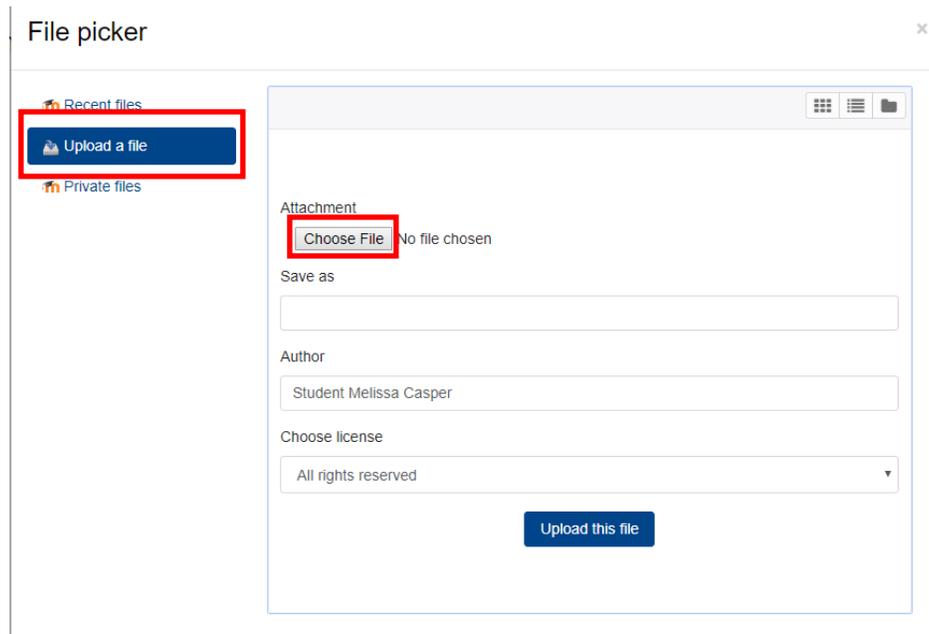
The screenshot shows the Moodle interface for the "Test Assignment" page. The breadcrumb trail is "Home / My courses / COSTest / Topic 2 / Test Assignment". The main content area is titled "Test Assignment" and shows the "Submission status" table. The table has the following rows: "Submission status" (No attempt), "Grading status" (Not graded), "Due date" (Wednesday, July 10, 2019, 12:00 AM), "Time remaining" (1 year 6 days), and "Last modified" (-). Below the table, there is a "Submission comments" section with "Comments (0)". At the bottom of the page, the "Add submission" button is highlighted with a red box. Below the button, it says "Make changes to your submission". The left sidebar is the same as in the previous screenshot. The right sidebar contains "ACTIVITIES" (Assignments, Feedback, Forums, Quizzes, Resources).

3. Click on Add or Drag and drop your file from your computer to Moodle

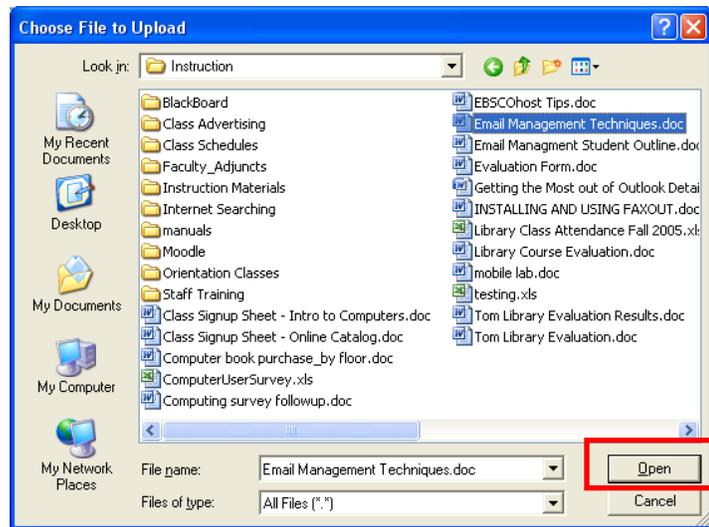


If you clicked Add:

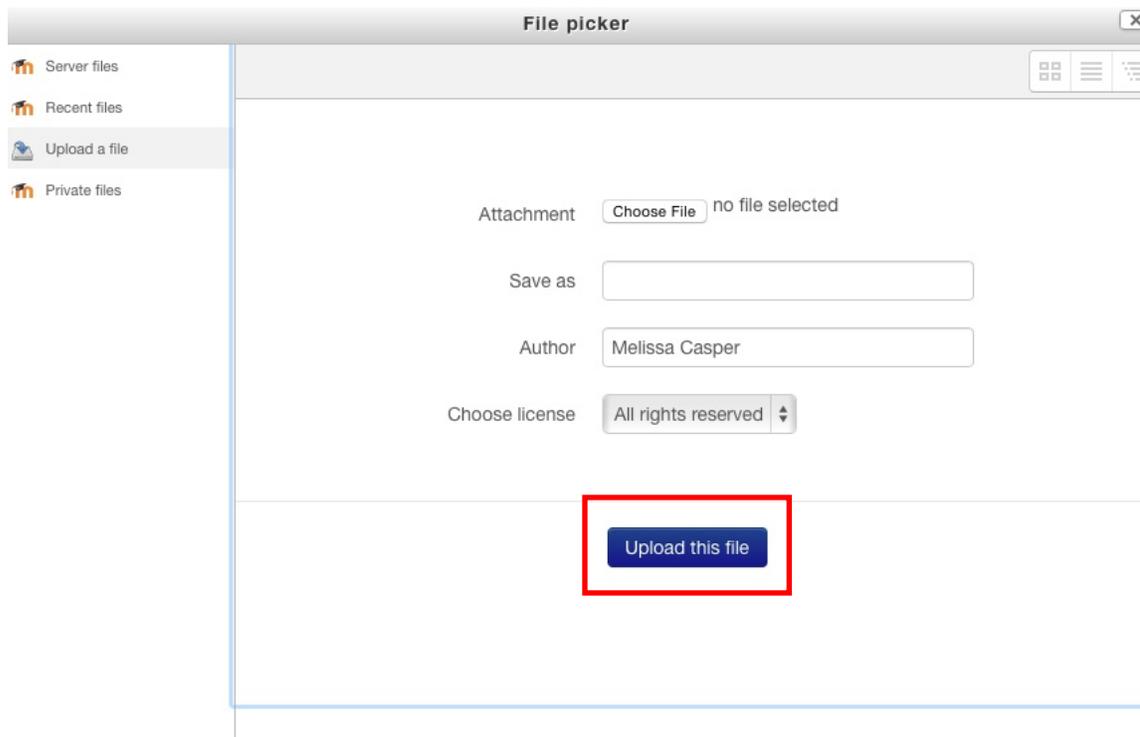
- a. Click on Upload a File
- b. Click Choose File



4. Highlight the File
5. Click Open



6. Click Upload This File



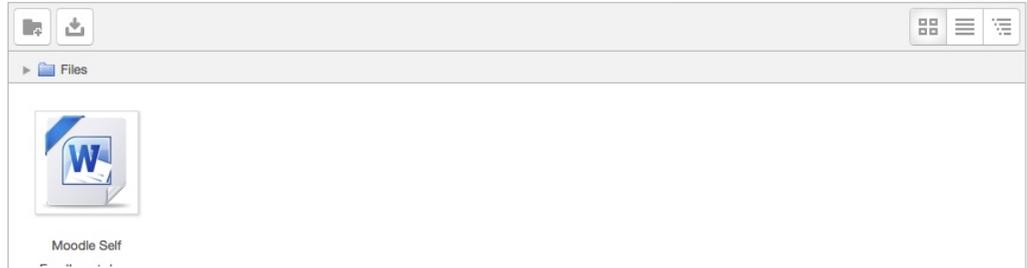
7. Click Save Changes

## Test Assignment #4

Assignment #4

### File submissions

Maximum size for new files: 1MB, maximum attachments: 1



The image shows a file submission interface. At the top, there are icons for adding and deleting files. Below that is a folder icon labeled 'Files'. Inside the folder, there is a document icon with a blue 'W' on it, labeled 'Moodle Self'.

Save changes

Cancel

If you need to add additional files, edit the file submitted, or delete the file and re-upload:

8. Click Edit Assignment

## Test Assignment #4

Assignment #4

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, July 30, 2015, 12:00 AM
Time remaining	22 days 12 hours
Last modified	Tuesday, July 7, 2015, 11:41 AM
File submissions	 Moodle Self Enrollment.docx
Submission comments	▶ Comments (0)

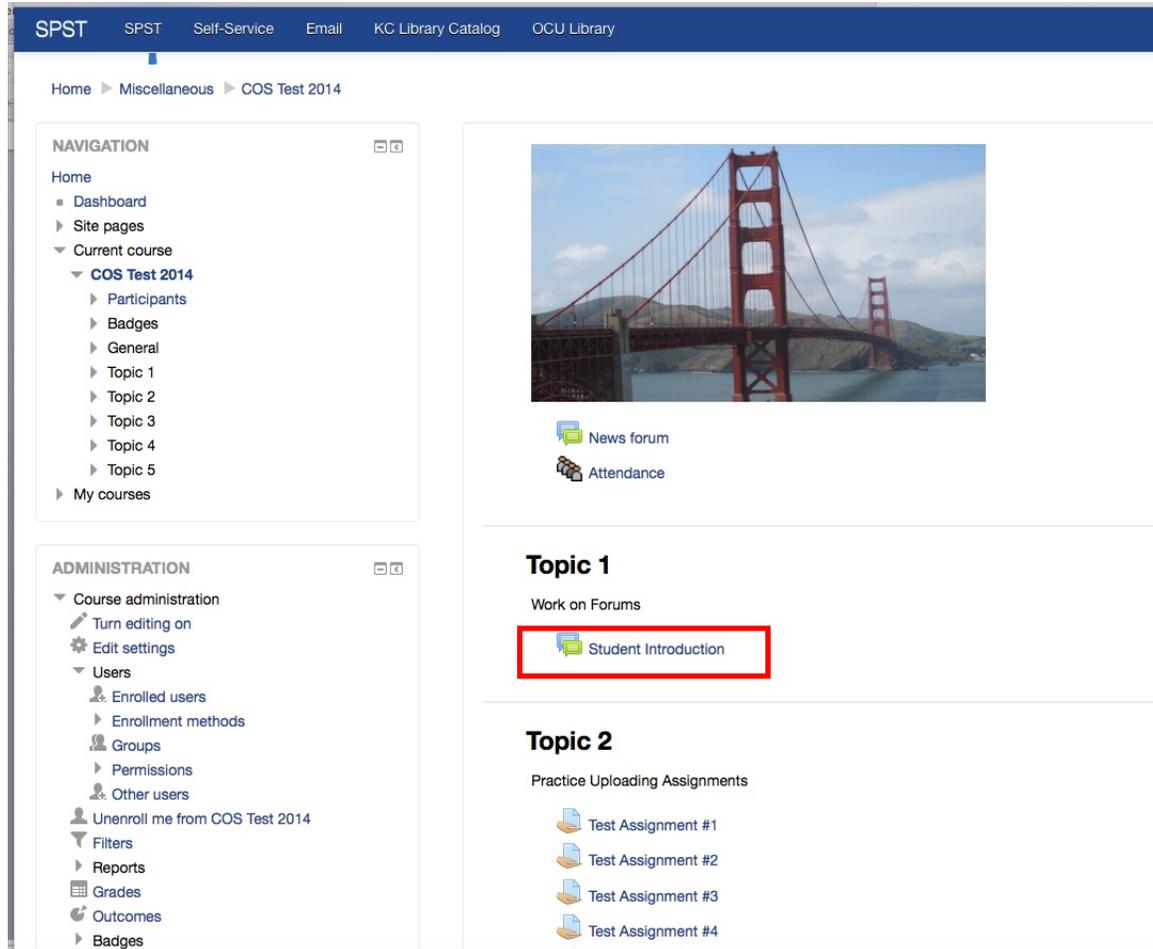
Edit submission

Make changes to your submission

# Forums

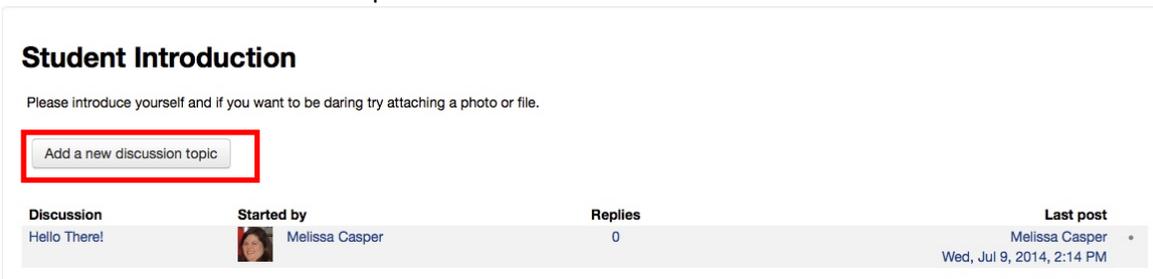
## A. Post a Message

### 1. Click on the Forum



The screenshot shows a Blackboard course page for 'COS Test 2014'. The top navigation bar includes links for SPST, SPST, Self-Service, Email, KC Library Catalog, and OCU Library. The breadcrumb trail is Home > Miscellaneous > COS Test 2014. On the left, there are two main menu sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' section includes links for Home, Dashboard, Site pages, Current course (with a sub-menu for COS Test 2014 including Participants, Badges, General, and Topics 1-5), and My courses. The 'ADMINISTRATION' section includes Course administration (Turn editing on, Edit settings), Users (Enrolled users, Enrollment methods, Groups, Permissions, Other users), Unenroll me from COS Test 2014, Filters, Reports, Grades, Outcomes, and Badges. On the right, there is a large image of the Golden Gate Bridge. Below the image are two forum options: 'News forum' and 'Attendance'. Under 'Topic 1', there is a sub-section 'Work on Forums' with a 'Student Introduction' link highlighted by a red box. Under 'Topic 2', there is a sub-section 'Practice Uploading Assignments' with links for Test Assignment #1, #2, #3, and #4.

### 2. Click Add New Discussion Topic



The screenshot shows the 'Student Introduction' forum page. The title 'Student Introduction' is at the top. Below it, a message reads: 'Please introduce yourself and if you want to be daring try attaching a photo or file.' A button labeled 'Add a new discussion topic' is highlighted with a red box. Below the button is a table with the following columns: Discussion, Started by, Replies, and Last post. The table contains one row of data.

Discussion	Started by	Replies	Last post
Hello There!	 Melissa Casper	0	Melissa Casper Wed, Jul 9, 2014, 2:14 PM

3. Give the post a title, subject
4. Type your message
5. Click Add or Drag and Drop to attach a file
6. Click Post to Forum when you are finished

## Student Introduction

Please introduce yourself and if you want to be daring try attaching a photo or file.

### ▼ Your new discussion topic

Subject\*

Message\*



Discussion subscription

Attachment

Maximum size for new files: 500KB, maximum attachments: 1

Grid List View

You can drag and drop files here to add them.

## B. Read and Reply to a Post

1. Click on the Title of a Discussion you want to read

## Student Introduction

Please introduce yourself and if you want to be daring try attaching a photo or file.

**Discussion**

Hello There!

**Started by**



Melissa Casper

**Replies**

0

**Last post**

Melissa Casper  
Wed, Jul 9, 2014, 2:14 PM

2. Click on Reply

## Student Introduction

Hello There!

• [Subscribe](#)

Display replies in nested form



**Hello There!**

by [Melissa Casper](#) - Wednesday, July 9, 2014, 2:14 PM

It's been great to meet all of you today!

[Reply](#)

3. Type your message

4. Click Post to Forum

Your reply

**Subject\***

**Message\***

Rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, and insert file. Below the toolbar is a large empty text area for composing the message.

**Discussion subscription**

**Attachment**

Maximum size for new files: 500KB, maximum attachments: 1

Attachment area with a dashed border and a blue arrow pointing down. Text below the arrow reads: "You can drag and drop files here to add them."

[Post to forum](#)

[Cancel](#)