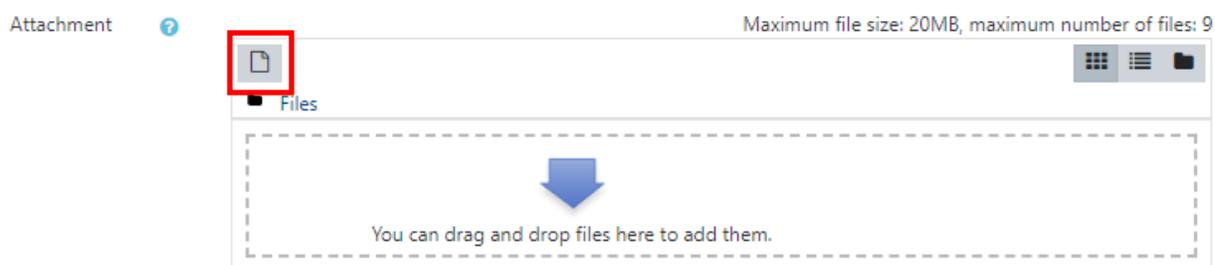


Assignments in Moodle

The Assignment tool allows you to submit a file (e.g. Word document), in order to receive feedback from the workshop facilitator.

Submitting your assignment

1. Click on the name of the assignment space where it is located within your workshop (in Moodle).
2. Read any instructions that have been added to the assignment.
3. Click **Add submission**.
4. If the file is stored on your computer, click **Upload** a file and then **Choose file**.
5. Select the file you want to upload for the assignment.
6. Click **Upload** this file and then **Save changes**.



7. If you select the wrong file click the **Edit submission** button.
8. Select the file previously submitted. Click the **Delete** button. And confirm by clicking **OK**.
9. When you have the correct file displaying, click **Save changes**.

Viewing feedback

1. You may receive an **email notification** indicating that you have received feedback on your assignment submission.
2. To access feedback either follow the link provided in the email, or access the assignment submission through the link in the Workshop.