How to Submit an Assignment

Prior to uploading

Always save a backup of your work **before** submitting any assignment. UCU has provided storage in the Cloud for every student; you may access your account with your UCU email and password at https://cloud.ucu.ac.ug. UCU will not be responsible for the loss of your original file or text due to a server timeout, loss of internet access, or other unforeseen technical issues.

Moodle has two types of assignments: Assignments, and Turnitin. The instructions for Assignments are first, then Turnitin.

Submitting the Assignment

Submitting your assignment consists of two parts: uploading the file, and accepting the plagiarism declaration. **Your assignment will not be considered submitted for marking until both steps have been completed.**

Step 1: Uploading your Assignment

To upload your assignment file or files, click on the link for the assignment. The icon for an assignment is a page in a hand:
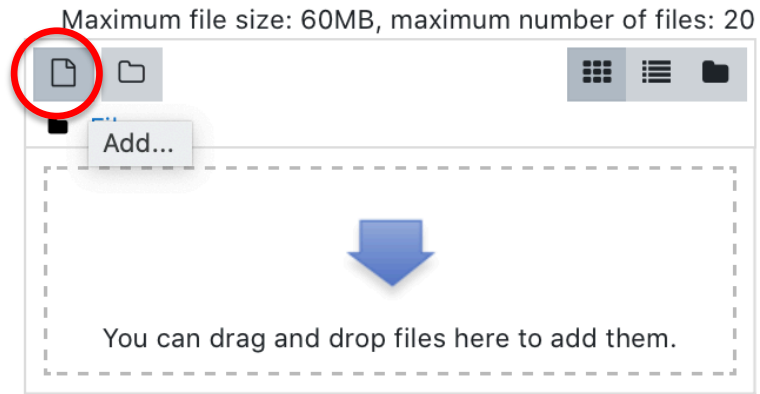
 Activity Assignment Questions

This launches a summary page for the assignment, which includes the details for the Assignment, its Submission status (whether the assignment has been submitted), Grading status (whether the assignment has been graded), the Due date, Time remaining to complete the assignment, the Last modified date, and Submission comments.

NB: Please note whether a specific file type has been specified (i.e., if only PDF files will be accepted, you cannot upload a .doc file).

1. Locate the relevant module with the assignment you want to complete within your course.
2. Click the hyperlink for the assignment you want to complete.
3. Click the **Add submission** button to submit your work.
4. Either drag and drop your file into the window, or click the **Add** icon to the left to navigate to the file.

File submissions   Maximum file size: 60MB, maximum number of files: 20

Add...

You can drag and drop files here to add them.

5. When you have clicked on the file you wish to submit, click the **Upload this file** button.

File picker   ×

Recent files

Upload a file

Private files   Attachment

Wikimedia   Choose File   What is elearning.docx

UCU cloud   Save as

                                 Author

                                    Rev. Jessica Hughes

                                 Choose licence ?
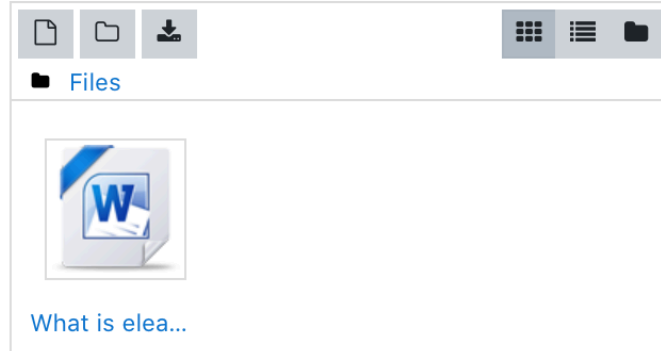
                                    Licence not specified   ▲▼

                                                   Upload this file

6. Once the File picker window closes and returns you to the assignment window, click **Save changes** to submit.

Step 2: Submitting your Assignment

File submissions   Maximum file size: 60MB, maximum number of files: 20

Files

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Accepted file types:

Archive files .7z .bdoc .cdoc .ddoc .gtar .gz .gzip .hqx .rar .sit .tar
.tgz .zip
Excel spreadsheet .xls
OpenDocument Spreadsheet .ods
OpenDocument Text document .odt
PDF document .pdf
Powerpoint presentation .ppt
Presentation files .gslides .odp .otp .potm .potx .ppam .pps .ppsm
.ppsx .ppt .pptm .pptx .pub .sti .sxi
RTF document .rtf
Video file (AVI) .avi
Video file (MP4) .mp4
Video files used on the web .avi .f4v .flv .fmp4 .m4v .mov .mp4
.mpe .mpeg .mpg .ogv .qt .swf .swfl .ts .webm
Word 2007 document .docx
Word document .doc

Save changes   Cancel

7. Now the Submission status window shows that your work is a Draft (not submitted). At the bottom of the window you <u>must</u> click **Submit assignment.**
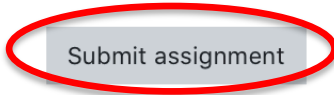
Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 21 September 2020, 12:00 AM
Time remaining	6 days 9 hours
Last modified	Monday, 14 September 2020, 2:16 PM
File submissions	[W] What is elearning.docx 14 September 2020, 2:16 PM
Submission comments	▶ Comments (0)

Edit submission   Remove submission

You can still make changes to your submission.

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

8. The last window is the Confirm submission window, in which you must check the box to acknowledge that this is your original work. Click in the box to confirm, then click **Continue.**

Confirm submission

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

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue   Cancel

There are required fields in this form marked ⊘ .

NB: Please be aware that once you have confirmed this submission, you will not be able to edit or make changes to your chosen file.

Upon submission of your assignment, you will receive an email receipt of your assignment submission.

Turnitin Assignments

If the lecturer has opted for the assignment to be submitted to Turnitin, the icon is the Turnitin logo:

 elearning

For assignments to be submitted to Turnitin, you must click the link to accept the user agreement before you can submit an assignment. After accepting it, you may need to refresh your browser window.

1. After accepting the user agreement, you will see a window titled My Submissions, listing the assignments you have already submitted.
2. To submit another assignment, click **Submit Paper** at the bottom of the window.

My Submissions				

Part 1				
Title	**Start Date**	**Due Date**	**Post Date**	**Marks Available**
elearning - Part 1	14 Sep 2020 - 14:38	21 Sep 2020 - 14:38	21 Sep 2020 - 14:38	100

🔄 Refresh Submissions

	Submission Title	Turnitin Paper ID	Submitted	Grade		
--	--	--	--	--	Submit Paper ☁	-- --

3. In the Submit Paper window, give the assignment a name in the Submission Title field, and either drag and drop, or navigate to where the file is saved.
4. Click the **Add Submission** button. Depending on the size of the file and the quality of the network, this may take a moment.
   NB: You will only see your similarity score is dependent upon whether the lecturer has enabled it for the assignment.
5. When your assignment has been uploaded to Turnitin, you will receive a digital receipt, as well as an email receipt to the address you have in Moodle:

Your submission has successfully been uploaded to Turnitin.

Digital Receipt
Turnitin submission id: 1386706120

Submission extract:

6. Click **Close** in the top right of the screen.