

## Uploading Your Assignments into Moodle

You are allowed one submission each for Modules One, Two, Five, and Six.

You are allowed two submissions each for Modules Three and Four.

You may review your uploaded assignments at any time by clicking on the file itself. If you are not satisfied with an uploaded assignment, you may delete it and upload a replacement. To delete a file, click the **X** on the right of the file.

Each upload is considered a draft until the “send for marking” button is pressed. As long as the “send for marking” button is not pressed, you may delete and resubmit as many times as you wish.

Once the “send for marking” button is pressed, the assignment is locked for marking and that is counted as one submission. Pressing the “send for marking” button notifies your e-tutor that your assignments have been uploaded and are ready for marking.

### File naming convention for your assignments:

Follow this convention: last name\_M1Ass1sub1 e.g. Murray\_M1Ass1sub1

### Tips:

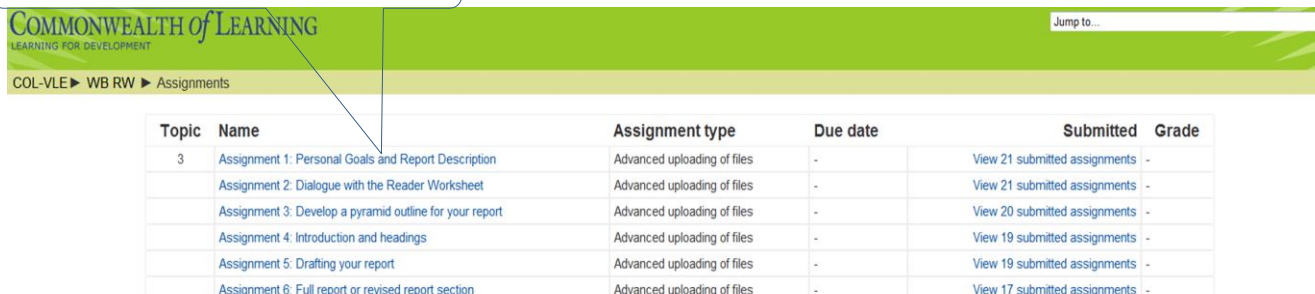
- The file should be in word format.
- Maximum file size per upload is 1MB. Your file sizes should be much smaller than this.

#### 1. Click on **assignments**

### Guide to upload your assignments



#### 2. Click on the **module assignment**



Topic	Name	Assignment type	Due date	Submitted	Grade
3	Assignment 1: Personal Goals and Report Description	Advanced uploading of files	-	<a href="#">View 21 submitted assignments</a>	-
	Assignment 2: Dialogue with the Reader Worksheet	Advanced uploading of files	-	<a href="#">View 21 submitted assignments</a>	-
	Assignment 3: Develop a pyramid outline for your report	Advanced uploading of files	-	<a href="#">View 20 submitted assignments</a>	-
	Assignment 4: Introduction and headings	Advanced uploading of files	-	<a href="#">View 19 submitted assignments</a>	-
	Assignment 5: Drafting your report	Advanced uploading of files	-	<a href="#">View 19 submitted assignments</a>	-
	Assignment 6: Full report or revised report section	Advanced uploading of files	-	<a href="#">View 17 submitted assignments</a>	-

3. Browse and **Select File** for uploading.

COMMONWEALTH of LEARNING  
LEARNING FOR DEVELOPMENT

COL-VLE ► WB RW ► Assignments ► Assignment 1: Personal Goals and Report Description

Separate groups All participants ▼

Assignment 1: Submit assignment for Module 1.

No files submitted yet

Submission draft

Upload a file (Max size: 1MB)

Browse...

Upload this file

Notes

4. Upload your file

5. Delete by clicking the **x** if you are not happy with the file.

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LEARNING FOR DEVELOPMENT

COL-VLE ► WB RW ► Assignment 1: Personal Goals and Report Description

Separate groups All participants ▼

Assignment 1: Submit assignment for Module 1.

Submission draft

Upload a file (Max size: 1MB)

Browse...

Upload this file

Notes

Lee\_M1Ass1Sub1.doc x

Edit

Send for marking

6. Click **send for marking** to have your assignment marked by your tutor.