# Moodle Assignment for submission and feedback

> **ⓘ Anonymous marking**
>
> Wherever possible, UCL operates a policy of anonymous marking of assessments. It is up to the student to ensure their submission is anonymous. For advice please see the Improving the anonymity of your submission guide.

## Submitting

The first thing to get right when submitting work for assessment is that you are submitting it to the right place! Double check you are in the right submission area before continuing.

Moodle assignments have a 'page with tick mark' icon and will look something like this...
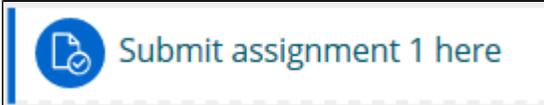


Click on the assignment to enter it and you will see a details page for the assignment. This page tells you; the submission status, the grading status, how many attempts/submissions you have made and the due date for the assignment.



To start the submission process, click on 'Add submission'

Most assignments will be of a file upload type, you will see the following screen (if your assignment allows pasting of text, you will see a text editor into which you can paste your text)

Please submit your 3,000 word final essay here by 23rd July 2019, 5pm. Ensure that you submit no later than 2min before this time.

Your submission must not exceed 160MB.

☐ This assignment is my own work, except where I have acknowledged the use of the works of other people.

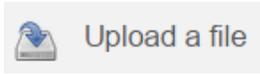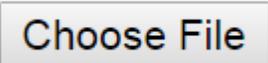File submissions                       Maximum size for new files: 160MB, maximum attachments: 1

📄   📁

■ Files

You can drag and drop files here to add them.

**Save changes**   Cancel

There are required fields in this form marked ❶.

Please note, the file submission window shows you how many attachments are allowed, and what the maximum file upload size is.

Tick the checkbox to accept the submission statement 'This assignment is my own work, except where I have acknowledged the use of works of other people.' For group assignments, the statement will vary slightly.

You can either drag and drop your file on to the upload window, or you can use the 'add file' icon [📄], 'Upload a file' link [Upload a file], and then [Choose File] button, to manually browse for and upload your file.

Once your file is uploaded, click on 'Save changes'

The details page now shows your new submission status and a link to the file you uploaded. You also have the option to Edit your submission or remove a submission.

## Submit assignment 1 here

Please submit your 3,000 word final essay here by 23rd July 2019, 5pm. Ensure that you submit no later than 2min before this time.

Your submission must not exceed 160MB.

## Submission status

| | |
|---|---|
| Submission status | Submitted for grading |
| Grading status | Not graded |
| Due date | Tuesday, 23 July 2019, 5:00 PM |
| Time remaining | 4 hours 48 mins |
| Last modified | Tuesday, 23 July 2019, 12:10 PM |
| File submissions | Sample AssignmentUCL.docx      23 July 2019, 12:10 PM |
| Submission comments | ▸ Comments (0) |

Edit submission    Remove submission

You can still make changes to your submission.

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If your instructor has enabled Turnitin within your Moodle Assignment, you will see a link to your Turnitin Similarity Report and your Submission ID under File submissions.

> ⊙ **submit button**
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> Depending on your course administrator's requirements, once you have uploaded a file, you may see a 'Submit assignment' button next to the 'Edit submission' button. To confirm your assignment is final, and not a draft, you must click the 'Submit assignment' button. Failure to click the 'Submit assignment' button will result in your submission being flagged by Moodle as a draft and if you click the 'Submit assignment' button after the due date, the submission will be flagged as late.

Depending on whether the assignment is set up to allow further re-submissions up until the due date, you may or may not see the 'Edit submissions' button.

Once the due date has passed the time remaining row will turn green if you submitted on time or red if you submitted late.

## Deleting or Substituting a Submission

If your assignment is configured to accept only 1 submission then once you've submitted a file, you won't be able to remove or delete it from the assignment inbox. But, if there's an 'Edit submissions' button you can substitute it as follows:

Click on the assignment link and then the 'Edit submission' button.

Right-click on your submission (in the 'File submissions' box).

Click on the 'Delete' button and confirm your wish to delete this file by clicking on 'OK'.

The file will disappear and you can follow the instructions in 'Submitting' above to re-submit.

## Marks and Feedback

Once your work has been marked, depending to the Moodle course settings, you may get a notification that the submission has been marked.

If you then go back in to the assignment details page you will see



You will now see a grade for the work (it may be a letter grade, a percentage, or some other custom scale). You will see when it was graded, who it was graded by and any overall feedback comments.

If your original submission was in PDF format, you may see a link to 'View annotated PDF...' if the person grading your work has annotated your original work.

> ⓘ  When you 'View annotated PDF', if the marker's comments seem to be obscuring your original text, download the annotated PDF and open in in your PDF reader software - the comments will then display as the marker intended.

You may also see an attached feedback file. This may be your original work with feedback added, or a completely new feedback file.